



Job title	Research Administrator	Job family and level	Administrative, Professional and Managerial Level 2
School	School of Medicine	Location	The East Midlands Campuses of the University of Nottingham

Purpose of role

The purpose of the role is to provide administrative support to the clinical trials teams, within the Stroke Trials Unit, based in Queen's Medical Centre. This post will include supporting the planning, administration and management of the support elements of the clinical trials teams within the unit.

The duties and percentage time allocation provides an indication and framework for the role and should not be regarded as a definitive list or allocation. Other reasonable duties commensurate with the grade, spirit, and purpose of the post may be requested. You will be expected to work flexibly to support the Professional Services across the School.

The School of Medicine recognise the importance of continuous professional development and therefore the importance of providing opportunities, structured support and encouragement to engage in professional development each year.

To find out more about the School of Medicine, its values, vision, teaching and research, please see our [further information leaflet](#).

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% Time per year
1	Research administration Support for administration and maintaining operation which may include: <ul style="list-style-type: none">• Support post award activity related to our clinical trials and grant funding• Research administration; supporting relevant stakeholders and assisting with minuting meetings, trial administration, journal articles, processing and filing of documents and contracts• Assisting with support to the research in life activity of a school/hub within the School of Medicine. This could include HR, purchasing and organising meetings or events associated with the clinical trials• Administering documentation and processes to support allocated areas of responsibility• Use of key systems/platforms for data entry, capture and usage. This will include monitoring of inputs, tracking progress and reporting• Receiving and responding to internal and external queries• Providing advice and resolving both simple and complex issues, ensuring a prompt, high quality service is provided	75%

2	General support <ul style="list-style-type: none"> • General support to the team which may include: • Preparing, coordinating and minuting committees, meetings or other collective activity, following up on actions and managing documentation • Supporting research outputs including organising events, committees and general support office outputs and administration • Various stakeholder reporting requirements • Develop and maintain relevant databases and spreadsheets which may include patient data, research data, or other • Data management and adherence with GDPR requirements. • Liaison with stakeholders internal and external to the team • Supporting small projects to drive common objectives as defined by the team • Reporting outcomes, progress and follow up of complex processes 	25%
3	<ul style="list-style-type: none"> • Any other duties appropriate to the grade and level of the role 	N/A

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Excellent numeracy skills • Excellent attention to detail • Ability and willing to learn new skills and procedures • Ability to summarise standard documentation • Experience of minuting meetings • Excellent interpersonal skills • Evidence of using personal initiative, responsibility and self-motivation, with a proactive approach to problem solving • Evidence of organisational, planning and time management skills • Proven ability to manage a demanding workload involving multiple projects with accuracy and a high attention to detail despite competing priorities and challenging deadlines • Ability to build relationships with individuals both internal and external to the organisation • Ability to work with minimal supervision • Evidence of supporting the planning, managing and coordinating projects and/or activities • Proven ability to work in a team environment, supporting colleagues and sharing expertise • Excellent customer relations • High levels of resilience • Ability to deal with a change • Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge 	<ul style="list-style-type: none"> • Knowledge of research • Knowledge of clinical trials
Knowledge and experience	<ul style="list-style-type: none"> • Good knowledge of MS Office 365 suite (Teams, Outlook, Word and Excel) • Relevant office experience • Experience of planning and prioritising own workload in response to differing needs and delivering to tight deadlines 	<ul style="list-style-type: none"> • Experience within a research environment and/or clinical trials • Experience of Higher Education
Qualifications, certification	<ul style="list-style-type: none"> • English and maths at GCSE or equivalent 	

and training (relevant to role)	OR Considerable work experience in a relevant role	
Statutory, legal or special requirements		<ul style="list-style-type: none"> Awareness of University policies, procedures and regulations
Other	<ul style="list-style-type: none"> Adopting and delivering to the School of Medicine's Professional Services Service Excellence Standards. Willingness to adopt the vision and values of the School of Medicine. 	



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision, and values. The following are essential to the role:

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| Valuing people | Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported. |
| Taking ownership | Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations. |
| Forward thinking | Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process. |
| Professional pride | Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices. |
| Always inclusive | Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area. |

Key relationships with others

