

Job title	Research Administrator	Job family and level	Administrative, Professional and Managerial Level 2
School/ Department	School of Medicine, Lifespan and Population Health	Location	University of Nottingham East Midlands Campuses

Purpose of role

The purpose of this role will be to assist and support research administration in the YorQuit Study. The YorQuit study is a multi-centre randomised controlled trial that seeks to test the acceptability and effectiveness of different approaches to providing stop smoking support to patients attending for lung cancer screening in Bradford, Hull, Manchester and Leeds. Funded by Yorkshire Cancer Research, the study is led by Professor Rachael Murray from the University of Nottingham and Professor Matthew Callister from Leeds Teaching Hospital Trust.

You will support data collection for the study, contacting study participants and completing questionnaires over the telephone and via the post. You will be self-motivated and able to work using your own initiative.

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 recognises 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: Support for administration and maintaining operation which may include: - Administering documentation and processes to support allocated areas of responsibility - Develop and maintain relevant databases, spreadsheets and filing systems to ensure accurate, up to date, information is accessible to those that require it.	80%

	• Gather and manipulate routine data so that others can interpret it or incorporate it into their own work. • Monitor trends and anomalies within source data, reporting findings accurately and appropriately. • Perform confidential typing, filing or manipulation of confidential data, exercising due care and attention to the transfer and/or storage of such information. • 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 • To contact study participants and complete questionnaires over the telephone or via post.	
2.	Planning & Organising • Plan and prioritise own work activities, responding to manager's/school/departamental/work unit requirements, in addition to own responsibilities. Liaison • Develop a network of contacts throughout own area, identifying who key individuals are, to support own work activities. • Communicate with study participants and other tstudy team members as own section of work requires. Continuous Improvement • Relay feedback and comments twider study team and contribute to proposals for improvements to current working methods. • Keep skills up to date and develop competence through learning from colleagues and/or gaining experience of a range of work.	20%
3	Other: ▪ Any administrative duties appropriate to the grade and level of the post	N/A

Person specification

	Essential	Desirable
Skills	▪ 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 ▪ 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 with accuracy and a high attention to detail. ▪ Ability to build relationships with individuals both internal and external to the organisation ▪ Ability to work with minimal supervision ▪ Evidence of supporting the planning, and coordinating projects and/or activities ▪ Proven ability to work in a team environment, supporting colleagues and sharing expertise ▪ Excellent customer relations ▪ 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 ▪	▪ Knowledge of research funding opportunities for medical/science research and development
Knowledge and experience	▪ Experience in or evidence of communication or data collection over the telephone. ▪ Experience of receiving and responding to enquiries, including more complex queries and judging when to forward or involve others. ▪ Good knowledge of MS Office 365 suite (Teams, Outlook, Word and Excel) ▪ Relevant Office experience ▪ Experience of planning and prioritising own workload in response	▪ Practical experience of using RedCap ▪ Experience of working within lung cancer screening programmes, or other healthcare settings

	to differing needs and delivering to tight deadlines	
Qualifications, certification and training (relevant to role)	- English and maths at GCSE or equivalent OR - Vocational qualifications (NVQ 2-3, City & Guild) or equivalent, plus some experience in a relevant role. OR - Considerable work experience in a relevant role.	
Statutory, legal or special requirements	- 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:

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

