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| THE UNIVERSITY OF NOTTINGHAM  RECRUITMENT ROLE PROFILE FORM |

**Job Title:** Secretary for the Children’s Brain Tumour Research Centre

**School/Department:** Division of Child Health, Obstetrics and Gynaecology – Academic Child Health, Children’s Brain Tumour Research Centre (CBTRC)

**Salary:** £17,210 - £20,400 per annum (pro rata), depending on skills and experience. Salary progression beyond this scale is subject to performance

**Job Family and Level:** Administrative, Professional and Managerial Level 2

**Contract Status:** This post will be offered on a fixed term contract for a period of 1 year

**Hours of Work:** Part-time (22 hours per week, to be agreed)

**Location:**  Children’s Brain Tumour Research Centre, Medical School (D32),

Queens Medical Centre

**Reporting to:** Professor Richard Grundy, Professor of Paediatric Neuro-Oncology

**Purpose of the New Role:**

The purpose of the role is to facilitate the activities and administration of the Children’s Brain Tumour Research Centre providing a high standard of support to the unit, and in particular confidential administrative and secretarial support to the Professor of Paediatric Neuro-Oncology.

**Main Duties and Responsibilities:**

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|  |  | **% time per year** |
| 1. | **Provide administrative support to CBTRC directors:**   * With other administrative staff, provide full administrative support to the CBTRC * Assist with electronic diary updating with regard to meetings, holidays etc. for the Professor of Paediatric Neuro-Oncology * Liaise with NHS secretarial and administrative staff in the hospital Trust * Organise conference registrations, travel and hotel accommodation for the Professor of Paediatric Neuro-Oncology, and where appropriate, assist with bookings for other staff * Liaise with CBTRC coordinator regarding recruitment and appointment of   CBTRC staff e.g. interview arrangements, working area allocation, computer  purchasing   * Assist with Vacancy Manager as appropriate * Manage academic correspondence and queries * Assist with visits to CBTRC from outside visitors e.g. tours for funders, MPs * Assist with preparation of power point presentations * Liaise with IT to resolve issues/upgrading as required * Manage documents for CBTRC laboratory staff Performance Reviews * Provide hospitality to guests | 35% |
| 2. | **Provide research and research governance support to CBTRC directors:**   * Act as first point of contact to research team for day-to-day matters * Assist with research grant proposal preparation and other grant-related   documents e.g. reports; assist with proposal documents and reports for donors   * Use PubMed to find research articles and to update CBTRC publications lists;   collate such references in Endnote for future use   * Assist in the preparation of Ethics Committee applications and maintain portfolio of applications * Assist in the preparation of Research and Development applications, reports, and responses to queries * Liaise with Clinical Trials Research Teams * Maintain a record of Professor Grundy’s Continuing Professional Development and Appraisal | 25% |
| 3. | **Manage day-to-day relationship with Campaign Office and University PR/Marketing:**   * Process (by forwarding to Campaign Office and liaising with that office   regarding receipts/ acknowledgments of gifts) donations to CBTRC from  members of the public that come to CBTRC office   * Liaise with Campaign Office and University Marketing Team regarding publicity and promotion of the work of CBTRC * Contribute to maintenance and updating of the CBTRC website with other CBTRC administrative staff | 15% |
| 4. | **Teaching support:**   * Support and preparation of teaching materials * Provide student support to postgraduate and undergraduate students | 10% |
| 4. | Undertake any other duties necessary for the provision of an efficient support service. For example, absence coverage for other administrative staff and training and support for new members of staff | 10% |
| 5. | Any other duties appropriate to the grade and role | 5% |

**Knowledge, Skills, Qualifications and Experience**

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|  | **Essential** | **Desirable** |
| **Qualifications/ Education** | * Five GCSE’s (or equivalent) including English and Maths at Grade C or above * OCR III Text Production and Word Processing | * NVQ Level 3 Administration * Audio/shorthand experience |
| **Skills/Training** | * Good organisational skills * Proficient and experienced in using Microsoft Office, in particular MS Word, Excel, PowerPoint, Outlook, Access - in addition End Note and Adobe Professional * Able to use email, and internet search engines * Ability to prioritise own workload, and adapt it in the light of altering external priorities and pressures |  |
| **Experience** | * Significant secretarial/ administrative experience in a University/NHS environment * Experience communicating with staff at all levels * Experience of handling confidential and sensitive information | * Experience of computerised diary systems * Experience of NHS computer systems i.e. PAS, NOTIS, Winscribe * Experience in web-site maintenance * Experience of ResearchFish |
| **Other** | * Ability to build good working relationships * Ability to work with minimum supervision and prioritise own workload * Ability to be flexible and proactive, able to use own initiative and discretion in order to respond to issues with tact and diplomacy and high levels of confidentiality * Good interpersonal skills and an ability to communicate confidently with people at all levels * Accuracy, reliability, willing and adaptable to learn new skills and procedures as required by changing University procedures * Willingness to adopt the Ethos and Principles of the School of Medicine to improve the student experience |  |

**Decision Making**

**i) taken independently by the role holder;**

* Organising and prioritising own day to day workload
* Receiving and responding to general enquiries

**ii) Taken in collaboration with others;**

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| * Organisation and allocation of tasks with other members of the team * Improvements to routines and practice where they have a wider impact |

**iii) Referred to the appropriate line manager by the role holder;**

* Prioritising workload if clashes of deadlines occur
* Hours of work and holiday arrangements
* Goal setting and performance review
* Personnel issues

Informal enquiries may be addressed to Professor Richard Grundy, email: [richard.grundy@nottingham.ac.uk](mailto:richard.grundy@nottingham.ac.uk). Please note that applications sent directly to this email address will not be accepted.

**Appendix 1**

**The University of Nottingham**

The University of Nottingham is a global-leading, research-intensive university with campuses in the UK, Malaysia and China. Our reputation for world-class research has yielded major scientific breakthroughs such as Nobel-winning MRI techniques, drug discovery, food technologies and engineering solutions for future economic, social and cultural progress.

Already ranked among the UK’s elite universities and global polls for research excellence, our reputation for world-class research has been further enhanced with the 2014 results of the Research Excellence Framework (REF).

In addition to scoring highly in quality rankings covering major disciplines in science, engineering, the social sciences, medicine, business and the arts, it is Nottingham’s research power rankings which demonstrate the impressive volume of excellent research which is carried out. We are now ranked 8th in the UK on a measure of ‘research power’ which takes into account both the quality of research and the number of research-active staff who made REF returns, confirming Nottingham’s place in the top tier of the world’s elite higher education institutions.

The main University campus is set beside a lake, in an extensive belt of woodland, parks and playing fields. The 330 acre University Park Campus is the focus of life for more than 32,000 students and houses the majority of the University’s academic schools and many of the central Services. The Jubilee campus is situated 2 miles away from the University Park, and provides extra capacity. The University Medical School is situated next to the University Park. Together with the University Hospital, it forms the Queen’s Medical Centre (QMC).Following the RAE results, 90% of all research at Nottingham has been classified of an ‘international standard’ and 60% as ‘world-leading’ or ‘internationally excellent’.

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**University of Nottingham Medical School**

Nottingham has a strong reputation for both clinical medicine and teaching. As one of the most popular medical schools in the country, it is able to select excellent students and produce and attract good junior doctors.

**The School of Medicine** was formed following Faculty reconfiguration on August 1st 2013. The new School of Medicine comprises the Divisions of Cancer and Stem Cell Sciences, Child Health, Obstetrics and Gynaecology; Clinical Neuroscience; Epidemiology and Public Health; Primary Care; Psychiatry and Applied Psychology; Rehabilitation and Ageing; Medical Sciences and Graduate Entry Medicine; Respiratory Medicine; Rheumatology, Orthopaedics and Dermatology and the Nottingham Digestive Diseases Centre. The School also hosts the Medical Education Centre, the Centre for Interprofessional Education and Learning, the Clinical Research Facility, the Clinical Skills Centre, NIHR design Service East Midlands, Nottingham Clinical Trials Unit, PRIMIS and Medical Imaging Unit.

The new School of Medicine brings together in one School staff undertaking research for the benefit of the health of patients. It includes all primary care and hospital-based medical and surgical disciplines, principally in the Queen’s Medical Centre and City Hospital Nottingham Campuses, Royal Derby Hospitals NHS Foundation Trust and also at the University’s main campus and at the King’s Meadow and Jubilee Campuses. Most of our School’s Senior Researchers and Teachers are also clinicians who dedicate 50% of their time to patient care within the Nottingham University Hospitals NHS Trust & Royal Derby Hospitals NHS Trust. This close juxtaposition brings cutting-edge clinical care to our patients and clinical relevance to our research and teaching. We are closely integrated with our full time NHS clinical colleagues, many of whom are themselves leaders in research and teaching and who work closely with the University and this increases the mutual benefit from integration between the University and NHS.

Mission:

Our mission is to improve human health and quality of life locally, nationally and internationally through outstanding education, research and patient care.

Priorities:

1. **Teaching and learning**, particularly training tomorrow’s doctors and teaching specialised postgraduates
2. **Research and research training:** We will perform and support the highest quality “big” research which impacts on human health and disease
3. **Partnership with the NHS** and other healthcare providers
4. **Visibility and profile of the School of Medicine:** We will do what we do better, and we will tell others about it

Ethos and principles:

1. **Having people and patients at the heart of all we do**: our teaching and learning, our research and our patient care
2. **Contribution within the School of** **Medicine and to society** beyond our immediate roles; helpfulness and service
3. **Openness and fairness**, with particular emphasis on communication (both internal and external) and on equality and diversity among students and staff
4. **Personal and group responsibility** for all aspects of our work, within a culture of opportunity and reward

Our research spans 11 major themes, ranging from cancer to vascular medicine. We work closely with industry and the NHS. Our world-leading research ranges from basic and translational science through to clinical trials, epidemiology, and health services research. Our clear theme is improving human health, underpinning a vibrant postgraduate research training programme leading to PhD or DM. Many of our academics are clinicians, using their expertise to provide cutting edge specialised treatment to NHS patients; reflecting our ethos that patients are at the heart of all we do.

In the 2014 Research Excellence Framework the four Units of Assessment included in the School of Medicine were among the six most improved in the whole University since RAE 2008: Over 80% of our research in 2014 was graded as world-leading or internationally excellent. Our research spans 11 major themes and ranges from basic and translational science through to clinical trials, epidemiology, and health services research. We work closely with industry and the NHS. Our research is underpinned by a strong postgraduate research training programme leading to PhD or DM. Our major research themes are in Cancer and Stem Cells; Child Health, Obstetrics & Gynaecology; Clinical Neurosciences; Dermatology; Digestive Diseases; Epidemiology and Public Health; Mental Health; Musculoskeletal physiology and disease; Primary Care; Rehabilitation and Ageing; Respiratory Medicine; and Renal Medicine.

The School of Medicine trains tomorrow’s doctors on a vibrant undergraduate medical course with a unique intercalated BMedSci, as well in a specialised graduate-entry programme built around clinical problem solving. We teach medicine and related disciplines at both undergraduate and postgraduate level. We have a dedicated clinical academic training programme and are committed to training PhD and doctoral research students and to supporting postdoctoral clinicians and scientists in their research.

The School of Medicine holds a Bronze Athena SWAN award in recognition of our commitment to advance the representation of women in science, technology, engineering, medicine and mathematics (STEMM). The award reflects our commitment to promoting equality and diversity. Please see <http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx>.

Professor Tony Avery is Dean of the School of Medicine.

For further information, please see our website <http://www.nottingham.ac.uk/medicine>

**Nottingham**

Central within the East Midlands, Nottingham is a vibrant and prosperous city with something to offer everyone. It is one of the UK’s leading retail centres and has a huge variety of restaurants, bars and nightclubs which attract people from all over the UK. Culturally, it has good theatres, an arena which attracts both national and international performers and a range of historical interests relating to subjects such as the lace industry, Lord Byron and DH Lawrence. Nottingham is also known for sport, being the home of Trent Bridge Cricket Ground, Nottingham Forest and Notts County Football Clubs, the National Water Sports Centre and the Nottingham Tennis Centre. There is a good network of roads with easy access to the M1 and the A1, a fast frequent rail service to London and other major cities. Nottingham East Midlands Airport is only eighteen miles away.

The city is set within a county of outstanding natural beauty which includes Sherwood Forest, Wollaton Park, lively market towns and wonderful historic buildings. Housing is relatively inexpensive and, in addition to the two Universities, there are excellent schools and colleges available.

**To find out more about Nottingham, use the following links:**

Nottingham County Council – Tourism <http://www.experiencenottinghamshire.com/>

University of Nottingham <http://www.nottingham.ac.uk>

Zoopla (Guide to local properties) <http://www.zoopla.co.uk/>

**My Nottingham** (information on schools, term dates, school transport etc.)

<http://www.nottinghamcity.gov.uk/index.aspx?articleid=8524>

**Faculty of Medicine and Health Sciences, University of Nottingham**

Comprising of four schools (School of Health Sciences, School of Life Sciences, School of Medicine and the School of Veterinary Medicine and Science) we undertake research across the full range of health and basic sciences. Overall we teach around 6,000 undergraduate and 900 postgraduate taught students, with our courses being recognised for their innovative and exemplary teaching. Our wide ranging research covers areas from basic sciences to clinical translational research.

***Vision***

Our vision is to deliver world leading research and inspirational teaching for tomorrow’s scientists, doctors, nurses, midwives, physiotherapists and veterinarians.

We will achieve this via our:

* excellent links with industry and the NHS
* talented people – working and learning in a vibrant and supportive academic community
* commitment to inspirational teaching
* outstanding environment and facilities
* advanced research facilities and associated expertise to underpin cutting-edge research

***Teaching***

Our teaching strategy is to develop graduates who have a thorough grounding in their subject of study, are aware of research, have a critical approach to knowledge, can study independently and have the skills and attributes to be successful in employment.

We are particularly keen to ensure that our students have a well-balanced programme of lectures, small group teaching, tutorials and seminars. Laboratory and practical work are intrinsic parts of our undergraduate degrees and are highly valued and enjoyed by our students.

***Research***

Our wide ranging research covers areas from basic sciences to clinical translational research in which we currently supervise 800 postgraduate research students and undertake research of £43 million per annum.

The faculty provides advanced research facilities and associated expertise to underpin cutting-edge research. These include next generation high throughput gene sequencing and bioinformatics support, high content screening for drug discovery, and a wide range of imaging modalities such as MRI and PET CTs, for human and advanced animal research.

The dedicated Clinical Trials Unit and Clinical Research Facility are funded in partnership with Nottingham University Hospitals NHS Trust.

The faculty’s research platforms make important contributions in four of the University’s Research and Knowledge Transfer Strategic Priority Areas:

• Biomedical Imaging

• Clinical Translational Research

• Drug Discovery

• Global Food Security

***NHS Partnerships***

The work we do depends on strong and effective partnerships with organisations in the East Midlands. In establishing the new Faculty of Medicine and Health Sciences we aim to make our partnerships with the NHS even stronger so that our collective research and education activities deliver the greatest benefits for patients and the public.

***Key Facts***

* Around 1,700 faculty staff including 1,000 academics

• Over 5,000 students including 3,652 undergraduates (7% international)

• 818 postgraduate taught masters students (22% international)

• 810 research students

• Total research portfolio in excess of £140 million

• Attracted £37.3 million in new awards in 2012-13

• 328 live research projects (2012-13)

S:\PS\Registrars\HR Policy\CAT Office\Web Site\Images\AS_Silver Award.tif*The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers.*

*It is our mission to ensure equal opportunity, best working practices and fair policies for all.*