

THE POST

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| College/Service: | College of Engineering, Mathematics and Physical Sciences http://emps.exeter.ac.uk/ |
| Post: | Research Administrator |
| Reference No: | P55323 |
| Grade: | C |
| Reporting To: | Research Project Manager |

Job Description

Main purpose of the job:

To provide administrative support to the Centre for Biomedical Modelling and Analysis and the Centre for Predictive Modelling in Healthcare. This role will support the Project and Centre Managers of these research Centres.

The post holder will have responsibility for providing support in the delivery of the Centres' agreed activities with funders. The post holder should enjoy working as part of a busy team and regularly review working practices in order to devise and implement more efficient ways of working.

As a key role within both Centres, the post holder is expected to have strong communication skills, prioritise effectively, be proactive, and have the necessary confidence to interact appropriately with a wide range of people at all levels.

Main duties and accountabilities:

1. Provide a full range of administration services including as necessary: collation of Centre information/outputs; diary management; preparation of forms; event organisation; room bookings; ordering of stationery; refreshments; travel and accommodation requests; minute taking.
2. Support the organisation of meetings, workshops, conferences and training sessions - booking venues and organising associated catering, travel, accommodation and processing general booking requests.
3. Work with the Centre leads to ensure all information on the Centre websites is current and accurate. Update the website with content supplied by the Centre leads.
4. Assist with the gathering and recording of data required by funders. Share this data as required with other groups across the University, including finance and research services.
5. Manage and update databases (funding, marketing, partner information).
6. Create purchase orders, assist with expense claims, receipt goods received and queries using the appropriate finance systems.

7. Assist with the induction and welcome of new Centre members.
8. Be an active team member promoting a collaborative and collegiate working culture.
9. To undertake additional projects and activities as requested by the managers. This could include internet research, production of PowerPoint presentations and other ad-hoc activities as requested.
10. To take a proactive approach to understanding and gaining a thorough knowledge of University policies, procedures and management/governance structures and taking an interest in keeping up-to-date with developments in the University and Higher Education sector.
11. To exercise judgment and diplomacy and have the necessary confidence to interact appropriately with a wide range of people, both internal and external, and at all levels.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility and may be required to work outside office hours if necessary.

Person Specification

| Competency | Essential | Desirable |
|-----------------------------|---|---|
| Attainments/Qualifications | Have a good standard of education including GCSE Maths and English grade C or above or NVQ2 equivalent. | |
| Skills and Understanding | <p>Outstanding organisational and time management skills including ability to prioritise tasks and work to deadlines.</p> <p>Good written and oral communication skills.</p> <p>A methodical approach; an aptitude for accuracy, numeracy and attention to detail.</p> <p>Experience of providing excellent customer service via telephone, email and in person.</p> <p>Experience of using own initiative and taking a proactive approach.</p> <p>Experienced user of MS Office (especially Outlook, Excel, Word and PowerPoint).</p> <p>Confidence and experience in dealing with a very wide range of people, both internal and external to the University.</p> <p>Experience of using discretion whilst dealing with sensitive information.</p> | Understanding of the UK Higher Education environment. |
| Prior Experience | <p>One to 2 years' experience in an administration role.</p> <p>Experience of working in a team to deliver multiple objectives.</p> | <p>Experience of supporting organisation of events.</p> <p>Experience of supporting meetings and minute taking.</p> |
| Behavioural Characteristics | <p>Ability to adapt to changing priorities and timescales and ability to act on own initiative and see tasks through to completion.</p> <p>Ability to be flexible and deal with frequent interruptions.</p> <p>Enthusiastic, conscientious and committed.</p> <p>Highly motivated.</p> | |
| Circumstances | Some flexibility around working patterns, when planned and agreed in advance, within the normal working week. | |

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Chrissie Walker (Research Project Manager) via email C.J.Walker@exeter.ac.uk or telephone (01392) 725838.

Additional Information Relating to the Post

Salary

Salary will be £18,412 per annum (pro rata) on Grade C, subject to knowledge, skills and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

Hours of work

Hours of work will be up to 25.55 hours per week worked by arrangement with your line manager.

In line with the University's [flexible working policy](#) the post is offered on a flexible basis, and hours of work can be arranged around the successful candidate, by agreement.

Overtime

When overtime is worked, by prior arrangement with your Manager time off in lieu will be given or (provided you have worked more than 36.5 hours) will be paid at time-and-a-half.

Annual Leave

The annual leave entitlement for full-time appointments is 39 days (pro rata for part-time appointments) – see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml> for more information.)

Probationary Period

The appointment will normally be subject to a probationary period of one year.

References & Medical Clearance

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

Right to Work in the United Kingdom

We welcome all applicants and the diversity they bring. However, the nature of this role, the salary and the qualifications required, mean that immigration legislation will not allow the University to apply for a sponsorship certificate for this post. We strongly recommend that applicants that are non EEA nationals consult the Right to Work rules on the Home Office website at: www.ukba.homeoffice.gov.uk.

In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

Terms & Conditions

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

Pensions

You are eligible to join the University of Exeter Retirement Benefits Scheme (ERBS) provided that you meet the qualifying criteria for membership. Please note that this scheme is currently under review, for more information about the review please go to <http://www.exeter.ac.uk/pensions/erbsscheme/schemeupdates> Subject to meeting the eligibility criteria, staff will automatically become members unless they opt out in accordance with the current rules of the scheme and employee contributions will be taken from your pay employee's contribution is currently 7.5% of gross salary. The University as your employer will also make a contribution to the scheme on your behalf. If you wish to opt out of the Scheme, you should contact the Pensions and Reward Advisor, Mrs Alison Rose (01392 723088/email a.j.rose@exeter.ac.uk) for further information.

Short-listing Information

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

Application Procedure and Interview Information

The closing date for completed applications is **Sunday, 27th November**. Interviews are expected to be held in Exeter on **Friday 9th December**.

Data Protection Act (1998)

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.