

National Centre for Remote & Rural Medicine (NCRRM) Centre Administrative Assistant - School of Medicine & Dentistry - Grade E

Job Description

Purpose

The post holder will provide comprehensive administrative support to the School's activities at NCRRM to ensure the successful delivery of a range of projects and priorities. Working closely with the NCRRM Centre Manager, NCRRM Director and the Executive Dean, the post holder will ensure that all administrative processes and documentation are maintained for all NCRRM project activities.

Occasional attendance at UCLan Preston may be required.

Duties

1. As a key point of contact for NCRRM activities to undertake effective communication and liaison at all levels, both internal and external to the University, in particular within the NCRRM team and including stakeholders, collaborating institutions and external bodies.
2. To be responsible for incoming e-mails/calls to the NCRRM Office, ensuring appropriate redirection and/or provision of information and advice.
3. To act as a liaison / initial point of contact for contractors, Adhoc workers, visitors and deliveries to NCRRM.
4. To arrange and service meetings, prepare agendas, minute meetings, terms of reference, distribute action sheets, maintain records and check that actions have been taken as required including the NCRRM operational and stakeholder boards.
5. To support the regular monitoring and reporting requirements within NCRRM and to draft reports for monitoring and planning purposes.
6. To undertake word processing to produce high quality project documentation, including reports, course submissions, notes, minutes, presentation materials and statistical data, etc. using appropriate software packages and to maintain and operate computerised administrative systems and filing systems to ensure effective administrative practices.
7. To create and manage spreadsheets to support financial, resource planning and student cohort planning and management processes.
8. To provide administrative support, working alongside the School's administrative team, to the postgraduate academic programmes delivered at NCRRM.
9. To assist with procurement activity via the processing of financial documents e.g., purchase orders, invoices, and claim forms, booking/liaison with external providers e.g. hotel/conferencing facilities and ad hoc teaching staff via dashboard.
10. To assist with the planning and execution of NCRRM collaborative events including conferences with external partners, development/open days and social events including our liaison with internal and external stakeholders as required.
11. To be mindful of regulations and legislation on GDPR and to safeguard standards of security and confidentiality relating to NCRRM and the University.

12. To undertake any other duties commensurate with the post and grade as agreed with the NCRRM Centre Manager.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- A range of GCSEs, including English Language and Maths at Grade C or above, or appropriate equivalent experiential learning (Application).
- Demonstrable recent experience of current administrative/clerical practices, with significant experience of organising and updating computerised records/files and minuting professional meetings (Application/Interview).
- Considerable experience of working in an environment with a high degree of customer contact, with the ability to exercise judgement and initiative (Application/Interview).
- Computer literate in the Microsoft Office suite of packages, familiar with e-mail, electronic diary and filing systems, as well as use of online video conferencing (Application/Interview).
- Ability to work consistently under pressure, prioritise work and meet deadlines, with excellent organisational skills. Also being able to demonstrate the ability to work alone/unsupervised as well as part of a team, with a flexible approach to work (Application/Interview).
- Ability to research, organise, analyse and present information both verbally and in the form of reports/presentations (Application/Interview).
- Ability to communicate effectively with staff and students and other agencies, in person, in writing and on the telephone (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions, and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- 'A' level or equivalent qualifications (Application).
- Word processing, IT or business administration qualification or demonstrable equivalent experiential learning (Application).
- Experience of working in an education and/or medical environment (Application/Interview).
- Experience of facilitating corporate events, conferences and open days (Application/Interview).
- Working knowledge of undergraduate and postgraduate education (Application/Interview).