

Research Assistant (Research and Innovation) - School of Medicine and Dentistry - Grade E

Job Description

Purpose

To provide a high-quality administrative service for the NIHR Clinical Academic Training (CAT) Office for the School of Medicine and Dentistry focused on supporting research, innovation and educational activities.

Duties

1. To provide an administrative service for the research staff in the School of Medicine and Dentistry in order to help develop and enhance the overall quality of research, innovation and educational activities related to the NIHR Clinical Academic Training Programme, Intercalated and Internship Programme
2. To work closely with academic and research staff and NHS collaborators, as required, to ensure that research, innovation and educational functions of the team are effectively supported.
3. To provide assistance to the School by checking and amending budget codes on expenses; preparing and checking ad-hoc claims; maintaining project budget codes; management of credit card (purchasing goods and reconciliation); setting up new suppliers on Business World and preparing POs, checking and processing invoices; annual renewal of memberships, accreditation fees, professional fees and sponsorship payments.
4. To provide administrative support in maintenance of manual and electronic filing systems and to set up new systems as required.
5. To undertake general administrative duties which may include (but is not limited to) the following: travel and accommodation, conferences, planning student placements, answering student queries and providing students with information, obtaining quotes, staff absence reporting for academic staff, arranging staff office moves, providing support and advice for academics.
6. To collate information and data required for formal reports to the NIHR.
7. To undertake effective communication and liaison at all levels, both internal and external to the University, partners organisations within health care organisations, other universities and NIHR.
8. To arrange and service meetings, prepare agendas, minute meetings, distribute action sheets, maintain up-to-date records and check action taken as required (e.g., Research & Development meetings, Research Strategy group, research projects meetings).
9. To support diary management for senior research staff.
10. To assist in collating and filing information on research outputs and impacts.
11. To monitor and maintain relevant web pages and SharePoint sites; assist in production of publicity materials, and support communication and dissemination activities.

12. To organise and provide administrative support for workshops, seminars, conferences and other events.
13. To adhere to regulations and legislation on Freedom of Information, General Data Protection Regulations, Good Clinical Practice (GCP) and to safeguard standards of security/confidentiality.
14. To attend relevant staff development events, and to actively commit to the principle of on-going professional and personal development.
15. Any other duties commensurate with post and grade as agreed with the research leads and Head of School.
16. An ability to work flexibly with other members of the research team to ensure that the current and future administrative needs are met over the calendar and academic year.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Demonstrable recent administrative/clerical experience in a busy office environment/virtual space and the ability to produce high-quality outputs with accuracy (Application/Interview).
- Experience of providing and maintaining high quality customer service coupled with excellent organisational skills and time management (Application/Interview).
- Experience of working in a team in a complex environment (Application/Interview).
- Experience of organising, updating and maintaining accurate computerised records and files together with data input skills (Application/Interview).
- A range of GCSEs, including English Language and Maths at Grade C or above, or equivalent experiential learning (Application).
- Computer literate in a range of software packages including Microsoft Office, familiar with e-mail and use of internet, and with using Teams and/or Zoom (Application/Interview).
- Meeting servicing skills (agendas, minutes and follow-up) (Application/Interview).
- Ability to research, organise, analyse and present information both verbally and in writing (Application/Interview).
- Ability to communicate effectively in writing and on the telephone, and on teams/zoom and equivalent platforms (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail and Trust, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience of research administration within a higher education environment and/or working in a research environment (Application/Interview).

- Experience of supporting educational, conferences and networking events (Application/Interview).
- An undergraduate degree or equivalent experiential learning (Application).
- Experience with using any reference management system (Application/Interview).
- Experience of diary management (Application/Interview).