

Job Description

Job Title	Administrative Assistant (Research)
School/Service	Research Facilitation and Delivery Unit (RFDU)
Grade	E
Responsible to	RFDU Senior Administrative Research Officer, RFDU Administrative Research Officer
Responsible for	To provide support and advice to clerical staff under supervision of line manager and day-to-day managers as and when required
Job Purpose: To provide high quality administrative service, focused on supporting research, innovation, educational and enterprise activities of relevance to health and care technology areas.	
Main Duties and Responsibilities <ol style="list-style-type: none">1. To provide an administrative service in order to help develop and enhance the overall quality of research, innovation, educational and enterprise activities.2. To work closely with RFDU academic and administrative staff, as required, to ensure that research, innovation, educational and enterprise functions of the team are effectively supported.3. To provide administrative support for data input/ retrieval to/from computerised information systems and research databases (e.g., Excel, Access, EndNote).4. To provide administrative support in maintenance of manual and electronic filing systems and to set up new systems as required.5. To provide administrative support in aspects of research process, including collating and formatting research-related documentation, identification and obtaining of research articles, transcription of audio recordings.6. To collate information and data required for formal reports.7. To organise and arrange accommodation and travel for meetings and visits for staff and collaborators nationally and internationally.8. To arrange and service meetings, prepare agendas, minute meetings, distribute action sheets, maintain up-to-date records and check action taken as required.9. To support diary management for project leads and senior staff.10. To undertake general duties such as receipt and distribution of post, drafting of standard letters, recording absence and leave, operating photocopiers, external event bookings, venue/room/car parking/catering booking, arranging purchases/invoices and undertaking stationery/equipment orders.11. To assist in collating and filing information on research outputs and impacts. To support with the upload and update of research outputs in Central Lancashire online Knowledge (CLoK) Institutional Repository (online store for the digital intellectual assets of University of Central Lancashire).12. To monitor and maintain relevant web pages and SharePoint sites. To assist in production of publicity materials, support communication and dissemination activities.13. To organise and provide administrative support for workshops, seminars, conferences and other events.14. To liaise with other areas of University and external organisations.	

15. To deal with enquiries from staff, students, external customers and members of the public in a professional and tactful manner, fielding calls and facilitating the communication of information to staff and research students.
16. To be mindful of legislation and regulations on Health, Safety and Environment, Data Protection, Freedom of Information, Intellectual Property Rights, Good Clinical Practice (GCP) and to safeguard standards of security and confidentiality.
17. To attend relevant staff development events, and to actively commit to the principle of on-going professional and personal development.
18. To undertake any other duties and responsibilities appropriate to the grade as may be determined by RFDU Senior Administrative Research Officer and Projects Leads.
19. To be able to work flexibly with other RFDU and University staff is essential to ensure that the current and future administrative needs met over calendar and academic year.

Person Specification



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Attributes	Essential	Desirable	Measured By
Work Experience	<p>Demonstrable recent administrative/clerical experience in a busy office environment</p> <p>Experience of providing and maintaining high quality customer service</p> <p>Experience of working in a team in a complex environment</p> <p>Experience of organising, updating and maintaining accurate computerised records and files</p>	<p>Experience of research administration within higher education environment and/or working in a research environment</p> <p>Experience of working in an environment with a high degree of customer contact</p> <p>Experience of supporting educational, conferences and networking events</p>	Application / Interview
Education/Qualifications	<p>"A" level or a range of GCSEs, including English Language and Maths at Grade C or above, or equivalent experiential learning</p> <p>Word processing/typing/IT qualification or demonstrable equivalent experiential learning</p>	1st Degree or equivalent experiential learning	Application
Skills/Abilities	<p>Computer literate in a range of software packages including Microsoft Office, familiar with e-mail and use of internet</p> <p>Meeting servicing skills (agendas, minutes and follow-up)</p>	<p>Familiarity with video- and/or teleconferences</p> <p>Experience with any reference management system</p> <p>Audio typing skills</p>	

	<p>Data input skills</p> <p>Excellent organisational skills, including time management</p> <p>Ability to research, organise, analyse and present information both verbally and in writing</p> <p>Ability to communicate effectively in writing and on the telephone</p> <p>Ability to produce high quality and accurate work</p> <p>Ability to work consistently under high pressure and in a busy administrative environment</p> <p>Ability to multi-task and meet competing deadlines</p> <p>Ability to work unsupervised and to exercise judgement and initiative</p> <p>Ability to work alone or as a member of a team</p> <p>Ability to plan and prioritise own work and of others</p> <p>Well-motivated and capable of taking pro-active approach</p> <p>Ability to maintain professional and tactful manner</p>	<p>Experience with diary management</p> <p>Experience of supervision and delegation</p>	
Other	<p>Awareness of legislation such as Freedom of Information and Data Protection</p>		<p>Application / Interview</p>

	<p>Understanding the need to work in a confidential manner</p> <p>A flexible approach to work. Willingness to travel and work across UK and abroad.</p> <p>An understanding of and demonstrable commitment to the University's Values as a framework for decisions, actions and behaviours</p>		
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