|  |  |
| --- | --- |
| Last updated: | September 2022 |

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| Post title: | Research Administration Manager | | |
| Academic Unit/Service: | Cancer Sciences | | |
| Faculty: | Medicine | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| \*ERE category: | n/a | | |
| Posts responsible to: | Professor of Molecular Immunology and Director of Translational Immunology & Professor of Imaging and Biomedical Engineering | | |
| Posts responsible for: | N/A | | |
| Post base: | Office-based | | |

|  |
| --- |
| Job purpose |
| To provide professional support in an independent and collaborative manner to ensure the effective and efficient operations of the research and associated activities for the Professor of Molecular Immunology and Director of Translational Immunology & Professor of Imaging and Biomedical Engineering.  To ensure the provision of comprehensive operational support for the research group including drafting reports, managing budgets and providing diary management. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To provide administrative support to senior manager(s), including the co-ordination of diaries, arranging and servicing meetings, filtering problems and enquiries. To draft and issue correspondence and documentation related to research and administrative operations on behalf of the senior manager(s). To independently draft reports and deliver briefings and presentations, as required. | 25 |
|  | To undertake pre- and post-grant award administration for the research group; oversee and manage budgets using financial administration processes and accounting software,  independently complete applications and progress reports for grants and contracts with companies, including interfacing with grant-giving bodies or companies to resolve administrative issues for both pre- and post-award stages of grants and contracts.  To be involved in ordering/purchasing of necessary supplies, equipment, including interactions with vendors and purchasing department as required. | 15 |
|  | To oversee the HR activity of the research group including recruitment of new personnel and assistance with processing of visa applications if/as required. To carry out detailed assessment and analysis of issues and problems, including personnel-related issues, using specialist knowledge to identify and recommend appropriate solutions. | 15 |
|  | To manage and arrange travel itineraries and reservations of the research group and external personnel as required. To organise events such as conferences/seminars, symposia both on- and off-campus, including assistance with fundraising for these events when necessary. | 10 |
|  | To schedule, organise and service research group meetings.  To represent the research group at internal and external meetings to ensure research group findings/issues etc are appropriately represented/reported. | 5 |
|  | Handling of material transfer agreements with legal offices to allow shipment of materials both out of and into the laboratory. Handling of shipments, including international shipments, to colleagues | 5 |
|  | To plan, organise and manage the space allocation of the research group, advising management on strategic requirements | 5 |
|  | To be responsible for provision of specialist/professional advice to aid management decisions and provide support services within specific parameters/professional guidelines to both internal and external customers.  To work collaboratively with members of the research team, members of staff and the wider University community to deliver assigned work, resolve issues and improve processes providing a high level of customer service. | 5 |
|  | To assist with manuscript formatting, uploading, and to interface with editorial offices as necessary. To assist with documentation and data storage relevant to publications. | 5 |
|  | To contribute to University-wide projects using specialist knowledge and/or lead short-term projects within own department | 5 |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 |

| Internal and external relationships |
| --- |
| Other members of the department/University staff/professional services.  External customers, visitors, funding bodies, collaborating commercial companies.  Relevant suppliers and external contacts. |

| Special Requirements |
| --- |
| The post holder will be expected to be available for out of hours work (including weekends, university closure periods, etc.) as necessary to perform their job duties. For example, travel arrangements for visitors, providing support for weekend symposia, meeting deadlines for grant submissions, grant reports or budgetary items. |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to HND, Degree in business management or similar, degree in a scientific discipline or engineering, basic professional qualification and/or significant relevant experience  Ability to accurately analyse and interpret complex quantitative and qualitative data, presenting summary information in a clear and concise format  Excellent IT skills, including standard Microsoft Office packages and confidence working with new technologies  Proven experience of planning and progressing work activities within broad professional guidelines and/or broad organisational policy  Understanding of how the specialist/professional services provided by the post-holder support the objectives of the University  Able to apply an awareness of principles and trends in a specialist or professional field and an awareness of how this affects activities in the University | Background in relevant scientific area  Relevant experience in a Higher Education/Academic Institution  Experience of University software (e.g. Agresso, Stonefish, PURE)  Experience of using QuickBooks  Knowledge of software programs of grant-giving bodies (e.g. JeS, eGMS), companies, online journals, conference organizations etc  Advanced skills in document formatting for grant applications, on-line forms etc  Proven experience of pre- and post- research grant award administration, including management of budgets  Proven administrative experience, including recruiting staff |  |
| Planning and organising | Able to lead and organise broad range of activities of the research group  Able to plan and manage resources, including human, financial and physical appropriately to ensure the smooth running of the research group  Proven experience of planning and progressing work activities within broad professional guidelines and organisational policy | Experience of successful project management.  Resource management experience with the ability to agree priorities and negotiate for resources  Experience in organising events and activities that deliver the required outputs. |  |
| Problem solving and initiative | Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them  Able to independently resolve problems  Able to assess complex issues; and to apply originality in modifying existing approaches to solve problems  Confidence to challenge existing work practices and use a positive approach to problem solving |  |  |
| Management and teamwork | Able to proactively work with colleagues in other work areas to achieve outcomes  Able to work as part of an integrated team and able to adopt priorities and engage in activities which promote the effective working of the whole team  Able to collaborate effectively, understanding the strengths and weaknesses of team members to build effective teamwork  Able to formulate development plans for staff and research group to meet required skills | Experience of successfully managing and developing staff |  |
| Communicating and influencing | Able to provide accurate and timely specialist guidance on complex issues  Excellent communication skills to liaise with colleagues at all levels, within the team, the department and across the wider University, building relationships and understanding stakeholder’s differing needs  Able to communicate and liaise with co-workers to effectively meet research goals of the laboratory, both internal and external to the laboratory  Able to use influencing and negotiating skills to develop understanding and gain co-operation  Excellent written and oral communication skills  Able to communicate effectively and sensitively with wide range of people within and outside the organisation |  |  |
| Other skills and behaviours | Ability to learn internal and external software programs rapidly |  |  |
| Special requirements | Able to work independently, develop new skills readily and be proactive in problem solving  Willing and able to undertake out of hours working which may include evenings, weekends and University closure periods as necessary to perform their job duties such as travel arrangements for visitors, providing support for weekend symposia, meeting deadlines for grant submissions, grant reports or budgetary items |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

|  |  |
| --- | --- |
| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

|  |  |  |  |
| --- | --- | --- | --- |
| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |