

Job Description and Person Specification

Last updated: September 2022

**JOB DESCRIPTION**

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| 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 | | |

To provide professional support in an independent and collaborative manner to ensure the effective and efficient operations of the research 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 and assisting with interactions between group members and the funder.

Job purpose

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| Key accountabilities/primary responsibilities | % Time |
| To provide support for managing the interactions between the researchers and the funder. This will include the provision of assistance with the completion of progress reports as requested by the funder. | 70 |
| To schedule, organise and service research group meetings involving interactions with the funder. | 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 and from funder. | 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 research reports and publications. | 10 |
| Any other duties as allocated by the line manager following consultation with the post holder. | 5 |

Other members of the department/University staff/professional services.

External customers, visitors, collaborating commercial companies.

Internal and external relationships

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, meeting deadlines for reports.

Special Requirements

**PERSON SPECIFICATION**

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| 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 | CV, references and at interview |
| Planning and organising | Able to lead and organise broad range of activities of the research group  Proven experience of planning and progressing work activities within broad professional guidelines and organisational policy | Experience of successful project management.  Experience in organising events and activities that deliver the required outputs. | CV, references and at interview |
| Problem solving and initiative | Able to develop understanding of long-standing and complex problems and to apply professional |  | CV, references and at interview |

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|  | 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 | CV, references and at interview |
| 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 |  | CV, references and at interview |

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|  | 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 |  | CV, references and at interview |
| 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, meeting deadlines for grant reports. |  | CV, references and at interview |

**JOB HAZARD ANALYSIS**

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

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| ☒ 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.

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| **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** | | | |

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| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |