



**Job Title:** Administrator for the Centre of Primary Ciliary Dyskinesia Diagnosis and Research

**Grade:** 4

**Salary:** £24,590 to £26,707 per annum, pro rata

**Department:** Respiratory Sciences

**Hours/Contract:** Part-time (0.4FTE, 14 hours per week), fixed term contract until 31 March 2027

**Job Family:** Management and Administration

**Reference:** 12297

## Role Purpose

To provide functional running of the Centre for PCD diagnosis and research. The role will also include provision of administrative and secretarial support to consultants and the laboratory diagnostic team.

## Main Duties and Responsibilities

- Implementing procedures to allow accurate and appropriate information to be collected for PCD service activities
- To respond in an efficient courteous manner to parents and patients referred into the clinics
- To carry out functions such as entering and updating patient details or clinic appointments, filing paperwork etc.
- To work as part of the PCD diagnostic team and provide secretarial and administrative support to team members when required
- Registering new patient details in the service. Ensuring data is updated following clinic visits, annual reviews and amending data as required.
- To ensure security, integrity, and accuracy of the data are on the database.
- To respond to enquiries via telephone and email from diagnostic staff, referring clinicians, parents and patients.
- To keep all dealings with patients confidential. To seek advice relating to patient problems as appropriate from laboratory and clinical staff.
- Attend meetings nationally and produce minutes.

## Internal and External Relationships

The post holder will be situated in the Centre for PCD Diagnosis and Research in the MSMSB at the central campus, but will engage with the PCD Clinical Management teams at the Leicester Royal Infirmary and Glenfield General Hospital when required.

Within the role, the appointee will be expected to liaise and work closely with all of the teams within the NHS England PCD diagnostic centres (London and Southampton).

The Diagnostic team consists of 3 hospital consultants, 5 scientists, 1 senior NHS Administrator. The successful candidate will work closely with our NHS administrator to provide support to the diagnostic team.

The post holder will also have direct involvement in the audit of PCD testing and research studies to improve testing conducted by the Centre.





## Qualifications, Knowledge and Experience

### Essential

Either:

- Academic or vocational qualifications (5 GCSE passes at grade C or above, NVQ 2/3, City and Guilds or equivalents) plus some work experience in a relevant role;

Or:

- Significant relevant work experience in the unit or a comparable setting.

And:

- Working knowledge of relevant systems, equipment, processes and procedures including standard software packages.
- Basic understanding of relevant policies and procedures, as they affect the role.
- RSA typing or equivalent (including audiotyping)
- IT qualification/literacy

## Skills, Abilities and Competencies

### Essential

- Appreciation of the standards for the conduct and output of the role.
- Ability to communicate clearly orally and in writing to ensure effective reporting and customer/contact handling
- Numeracy skills.
- Familiarity with work priorities and those of colleagues.
- Ability to apply relevant Health and Safety and other University policies and procedures.
- Ability to assess data and information, and to identify problems.
- Excellent interpersonal skills
- Sense of discretion and confidentiality
- Flexible approach to working with multiple team members simultaneously
- Awareness of data protection.

Additional Requirements for Job:

- Ability to work accurately and methodically
- Excellent organisational, written and verbal communication and interpersonal skills
- Ability to work on own initiative, or as part of a team and be able to work under pressure
- Ability to make independent decisions within agreed parameters
- A commitment to the diagnostic service

***\*Criteria to be used in shortlisting candidates for interview***

## Reason for Fixed Term Contract





The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

### Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

### NHS Research Governance

Where it is determined that the duties of this post for the purposes of research involve work with the NHS, it is necessary to ensure that the performance of the duties attached to the post are covered by NHS research governance arrangements and the appointee must comply with all such arrangements, which may include occupational health clearance and DBS clearance.

### Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

### University Values

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

### Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

### Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of





high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

