

Job Title: Global Health Research Centre Administrator
Grade: 5
Salary: £26,707 to £31,236 per annum, pro rata if part-time
Department: Diabetes Research Centre
Hours/Contract: Full-time or job share, and fixed-term until 30 September 2027
Job Family: Management and Administration
Reference: 12045

Role Purpose

The National Institute of Health Research (NIHR) is the nation's largest funder of health and care research and Leicester is home to the Leicester Diabetes Centre (LDC), one of the leading NIHR research centres.

An exciting opportunity has arisen to provide administrative support within the NIHR Global Health Research Centre (GHRC) based at LDC. The GHRC for Multiple Long-Term Conditions funds research-driven partnerships between India, Nepal and in the UK.

We are looking to recruit a key member of the GHRC, this post holder will be responsible for delivering efficient, confidential and proactive administrative support to senior academic and professional colleagues. You will work within the GHRC and across several NIHR Programmes whose overall aim is improving patient quality of life and health outcomes.

Main Duties and Responsibilities

- Provide excellent administration services by dealing with and resolving internal and external email correspondence and queries using own judgement and referring to management group members when necessary; prioritise, distribute and circulate correspondence timely and in a professional standard, in order to ensure activities are managed efficiently.
- As required, lead on proactive electronic diary management for the GHRC Manager and team to ensure time is allocated for designated priorities; that long term planning and activities are provided for; taking independent decisions about the urgency and appropriateness of requests for meetings and events and ensuring that diary clashes are identified and resolved.
- Arrange meetings and events as required, involving liaison with the GHRC staff, GHRC students and finance teams. Proactively administrate agendas, take minutes and actions for programme meetings chaired by senior management members.
- Apply GDPR and confidentiality to manage, handle and respond to requests in the areas of human resources, finance, health and safety, post graduate student administration, including those of a highly confidential nature, following appropriate policies and procedures.



- Lead the administrative support for staff recruitment, external visitors, conferences; provide assistance in the production of presentational material and other documentation for internal/external circulation; liaise with central communications for digital posting.
- Disseminate news and events to the wider GHRC team and partnering organisations; ensure up-to-date information and contacts are held on relevant departmental and centre websites; ensure GHRC information management and file systems are well structured and maintained.
- Assist in organising travel and accommodation in the UK and abroad for management members, ensuring travel obligations are fulfilled. Support the GHRC manager with financial and contractual aspects of Global Health Funding. Adhering to NIHR financial rules and regulations at all times, working with the contracts & finance teams within the College of Life Sciences and collaborating institutions.
- Other general duties as required, including supporting GHRC students, staff and dissemination of information.

Internal and External Relationships

- Daily contact with the GHRC Manager, GHRC Director and wider team.
- Regular contact with partnering organisations in India, Nepal and the UK.
- Regular contact with the academics, the Centre for Ethnic Health and Applied Research Collaboration (ARC) East Midlands, the National Institute for Health and Care Research (NIHR) and the other 4 UK NIHR GHRCs.
- Contact with the finance and contracts teams both within the College of Life Sciences and collaborating institutions.
- Contact with external bodies such as research grant awarding bodies, key partners, etc.

Planning and Organising

- Plan own work weeks in advance and schedule key updates to GHRC operations group.
- Read complex information and present it to different audiences appropriately in a clear and accessible way.
- Work as part of a team and know when to work independently to complete focused activities
- Use initiative and be pro-active, motivating peers and colleagues across the GHRC
- Track priorities, work to deadlines and work in project timescales
- Be flexible and adaptable to respond to shifting and emergent priorities

Qualifications, Knowledge and Experience

Essential

- Educated to A level standard or equivalent or substantial administrator experience*
- Experience of data input and accurate record-keeping. *
- Substantial work experience as an administrator in a busy environment. *





Desirable

- Experience of taking minutes and supporting committees *
- Experience of supervision of administrative staff.
- Relevant work experience in higher education

Skills, Abilities and Competencies

Essential

- Ability to understand and comply with relevant internal/external policies and procedures in the workplace.
- Ability to work to tight deadlines and use judgement and initiative to prioritise workload*
- Strong organisational and record keeping skills*
- Excellent accuracy and attention to detail. *
- Good communication skills, with the ability to give and receive information effectively using a variety of methods and to communicate with a wide range of university staff, students and partnering organisations. *
- Ability to work both as a member of a team whilst also demonstrating independent working and initiative. *
- An understanding of the importance of meeting customer needs and providing a high-quality service. *
- A willingness to be flexible towards duties and adaptable to change

Desirable

- Working knowledge of relevant University systems e.g. SAP, SITS processes and procedures.

**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.

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

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.

