



**Job Title:** Research Administrator

**Grade:** 4

**Salary:** £24,590 to £26,707 per annum, pro-rata if part-time

**Department:** Global, Lifestyle and Metabolic Health

**Hours/Contract:** Full-time, part-time (minimum 30 hours per week), or job share considered, fixed term contract for 24 months

**Job Family:** Management and Administration

**Reference:** 13001

## Role Purpose

We are looking for a talented, hard-working, motivated individual to join the team at the Diabetes Research Centre (University of Leicester), as part of the Leicester Lifestyle and Health Research Group and NIHR Leicester Biomedical Research Centre Lifestyle Theme, and provide a high standard of clerical and administrative duties in a busy research department.

The post holder will provide administrative support to the programme of work led by the Leicester Lifestyle and Health Research Group, which also provides leadership to the NIHR Leicester Biomedical Research Centre (BRC) Lifestyle Theme. Most prominently they will support the delivery of the Plant Your Health Randomised Control Trial, which is a large single-centre dietary intervention study comparing vegan, vegetarian and omnivorous diets in adults with overweight or obesity. A major component of the role will involve participant-facing administrative duties, including managing expressions of interest, conducting pre-screening telephone calls, and coordinating and booking study visits, requiring regular direct contact with research participants.

As part of this role, the post holder will have regular contact with the Lifestyle Group Academic Lead, Lifestyle Group Manager, and the project leads of individual projects (including Plant Your Health), as well as other members of the research group (including senior and early career researchers, students and support staff) as required for individual tasks. They will also work closely with other research administrators and trial delivery teams across the Diabetes Research Centre.

## Main Duties and Responsibilities

- Provide administrative support to ongoing trials and other research projects, including:
  - Recruitment and pre-screening of potential research participants
  - Coordinating study visits, liaising with both internal and external research teams and the participants themselves
  - Preparing study correspondence (e.g., notification of participation/ abnormal results to GPs)
  - Ordering and managing medical records through NHS systems
  - Receiving and responding to everyday enquiries (from internal teams and participants) in a timely and accurate manner
  - Completing data entry into research databases, including quality assessment checks
  - Supporting maintenance of sites files and other documentation (both in paper form and electronically)





- Providing administrative support for ordering and procurement of services and goods via online procurement systems
- Supporting financial monitoring, most prominently by tracking expenditure
- Scheduling and attending meetings as requested, including with internal and external teams. Support agenda drafting, minute taking/action log drafting and circulation and follow-up
- The post holder may also provide a full range of day-to-day general secretarial and administrative support for the research group, ensuring that tasks are completed to given deadlines. This may include, for example:
  - Diary management and scheduling of meetings (regular and ad hoc)
  - Assisting with correspondence
  - Coordination of team meetings and minute taking
  - Arranging venue hire and other meeting arrangements
  - Maintenance of filing systems
  - Helping ensure that CVs and other academic registries/platforms are up to date (e.g. with latest publications and funding grant information)
  - Organising staff travel arrangements
  - Providing secretarial support to the management meetings of individual projects or infrastructure awards led by the group, including BRC Lifestyle Theme management meetings
  - Facilitating effective communication and distribution of documentation both within and external to the Lifestyle and Health Research Group
- Provide administrative support (under direction of senior administrators or researchers) to the preparation of research grants, other funding applications, and research outputs, including using external portals, platforms, and systems.
- Liaise with researchers/administrators in other teams within the Diabetes Research Centre, Biomedical Research Centre, University of Leicester and external collaborators, to support collaboration (including arranging travel and meeting / conferencing details where required).
- Contribute to the overall department by attending meetings and seminars where appropriate and undertaking other departmental roles as may be reasonably required by the lead researchers/senior management.

## Internal and External Relationships

The post holder will be situated at the Leicester Diabetes Centre, located at Leicester General Hospital, and sitting within the Diabetes Research Centre Lifestyle and Health Research Group. The Leicester Diabetes Centre and Leicester Lifestyle and Health Research Group are based on strong collaboration between the University of Leicester and University Hospitals of Leicester NHS Trust. The post holder will work closely with other members of the team across both organisations.

Within the role, the appointee will liaise (where required) with teams across the Diabetes Research Centre, external research groups that are part of the BRC Lifestyle Theme, and the other research themes across the BRC. Importantly, the NIHR Leicester BRC Lifestyle Theme involves a close collaboration with Loughborough University and the post holder will work within this collaboration, liaising with staff across





both Universities where needed.

Key relationships will include:

Internal:

- Chair of the Lifestyle and Health Research Group
- BRC Lifestyle Theme Lead
- Lifestyle and Health Research Group Manager
- Lifestyle and Health Research Group Administrators
- Leicester Diabetes Centre Trials and Quality Team (including trial managers, research administrators, data clerks etc)
- Lifestyle and Health Research Group researchers, students and support staff
- Diabetes Research Centre senior management
- Procurement and finance teams
- Departmental and other research managers (including both University of Leicester and University of Hospitals of Leicester NHS Trust)

External:

- BRC teams outside of the Diabetes Research Centre
- External researchers
- External suppliers and service providers
- Research participants (including NHS patients) and members of the public

**Planning and Organising**

The post holder will be expected to:

- Organise and prioritise own workload planning up to three months in advance
- Able to work to tight deadlines
- Able to deal promptly with unscheduled work and prioritise accordingly
- Attend suitable training courses or equivalent and be proactive in terms of continued professional development

**Qualifications, Knowledge and Experience**

**Essential**

- *Either:*
  - Academic or vocational qualifications (NVQ 2/3, 5 GCSE passes at grade C or above, City and Guilds or equivalents) plus some work experience in a relevant role\*
- *Or:*
  - Substantial relevant work experience in the unit or a comparable setting\*
- *Plus:*
  - Working knowledge of relevant systems, equipment, processes and procedures, including standard Microsoft Office software packages\*
  - Familiarity with the use of databases and datasets

**Desirable**

- Experience of working in a research setting, particularly clinical or lifestyle research





- Appreciation of the standards for the conduct and output of the role
- Prior knowledge or experience of working in corporate structure / team
- Previous experience of diary management
- Previous experience of organising and preparing agendas for meetings, taking minutes and circulating information pre and post meetings
- Experience of arranging events, booking venues and travel arrangements
- Familiarity with procurement systems and processes
- Familiarity with work priorities and those of colleagues in the unit or a comparable setting
- Working knowledge of other relevant software packages, such as Google Drive
- Basic understanding of relevant policies and procedures, as they affect the role

**Skills, Abilities and Competencies**

**Essential**

- Excellent written\* and oral skills, and an ability to use these skills to communicate clearly to ensure effective reporting and customer/contact handling and maintain good interpersonal relationships
- Ability to assess data and information, and to identify problems
- Excellent IT skills, including a working knowledge of Microsoft Office applications\*
- Ability to prioritise workload, work accurately and negotiate in order to meet deadlines\*
- Ability to be flexible in a fast-paced environment and use own initiative to an expected level within the role to deal with urgent tasks
- Excellent interpersonal skills
- Ability to work effectively individually or as part of a team
- Ability to work independently and plan and organise the time of self and others\*
- Ability and willingness to adapt in a changing and developing environment
- Ability and willingness to maintain confidential information at all times

**Desirable**

- Numeracy skills
- Ability to use Excel and manipulate data
- Ability to apply relevant Health and Safety and other University policies 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 and Disclosure and Barring Service (DBS).**

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.





This post is exempt from the Rehabilitation of Offenders Act 1974 because the appointee will have substantial access to young people and/or vulnerable adults. Therefore, an appointment to this post will be subject to checking through the Disclosure and Barring Service (DBS). The successful applicant for this post will, therefore, be required to give consent for the University to check and obtain appropriate clearance with the DBS for the existence and content of any criminal record in the form of a Standard Disclosure.

Information received from the DBS and the police will be kept in strict confidence and will be destroyed once the University is satisfied in this regard.

### 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 encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

### 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 equality 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 equality, diversity and inclusion.

