



Job Title: Research Group Administrator
Grade: 5
Salary: £22,417 to £25,217 per annum due to funding restrictions
Department: Genetics and Genome Biology
Hours/Contract: Full-time open ended contract subject to fixed term funding. Funding is available for 3 years from 01 July 2020 to 30 June 2023
Ref: 1887

Role Purpose

To develop, manage and proactively support the administrative systems and procedures relating to the research group working under Professor Martha Clokie, Professor Microbiology, and provide a professional, confidential and efficient personal assistant service.

Resources Managed

- In addition to the academic group leader, the research group consists of a range of staff including Post-Doctoral Researchers, Research Technician and Academic Clinical Lecturer. The research programme includes grants totalling in excess of £1M.
- Plan and prioritise own work activities for the weeks ahead (several months ahead for conferences), whilst responding to new work pressures, including non-standard work, from the line manager, research group, Departmental Manager and administration staff.
- Manage own time efficiently to ensure tasks are completed to appropriate deadlines.

Main Duties and Responsibilities

To provide an efficient PA service to the Head of Group, Professor Martha Clokie, and to manage provision of administrative support to all members of the research group. This includes regular liaison with Professor Clokie for the transfer of information, to receive work direction, and diary management for Professor Clokie to ensure it is up-to-date and commitments to the research group and wider academic duties are honoured.

To take overall responsibility for the administration of the Clokie Research Group including the provision of clerical support towards internationally scaled research activities. This will include organising meetings to facilitate liaising with clinical and commercial collaborators.

Liaise with national and international collaborators regarding upcoming workshops relevant to the Research Group. Contact with delegates of conferences hosted by the University of Leicester, such as senior academics from other institutions globally.

Organise meetings/workshops regionally and nationally. Book meeting rooms, arrange audio-visual equipment and food arrangements for all attendees.

Maintain and improve operational efficiency and quality of service through the development of procedures, and maintain links with the Department of Genetics and Genome Biology, and the wider University to ensure the effective management of administrative tasks and handling of audits and data compilation.

Internal and External Relationships

Daily contact with Professor Clokie for transfer of information regarding upcoming meetings correspondence and receive work direction.





Daily contact with a range of staff regarding conference attendance and travel arrangements.

Regular contact with other members of the Department and wider University.

Liaise with international conference organisers regarding upcoming workshops relevant to the research group.

Contact with delegates of international conferences hosted by the University of Leicester, such as senior academics from other institutions.

Planning and Organising

Organise and prioritise own workload planning up to several months in advance e.g. for conferences.

Manage the diary of Professor Clokie on a daily basis, planning up to a year in advance.

Arrange travel and accommodation for Professor Clokie and the research team to attend national and international meetings. Produce itineraries for Professor Clokie.

Organise meetings/workshops regionally and nationally.

Qualifications, Knowledge and Experience

Essential

- Education to at least A-level standard, plus previous work experience in a personal assistant/secretarial role*
- OR**
- Significant previous experience in a personal assistant secretarial role*
- RSA 2 or equivalent in word processing/keyboard skills or typing, or comparable experience*
- Evidence of IT skills including full range of Microsoft office suite software, especially Outlook, Word and Excel and use of internet*
- Experience of working within a higher education environment*
- Experience of taking responsibility and working independently to deal appropriately and efficiently with unforeseen problems/issues*

Desirable

- Comprehensive knowledge of the work practices, processes and procedures relevant to the role in a Higher Education or NHS setting*
- Demonstrate an interest in microbiology research and bacteriophages as tools to treat antimicrobial resistant infections
- Understanding of the University regulations and standards required for the role

Skills, Abilities and Competencies

Essential

- Ability to work independently and plan and organise the time of self and others*
- Proven effective oral and written* communication skills at all levels





- Proven management skills
- Excellent interpersonal skills
- Accuracy and attention to detail

Desirable

- Highly numerate, and have an understanding of research finance

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

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.

VITAL

The University encourages all staff to live our [VITAL values](#) which are:
Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity

We believe that equality, 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.

