



Job Title: PA to NIHR BRC Cardiovascular Theme Lead and Manager and Research Administrator
Grade: 5
Salary: £22,847 to £27,116 per annum
Department: Cardiovascular Sciences
Hours/Contract: Full-time (job share considered) fixed term contract until 30 November 2022 with potential to extend pending funding outcome
Reference: 3501

Role Purpose

To support the Leicester Biomedical Research Centre (BRC) Cardiovascular (CV) Theme Manager and BRC CV Executive team across a full range of PA functions, providing an efficient, confidential and proactive support service to the BRC CV Manager and BRC CV Executive team.

To assist the BRC CV Manager with BRC related projects and associated activities. This will include monitoring and reporting on the progress of multiple studies, managing resources, liaising with colleagues in finance and cross-charging within the Unit.

To implement, manage and maintain a comprehensive administrative system and procedures for the BRC CV group and manage administrative resources (including staff) within the Unit.

Main Duties and Responsibilities

To provide a high level of quality personal assistance to the BRC CV Manager and wider BRC CV Executive team including:

- Dealing with, and resolving as appropriate, correspondence and other diverse and complex queries concerning the Unit, using own judgement and only referring to the BRC CV Manager or others when necessary; prioritise, distribute and circulate correspondence to a professional standard, in order to ensure activities are managed efficiently.
- Proactive electronic diary management 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 appointments and ensuring that diary clashes are identified and resolved.
- Arranging meetings and coordinating events, involving liaison with senior staff and officers of the University, NHS Trust and other organisations; organising travel and accommodation in the UK and abroad.
- Dealing with staff, students and external contacts in a professional manner using tact and diplomacy at all times.
- Supporting the BRC CV Manager in HR processes which may involve both University and NHS Trust HR processes.
- Compiling a monthly report of publication relating to the BRC CV's involvement and distributing this where necessary
- Any administrative duty/ task require to support the BRC CV Manager or BRC CV Executive committee as appropriate.





- To support the BRC CV Manager with PHD studentship applications and process.

BRC CV committees

- Lead and supervise the administrative support to all BRC CV theme meetings; co-ordinate all meetings and teleconferences with internal and external partners and assist with multiple research projects, including maintaining publication databases.
- Acting as secretary to the BRC CV Executive Team, Translational Medicine Operational Group (TOG), BRC CV Research Strategy group and all working groups. Coordinate meetings, distribute invites and documentation, take accurate minutes and facilitate membership paperwork.
- Lead and supervise the administrative service across the BRC CV alongside the Senior Administrator:
- By implementing and maintaining administrative systems and procedures to ensure confidential, accessible and up to date information for BRC CV staff records (including NHS employees), distribution lists and databases. To maintain management information, including gathering information for annual reporting.
- By evaluating, prioritising, delegating and supervising administrative work across the administrators within the BRC CV group. Participate in the recruitment of clerical staff where necessary to ensure that high calibre staff are recruited.
- Carrying out general financial transactions including sales, purchasing and banking procedures to comply with Trust/University Financial Regulations.
- Liaising with UHL and UOL Finance teams to ensure cost recovery and recharges from grants. Support the Senior Administrator with invoicing tracking of study activities
- Undertaking general clerical duties including Unit reception, collection of and distribution of email, postal mail, faxes and circulars, updating of notice boards and other dissemination of information to the Department.
- Providing cover for other administrative staff as required to provide continuity of service. Liaison, communication and relationship building with other University and NHS Departments, University central administration, as well as outside bodies to support the above mentioned responsibilities.

To provide support for BRC CV communications by:

- Reviewing and maintaining the BRC CV website, proactively communicating BRC developments to the CVS Department and NHS Trust and working with the resident Communications Departments.
- Acting as first point of contact for all visitors and enquires to the Unit.

Internal and External Relationships

Maintain and develop a network of external, internal, national and international contacts.

Liaise daily with Academic, NHS Management and Clinical staff and secretaries.





Provide a professional first point of contact for all BRC CV related enquires.

Attend all BRC Board, Management Committee, Faculty Meetings and when required External Scientific Advisory Group (ESAG) and any other BRC wide meetings where necessary

Planning and Organising

Planning own work months in advance.

Setting priorities over months ahead.

Organise meetings for BRC CV Manager and other BRC staff internally, externally and internationally.

Arrange paperwork for meetings in advance.

Qualifications, Knowledge and Experience

Essential

- Academic or vocational qualifications (NVQ 2 in Business Administration or Customer Service, general education to A-level, City and Guilds or equivalents)*
- Substantial work experience in a similar role*
- Experience of working in a busy office environment*
- Experience of finance administration and project management*

Desirable

- Experience of working in higher education or NHS*
- Knowledge of committee proceedings and protocols*
- Knowledge and awareness of university or NHS infrastructure, policies and procedures*

Skills, Abilities and Competencies

Essential

- Good written* and oral communication skills
- Ability to work well in a team
- Ability to work independently and plan and organise the time of self and others
- Ability to plan, implement and deliver programmes of work
- Effective interpersonal skills
- Ability to communicate complex information clearly
- Effective planning and organisational skills
- Accuracy and attention to detail

****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.

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.

