



Job Title: BME Centre Administrator
Grade: 4
Salary: £19,612 - £22,417 per annum
Department: Diabetes Research Centre
Hours/Contract: Full Time, 24 month contract
Reference: 1401

Role Purpose

The post holder will be required to provide a professional and confidential administrative service to the Centre for Black and Minority Ethnic (BME) Health based at the Leicester Diabetes Centre. The role will include data entry, organisation of databases, diary management, minute taking, accurate record keeping, coordinating and organising meetings, research and community events. You will assist in the day-to-day running of the centre providing administrative support to a high standard. Delivering a timely high quality service by taking personal initiative and responsibility to ensure that the centre is running smoothly. You will work closely with the BME Centre Managers and the wider team.

Main Duties and Responsibilities	% Time
<ul style="list-style-type: none"> To act as an administrative and main focal point for the Centre for BME Health, communicating on behalf of Operations Manager to provide a timely, courteous and effective service. To manage incoming calls, emails and post as appropriate by delegating to relevant individuals within the BME Centre or action if appropriate using own initiative 	15
<ul style="list-style-type: none"> To coordinate and take responsibility for regular series of meetings, ad-hoc meetings and a training programme. Schedule and attend meetings as requested. Prepare and circulate agendas with supporting papers and take accurate minutes, ensuring that action points are followed up 	15
<ul style="list-style-type: none"> Entry of data onto databases as required in a timely and consistent manner. Making sure information is accurate and organised to be easily accessible by other people 	10
<ul style="list-style-type: none"> Build and foster strong working relationships with other administrators, Departmental Managers, knowing who to liaise with on key issues and keeping stakeholders informed 	10
<ul style="list-style-type: none"> Provide a point of contact for members of the public who have volunteered their time to work with the Centre for BME Health 	10
<ul style="list-style-type: none"> Prepare documents, presentations and other material to a clear brief, using established formats 	5
<ul style="list-style-type: none"> Provide administrative support to an agreed standard for BME Centre projects to deliver a timely high quality service to internal and external partners 	5
<ul style="list-style-type: none"> Apply understanding of SAP, with respect to grant funding, and IRIS to create robust, accurate reports; manipulating and formatting the information into a given format and take accountability for relevant invoicing 	5
<ul style="list-style-type: none"> Provide a high level administrative support function to the managers and senior researchers, ensuring accurate record keeping and maintaining confidentiality 	5





<ul style="list-style-type: none"> • Gather information as necessary to ensure tasks of the wider team are completed on time and to the agreed standard 	5
<ul style="list-style-type: none"> • Contribute ideas and solutions to your line manger to enhance the efficiency of self and the department 	5
<ul style="list-style-type: none"> • Maintain a record of BME Centre income and expenditure, undertaking straightforward analysis of the relevant budgets to provide simple reports that meet the requirements of the Operations Manager and Director 	5
<ul style="list-style-type: none"> • To work alongside the CLAHRC administrators and provide cross cover for vacancies and periods of leave 	5

Internal and External Relationships

- Close and regular contact with BME Centre staff and the BME Centre Managers
- Regular contact with other administrators, Departmental Managers, academic and research staff across the university, NHS and external contacts
- Liaising with other departments as required by the role
- Attending BME Centre meetings and events as required by the role
- Contact with members of the public and community members

Planning and Organising

- The role requires planning a schedule for meetings and events ahead and then organising these effectively with guidance and support from other BME Centre staff
- Seek guidance from line manager to prioritise non-standard work requirements
- Plan and prioritise own work activities for the week or the week ahead responding to the Operations Manager requirements in addition to own workload to ensure operational efficiency within the BME Centre
- The post holder will not be responsible for the supervision of other staff

Qualifications, Knowledge and Experience

Essential

- Either academic or vocational qualifications (NVQ 2/3, 5 GCSE passes including Mathematics and English Language at grade C or above, City and Guilds or equivalents) plus work experience in a relevant administrative role*

OR:

- Substantial work experience in a research environment or a comparable setting*
- Working knowledge of standard software packages: Microsoft Word, Outlook, Power-Point and Excel*

Desirable

- Basic understanding of relevant policies and procedures, as they affect the role





- Basic understanding/experience of using social media and editing web pages for professional purposes

Skills, Abilities and Competencies

Essential

- Effective oral and written* skills in order to communicate effectively with a broad range of people including senior members of staff, ability to communicate clearly orally and in writing* to ensure effective reporting and contact handling
- Numeracy skills
- A flexible approach to deal with changing priorities and urgent tasks
- Good organisational, and effective time management skills
- Good customer service skills
- Accuracy and attention to detail
- Approachable, friendly & polite
- Willing to travel to meetings and events within the East Midlands as required by the role; with current UK driving licence and own vehicle
- Willing to work out of hours at evenings and weekends as required by the role

Desirable

- Appreciation of the standards for the conduct and output of the role
- Familiarity with work priorities and those of colleagues
- Ability to assess data and information, and to identify problems
- Ability to handle confidential matters sensitively & work with minimum supervision
- Ability to use personal initiative, plan own work with minimum supervision
- Demonstrate the ability and flexibility to work within a team setting

****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

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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.

