



Job Title: Project Administrator
Grade: 5
Salary: £22,417 - £26,715 per annum
Department: Molecular and Cell Biology
Hours/Contract: Part Time 14 hours per week, Fixed Term for 3 years
Reference: 1509

Role Purpose

To facilitate a BBSRC-funded multi-disciplinary, multi-site research project to investigate the molecular basis for the regulation of RNA splicing by proteins, by providing a range of professional secretarial and administrative services. Deliver a timely, high quality secretarial and administrative support service to internal and external stake-holders, to agreed standards and deadlines, through the application of specialist knowledge and by taking personal initiative and responsibility. To resolve problems and queries based on experience and judgment to an agreed standard.

Resources Managed

Plan and prioritise own work activities for the week, or weeks, ahead responding to the changing requirements of the project, to ensure operational efficiency.

Main Duties and Responsibilities	% Time
<ul style="list-style-type: none"> Organise alternating 2-monthly virtual and real meetings of the 5 labs involved in the project. Prepare the agenda and take minutes for the subsequent meetings of the executive board. Every 4 or 8 months the meetings will be outside Leicester and may require an overnight stay in a hotel, arranging travel and accommodation as required. 	25
<ul style="list-style-type: none"> Gather information about progress from all participants and maintain a progress chart on an ad hoc but frequent basis; to maintain good relations with all parties and keep the programme leader and other PIs informed about progress or concerns. 	20
<ul style="list-style-type: none"> Encourage every investigator (PI, postdocs and PhD students) to deposit new results (processed data) together with explanatory material in our programme-specific repository weekly. 	15
<ul style="list-style-type: none"> The appointee will arrange discussions with the business development managers of the institutions following each four-monthly meeting, as advised by the executive board. 	10
<ul style="list-style-type: none"> Support the organisation of scientific conferences or workshops, ensuring that PDRAs engage in impact activities as planned, and organise a web site showing material from our presentations and other materials explaining the outcomes of our research. 	10
<ul style="list-style-type: none"> Organise an annual meeting of an advisory board and record discussions and decisions. 	10
<ul style="list-style-type: none"> Make arrangements for participants to travel to other labs in the group, to conferences or to other project-related events. 	5





<ul style="list-style-type: none"> Ensure all data associated with publications has been deposited in the publicly accessible data repositories of the three universities and other recognised repositories and is accessible from the time of publication. 	5
<p>Internal and External Relationships</p>	
<p>Maintain a network of contacts, both internal and external to the university, as required by the project investigators, knowing who to contact to deliver own work. Establish and maintain a network of contacts, knowing who to liaise with on key issues, both internally and externally, drawing on the advice and support of others to resolve problems. Represent the project Principal Investigator when required.</p>	
<p>Planning and Organising</p>	
<p>Plan and prioritise own work activities for the weeks ahead to ensure operational efficiency, responding to changing priorities. Respond to enquiries and resolve problems, judging when to pass on complex queries, or when to involve others.</p>	
<p>Qualifications, Knowledge and Experience</p>	
<p>Essential</p> <p>Either:</p> <ul style="list-style-type: none"> Academic or vocational qualifications (NVQ 3, general education to A-Level, City and Guilds or equivalents) plus work experience in a relevant role* <p>Or:</p> <ul style="list-style-type: none"> Relevant work experience in a comparable setting* Working knowledge of relevant systems, equipment, processes and procedures including standard software packages Understanding of relevant policies and procedures, as applicable to the role Experience of resolving problems independently and taking the appropriate action <p>Desirable</p> <ul style="list-style-type: none"> Degree-level education in any science* Experience in multi-centre projects Familiarity with running web sites and file management 	
<p>Skills, Abilities and Competencies</p>	
<p>Essential</p> <ul style="list-style-type: none"> Ability to communicate clearly, both orally and in writing to ensure effective reporting and contact handling Excellent IT skills Good numeracy skills 	





- Initiative and judgement to answer queries independently
- Ability to organise and prioritise workload
- Able to demonstrate accuracy and attention to detail
- Willingness to work flexibly as part of a team
- Compliance with health and safety regulations and other University policies and procedures

Desirable

- Ability to assess data and information and to identify problems

****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.

