

## **Job Detail**

(Overview, Role Detail and Person Specification)

# School of Health and Society

**Research Administrator – Grade 5**

**Fixed term 14 months**

**0.6FTE**

**MPF4081**

**Role Title: Research Administrator**

**Reports To: Professor Penny Cook**

## **Overview**

The University of Salford is the leading UK university in research on Fetal Alcohol Spectrum Disorder (FASD). FASD is caused by alcohol consumption in pregnancy, and is characterised by difficulties with motor coordination, speech and language, academic achievement, memory, attention, impulse control, hyperactivity, emotion regulation, adaptive functioning and social communication. The team at the University of Salford have designed 'SPECIFIC': an intervention for parents and carers of children newly diagnosed with FASD, using funding from the Medical Research Council. We now seek an experienced research administrator to assist with the next phase of this exciting research programme: a feasibility trial of SPECIFIC, funded by the National Institute for Health Research (Research for Patient Benefit) scheme, in partnership with the leading charity and the National FASD Clinic.

In this role, you will assist with the smooth running of the trial, providing exemplary administrative support to the Principal Investigator, co-investigators and Research Fellow.

The post will be based in the Allied and Public Health Directorate of the University of Salford. **The contract is fixed term for 14 months.**

## Role Detail

### Role Purpose

We are looking for a Research Administrator to provide administrative and support service, to staff, research participants and external contacts. The post holder must have excellent interpersonal skills and be able to effectively liaise with the Principal Investigator, the investigators from within the University and the collaborating universities and NHS Trust, the participants, the project stakeholders, as well as the wider academic and professional services teams involved in delivery of the research project. The post holder must have excellent attention to detail and be able to plan, prioritise and work efficiently on a varied workload. The position is central to the running of the research project which is led a Management Group comprising all the investigators.

The skills and competencies required include exemplary administrative skills and the ability to work flexibly and effectively with key delivery partners. In addition, strong organisational and interpersonal skills, the ability to work under pressure, well developed personal management skills, a recognised exemplar of customer service and a creative, energetic, open and collaborative work approach are required. You will be a strong communicator, able to clearly articulate expected performance and deliver results on time all the time. You will make being organised and prioritising look easy and enjoy creating and improving upon structured working practices for colleagues to perform better and more consistently every day.

### Responsibilities

- To provide a full administrative support service relevant to the research project to ensure general resources are available.
- To act as a first point of contact for internal and external enquirers, including research participants, maintaining the highest standards of customer service. Responding to, triaging or resolving enquiries appropriately.
- To service meetings and committees by providing agendas, minutes, papers, as well as managing logistical arrangements.
- To support internal and external facing activity relevant to the role through the dissemination of relevant information and appropriate follow-up.
- To maintain a central information point for subject area; collating and updating relevant information through a variety of media, including website maintenance where required.
- To assist with all participant recruitment and publicity activities, including advertising, newsletters, events and the website.
- To maintain and enhance a positive experience for participants across the research lifecycle inputting data and maintaining accurate records of participant status.
- Use systems and software effectively and efficiently, adhering to any relevant compliance.
- Create and maintain suitable filing systems to manage research and administrative data.
- Gather information and extract reports in standard formats as required, ensuring timely delivery and identify and implement process improvements.
- To provide support for visitors including assisting with accommodation bookings and travel arrangements.
- To ensure processes, procedures and codes of practice are adhered to and best practice is followed and shared where relevant.

- To liaise with financial administrators and other administration services at the University of Salford, establishing effective working relationships and building collaborative relationships with key personnel.
- To help with the organisation of events such as: conferences, workshops, management meetings and steering group meetings.
- Perform any other duties appropriate to the grade as may be required by the Principal Investigator.
- Bring to the attention of managers any matters relating to the health and safety of staff, participants and visitors.
- Engage with the University's commitment to deliver value for money services that optimise the use of resources by maintaining a cost conscious approach when undertaking all duties and aspects of the role;
- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy;
- This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

## Person Specification

### Qualifications

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
1	A good standard of general education, normally to include English and Maths to GCSE (or equivalent) level at Grade C and above	E	A
2	Undergraduate Degree or equivalent relevant experience	E	A,I
3	Recent evidence of professional development through study, workplace or external activity	D	A,I

### Background & Experience

	The successful candidate should have:	Essential/ Desirable	Tested by* A, I, P, T
4	Significant experience of working within an administrative role within Higher Education	D	A, I
5	A sound understanding of the research processes	D	A, I, T
6	Strong stakeholder engagement skills, with proven experience in providing outstanding customer experience	E	A,I
7	Strong administrative skills with the ability to manage complex systems	E	A,I,T
8	Demonstrable experience of managing complex problems	E	A,I, T
9	Experience in working independently with limited supervision, including experience in prioritising and working under pressure	E	A,I

### Knowledge

	The successful candidate should have demonstrable knowledge of:	Essential/ Desirable	Tested by* A, I, P, T
10	An understanding of project management, planning, performance and financial management processes	E	I
11	Research systems and procedures	D	A

## Skills & Competencies

	The successful candidate should demonstrate:	Essential/ Desirable	Tested by* A, I, P, T
12	The capacity to provide administrative support at a senior level	E	A,I
13	Strong customer focus with a proven track record in delivering outstanding customer service	E	A,I
14	Ability to work in a culture of change and growth, being enthusiastic, proactive, and adaptable regarding the working environment and expectations	E	A,I
15	Excellent communication, interpersonal and networking skills with a wide range of internal staff and external stakeholders	E	A,I
16	Advanced IT Skills, commensurate with the requirements of the role	E	I, T
17	Accuracy and attention to detail	E	A, I, T

**A = Application form, I = Interview, P = Presentation, T = Test**