

1. Advertisement

Post Title: Unit Research Officer

School/department: Brighton and Sussex Medical School / SHORE-C (Sussex Health Outcomes Research and Education in Cancer)

Hours: Part time or full time hours considered up to a maximum of 1FTE. Requests for [flexible working](#) options will be considered (subject to business need).

Contract: permanent

Reference: 2411

Salary: starting at £25,941 and rising to £30,046 per annum

Placed on: 27 September 2019

Closing date: 17 October 2019. Applications must be received by midnight of the closing date.

Expected interview date: TBC

Expected start date: January 2020

We are looking for a well-organised and self-motivated individual with excellent communication skills to manage all aspects of the SHORE-C Unit's Finance and Administration, working closely with the Director & Deputy Director.

Based at the Brighton and Sussex Medical School on the University of Sussex campus the post-holder will be part of the SHORE-C team which conducts research in psychosocial oncology.

The Research Administrator is responsible for managing the Unit's research grants and for delivering a high standard of administrative support for the Director/Deputy Director and Post-Doctoral Research Fellows. S/he will help in the application of new research grant funding from Charity, Industry and other National/International funding bodies. S/he will also support preparation for training courses for healthcare professionals and conferences conducted by SHORE-C.

The position requires a high degree of responsibility for decision-making and involves frequent contact with a wide variety of people at all levels in academia, pharma, commercial environments and patients.

You should have previous experience of having worked in a busy office environment and have developed systems to prioritise work and meet tight deadlines. You will be expected to make decisions independently and work flexibly with the needs of SHORE-C. You should have fast, accurate keyboard skills and a working knowledge of spreadsheets, networked e-mail and the Internet.

For full details and how to apply see:

www.sussex.ac.uk/jobs

www.brighton.ac.uk/jobs

www.bsms.ac.uk

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. Senior leadership and management

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group, which includes the Deputy Vice-Chancellor, the three Pro-Vice-Chancellors, the Chief Operating Officer, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Deputy Vice-Chancellor.

The Chief Operating Officer heads the Professional Services of the University. In addition, under the University Statutes, the Chief Operating Officer is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor, the Director of ITS and the Librarians report to the Chief Operating Officer.

3. Brighton and Sussex Medical School and partners

Brighton and Sussex Medical School is an equal partnership between the Universities of Sussex and Brighton together with NHS organisations throughout the South East region. Find out more at: www.bsms.ac.uk/about

The University of Sussex is a leading research-intensive university near Brighton, currently ranked in the top 20 in all major league tables. Find out more at: www.sussex.ac.uk/about/

The University of Brighton is a complex and diverse institution with a long and distinguished history of applied research. Find out more at: www.brighton.ac.uk/about-us/

Brighton and Sussex University Hospitals Trust is the regional teaching hospital working across two sites: the Royal Sussex County Hospital in Brighton and the Princess Royal Hospital in Haywards Heath. Find out more at: www.bsuh.nhs.uk/about-us/

Sussex Partnership NHS Foundation Trust specialises in working with people who are experiencing mental health difficulties and those with learning disabilities, across Sussex, Kent and Hampshire. Find out more at: www.sussexpartnership.nhs.uk/about-us

4. Job Description

Job Description for the post of: Research Administrator

Department	Sussex Health Outcomes Research and Education in Cancer (SHORE-C)
Section / Unit / School	Brighton and Sussex Medical School
Grade	5
Responsible to	Director & Deputy Director
Responsible for	Departmental Assistant (Grade 4)

Key Responsibilities:

- 1. To work as part of the SHORE-C team, including line management and undertaking other duties consonant with the grade as determined by the Director & Deputy Director**
- 2. To provide administrative support to the Director & Deputy Director**
- 3. To manage and co-ordinate departmental facilities including building issues and administrative systems**
- 4. To work closely with the SHORE-C Leadership Team, supporting them with the delivery of the SHORE-C programme of activities**
- 5. To manage all aspects of SHORE-C Finance & Resources**
- 6. Any other duties**
This list of duties is not exhaustive, the precise nature of the role is likely to change according to the needs of SHORE-C. Critical attributes of the successful candidate are a willingness to be flexible and the ability to cope with change

Specific duties:

- 1. To work as part of SHORE-C Team, including line management and undertaking other duties consonant with the grade as determined by the Director & Deputy Director**
 - 1.1 To line manage the Departmental Assistant including recruitment and annual appraisal in line with University policies and BSMS practice
- 2. To provide administrative support to the Director & Deputy Director**
 - 2.1 To attend meetings, take minutes, and draft a record of the outcomes
 - 2.2 To type memos, letters, minutes and reports from hand written script
 - 2.3 To maintain a filing system which links appropriately with other systems within BSMS
 - 2.4 To respond to telephone and email enquiries responding where appropriate or directing the enquirer elsewhere
 - 2.5 To undertake general office duties of post, shredding, photocopying, stationery ordering
 - 2.6 To arrange appointments and meetings for the Director & Deputy Director and ensure the appropriate briefing papers are available
 - 2.7 To make local, national, and international travel arrangements and co-ordinate complex itineraries
 - 2.8 To make claims for reimbursement and travel expenses

2.9 To liaise with staff in the many other departments with which SHORE-C will interface (other University Departments, other Academia, Healthcare Professionals, Pharma and other Commercial Organisations)

3. To manage and co-ordinate departmental facilities including building issues and administrative systems

3.1 To work with the Director/Deputy Director, prioritising courses of action and making changes to ensure the smooth running of the Unit

3.2 To receive personal callers to the Unit, greeting visitors and arranging hospitality

3.3 To co-ordinate the effective management of administrative and office systems including reporting repairs to University Estates

3.4 To monitor and process Departmental budgets including processing the Unit's purchase card transactions

3.5 To place orders for goods and services as required, utilising the University electronic ordering system when appropriate including co-ordinating multiple orders. Make arrangements for receipt of goods that accommodate the needs to the building and department

3.6 To issue and retrieve keys to appropriate staff and maintain the key register

4. To work closely with the SHORE-C Leadership Team, supporting them with the delivery of the SHORE-C programme of activities

4.1 To assist with the co-ordination of SHORE-C's programmes of research & communication training programmes for healthcare professionals within the NHS.

4.2 To develop and maintain links with relevant external organisations.

4.3 Co-ordinate, plan and deliver activities and events

5. To manage all aspects of SHORE-C Finance & Resources

5.1 To have full responsibility for the day-to-day management of all Unit grants, accounts and budgets including reporting, sourcing and negotiating with a wide range of suppliers, pharma and commercial sponsors

5.2 To monitor the use of grant funds and reconciling internal and external account statements

5.3 To assist SHORE-C researchers to gather the necessary financial information to enable grant submissions and re-applications to be processed

5.4 To manage the administration of the administrative office to ensure adequate resources and support are available

6. Any other duties

- 6.1 To work as part of the BSMS team in providing support for school-wide activities such as admissions days, graduation, open days, public lectures etc

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

5. Person Specification

Candidates will have the following:

Skills and abilities	Essential	Desirable
Excellent written and oral communication skills (including listening skills) and attention to detail	X	
The ability to plan and prioritise own workload	X	
IT literacy – highly proficient in the use of word processing software, networked email and spreadsheets (e.g. MS Word, Outlook and Excel)	X	
Excellent organisational skills and the ability to maintain accuracy and prioritise work to meet deadlines while working in a busy environment	X	
The ability to deal with a large and wide-ranging number of people working co-operatively to meet agreed objectives	X	
Sensitivity and maturity when dealing with patients with cancer and their families	X	

Knowledge	Essential	Desirable
Familiarity/comfort with medical scientific and research terminology		X

Qualifications	Essential	Desirable
A good standard of education (e.g. A level or beyond)	X	

Personal attributes and circumstances	Essential	Desirable
An appreciation of the need for a professional approach consistent with representing the SHORE-C Office	X	
An appreciation of the need to keep certain information confidential and secure	X	
A high degree of personal initiative and responsibility	X	

Experience	Essential	Desirable
Committee servicing and minute-taking,	X	
Raising and reconciling financial orders.	X	
Letter writing	X	
Proof reading		X
Experience of working on projects	X	
Line management	X	