1.   Advertisement

Post Title: SHORE-C Senior Administrator
School/department: Brighton and Sussex Medical School / SHORE-C (Sussex Health Outcomes Research and Education in Cancer)
Hours: Full time or part time hours considered up to 36.5 hours per week. Requests for flexible working options will be considered (subject to business need)
Contract: Permanent
Reference: 9568
Salary: starting at £27,131 to £31,411 per annum, pro rata if part time
Placed on: 06 September 2022
Closing date: 28 September 2022. Applications must be received by midnight of the closing date.
Expected Interview date: TBC
Expected start date: ASAP

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 SHORE-C Senior 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. They will help in the application of new research grant funding from Charity, Industry and other National/International funding bodies. They 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.

Please contact adminshore-c@sussex.ac.uk for informal enquiries.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

For full details and how to apply see our vacancies page

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.   The School / Division

Please find further information regarding the school/division at:

SHORE-C: https://shore-c.sussex.ac.uk/

BSMS: https://www.bsms.ac.uk/research/clinical-and-experimental-medicine/oncology/index.aspx

3.   Job Description

Job Description for the post of: Shore-C Senior Administrator

Department: Sussex Health Outcomes Research and Education in Cancer (SHORE-C)

School   BSMS

Grade   Grade 5

Responsible to   Director Shore-C

Responsible for   SHORE-C Administrative Assistant

Purpose of the post:

To manage all aspects of Shore-C Finance and Administration, working closely with Director of Shore-C and others in the unit.

The post-holder is responsible for managing all of the unit's grants and for delivering a high standard of administrative support for stand-alone research projects, training courses and conferences organised by SHORE-C. The post holder will also be responsible for managing the workload of the Administrative Assistant.

The role covers support for all aspects of research projects from applications for new grants through to execution and reporting on accounts. The Director and Deputy Director participate frequently in conferences and on training programmes nationally and internationally all of which need significant co-ordination and organistion.

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 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 Assistant Administrator 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 handwritten 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 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.

4. 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 finance spreadsheets and reports (e.g. MS Word, Outlook, Excel and Unit 4)	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
Knowledge of Higher Education	X	
Familiarity with research grant funding organisations	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	