

Candidate Information

Position: Clerical Officer (Grade 5)
School/Department: Wellcome-Wolfson Inst for Experimental Medicine
Reference: 21/109182
Closing Date: Monday 11 October 2021
Salary: £24,871 - £28,756 per annum
Anticipated Interview Date: Tuesday 26 October 2021
Duration: 30 months

JOB PURPOSE:

The post holder will be supporting two major project grants, an EU funded project, NEuroCOUGH, led by Professor Lorcan McGarvey, and a NIHR funded project, MARCH, led by Dr Bronwen Connolly. The post holder will provide the necessary administrative and clerical support for the lead academics of these grants, have a role in co-ordinating the programmes, and act as a point of contact for partners supported by each grant. Based in the Wellcome-Wolfson Institute for Experimental Medicine as part of the administrative team, the successful applicant will also take an active role in undertaking some general office duties relating to the Institute.

MAJOR DUTIES:

1. Provide confidential and effective administrative and senior secretarial services to the Programme Leads, including co-ordination of diaries and travel arrangements, composing and producing correspondence in line with the Programme Leads' instructions, ensuring all papers/documents/information are available for the Programme Leads business, and that they are briefed/updated on relevant developments.
2. Prepare regular progress reports on work packages and milestones on the projects, for and on behalf of, the Programme Leads.
3. Support the grant holders and partners with report writing, co-ordinating partner reports, collating information, and ensuring reports are delivered to schedule.
4. Organise and support the work of the assigned Project Teams by organising and servicing meetings, preparing and circulating agendas and minutes, and compiling action lists ensuring that all actions are followed up.
5. Responsible for the financial administration of research project grants, including processing purchase orders, invoices, staff/student expenses, monitoring budgets through QFIS, and control of expenditure in line with University rules and regulations, and the rules and regulations of the grant Sponsor.
6. Prepare and reconcile regular statements of expenditure for the Programme Leads comparing actual expenditure to forecasted expenditure, and providing variance analysis for the University and partners.
7. Provide comprehensive financial support and advice to the Programme Co-ordinators and project partners to ensure the risks to the University are mitigated.
8. Support the QUB Research Finance Office by co-ordinating the required information from internal and external partners for the preparation of financial reporting for the funding body.
9. Obtain, from internal and external sources, material and background information to assist the Programme Leads and project groups.
10. Perform analysis and/or evaluation of information, highlighting and prioritising any issues for further investigation.
11. Produce confidential and complex documents using various software packages as required e.g. Research Progress reports, Human Resource and Financial management data, presentations.
12. Liaise with funding bodies and Research Finance office to ensure all rules and responsibilities are communicated and adhered to by all parties.
13. Set up and maintain electronic and manual filing systems as required by the project team and in line with University rules and regulations e.g. General Data Protection Regulation Act, Freedom of Information Act, particularly for highly confidential and sensitive information.

14. Monitor the efficiency and effectiveness of office systems and procedures and take necessary steps to update. Advise relevant staff of such new procedures and give any necessary guidance/training. This will include managing and maintaining an intelligent and informed oversight of the flow of information and communications, eg progressing consultation documents and collating feedback to meet deadlines.

Planning and Organising:

1. Prioritise own workload within a general schedule and assist senior staff in planning for future work so that resources are available to meet specific objectives.
2. Establish appropriate mechanisms for recording, maintenance and reporting of data to facilitate performance review (including annual reports), and inform management decisions about the projects.
3. Significant contribution, to include written report content and budget preparations to external bodies.
4. Event organisation (major events to seminars).

Resource Management Responsibilities:

1. Assign tasks to others and be responsible for ensuring work is completed to the required timescales and standards. (Others may be based in external organisations, calling for tact and diplomacy and involving elements of discussion and negotiation.)
2. Ensure resources associated with the project are used in an effective and efficient manner within a delegated budget so that resources are available when required.

Internal and External Relationships:

1. Daily contact with Programme Leads, Administrative Manager, and work colleagues.
2. Liaison with other university offices especially Finance, Research and Enterprise, and Purchasing.
3. Weekly contact with the partner organisations and funding bodies.

ESSENTIAL CRITERIA:

1. OPTION 1
 *Academic and/or vocational qualifications i.e. NVQ Level 3, A levels in relevant subject (or equivalent);
 (and 4 years' experience as detailed below)
2. *4 years relevant work experience to include:
 • Experience of managing research grant income and expenditure;
 • Experience in producing and analysing complex spreadsheets and reports;
 • Experience of financial monitoring;
 OR
 In the event that you do not meet the criteria listed above at Option 1, the University will also accept the following which has been deemed equivalent;
3. OPTION 2
 *6 years relevant work experience to include:
 • Experience of managing research grant income and expenditure;
 • Experience in producing and analysing complex spreadsheets and reports;
 • Experience of financial monitoring;
4. *Experience of servicing meetings, to include taking and drafting minutes and preparing reports.
5. *Experience in event/project management.
6. IT literacy and up to date knowledge of relevant computer packages and information systems.
7. Supervisory skills: Ability to assign tasks to others and be responsible for ensuring work is completed to the required timescales and standards.
8. Demonstrable numeracy skills.
9. Good oral and written communication skills.
10. Ability to work on own initiative and ability to work with minimum supervision.
11. Ability to plan and organise short-term activities and events.
12. Ability to use initiative and judgement to resolve daily problems independently.
13. Flexible, willing to adapt to new tasks and duties.

DESIRABLE CRITERIA:

1. Experience of working with grant awarding bodies.
2. Experience of using large integrated financial information systems.

3. Supervisory Experience.