

Candidate Information

Position:	Project Administrator
School/Department:	Wellcome-Wolfson Inst for Experimental Medicine
Reference:	22/109786
Closing Date:	Monday 16 May 2022
Salary:	£28,756 - £31,406 per annum
Anticipated Interview Date:	Monday 30 May 2022
Duration:	Available until 31 March 2027

JOB PURPOSE:

The post-holder will be directly responsible for the administrative functions of the All-Island Congenital Heart Disease (CHD) Network. The All-Island CHD Network was established to provide high quality and timely access to specialist cardiac services for all children and young people on the island of Ireland. This is a ground-breaking healthcare initiative and it has been granted ministerial approval from both jurisdictions, with the Northern Ireland partners, Queen's University Belfast and University of Ulster receiving funding from the Department of Health Northern Ireland (DoHNI).

The post-holder will be based at the Wellcome Wolfson Institute for Experimental Medicine, Queen's University Belfast and will manage network activity.

The administrator will work closely with Prof Frank Casey, the Network Research lead of the All-Island CHD Network and provide support for partners across the island of Ireland. The post-holder will deputise for the Network Research lead in matters of operations management when required and will have a clear understanding of the financial and strategic issues involved in the delivery of the network activities.

The duties of the post outlined below are not exhaustive and the post-holder is expected to be co operative and flexible, undertaking such other duties as may from time to time be reasonably expected of a member of staff in the University. These duties are subject to review in line with the changing requirements of the All-Island CHD Network and University and with the development needs of the post-holder, as identified through regular review/appraisal processes.

MAJOR DUTIES:

1. Contribute to the development, management and review of the strategic priorities and operational activity of the All-Island CHD Network. Ensure that agreed strategies, policies and development plans are implemented.
2. Responsible for the financial administration and monitoring of the £4 million programme grant, in line with the terms and conditions of the funder (DoHNI), with the financial business plan and with University procedures.
3. Assist with the preparation of financial reports and spending estimates/profiles and liaise with the Finance Directorate (Research Support) and funders in this regard.
4. Assisting the Network Research lead in ensuring that all reporting and financial requirements of funders are met.
5. Provide briefings/presentations/reports on various aspects of the project's management to Network Research lead, Network Management and partner organisations.
6. Encourage and assist Network Research lead in identifying funding opportunities through local businesses, charities and individual donors for the support of additional staff, equipment, studentships, events and further collaborative projects. Ensuring project management support for strategic research grant applications, including supporting development of funding applications, and ethical and governance approvals for research projects.
7. Responsible for collation, preparation and maintenance of appropriate data/records/reports to meet University, School and external requirements.

8. Manage the administrative processes associated with the All-Island CHD network. Interact with internal departments (e.g. procurement, contracts, finance, people and culture, research governance) and with external stakeholders (e.g. network member leads, financial and legal personnel at each partnering organisation) to ensure smooth operations.
9. Provide executive support to the Management Board, Management Executive and other relevant Committees to include responsibility for the organisation of meetings, preparation of papers, drafting of minutes and for progressing follow-up action. Contribute to strategy and development of policies and practices.
10. Provide a confidential and professional administrative and senior secretarial service to the Network Research lead, and partners of the All-Island CHD network. This will include the co-ordination of complex diaries and travel arrangements.
11. Establish, maintain, retain and review electronic and manual filing systems in accordance with the University's responsibility to legislation, e.g. Ethics, Data Protection-Act, Freedom of Information Act, Human Tissue Act, etc.
12. Network with collaborators to optimise their engagement and maximise their possible contribution to the objectives of the All-Island CHD Network. Assist in the preparation and delivery of appropriate marketing and public relations strategies to enhance the profile of CHD network. Ensure website and social media is used to enhance the networks profile.
13. Contribute to programmes in the Wellcome-Wolfson Institute for Experimental Medicine, in particular, the Public Engagement programme and support for the REF Impact Champion.

ESSENTIAL CRITERIA:

1. *Relevant academic or vocational qualifications e.g. 2 A Levels or NVQ Level 3 in Administration or Business Management or equivalent
OR
*Substantial relevant experience, in a project or operational management role.
2. *4 years relevant experience to include:
 - A proven record in the management of significant resources, including human, physical and financial planning, analysing and reporting.
 - Operational planning and project management experience to include experience managing a varied workload as well as a number of projects and to balance competing pressures, deadlines and demands
 - Experience of providing Senior executive support, including servicing meetings and event management.
 - Demonstrable ability to respond to changing situations and to plan, set and deliver time critical targets.
3. ICT skills and knowledge of relevant software packages to include Microsoft office and Excel.
4. High level of literacy and numeracy.
5. Excellent oral and written communication and interpersonal skills in order to establish effective working relationships within and outwith the University.
6. Strong negotiation skills with the ability to work with and influence senior management.
7. Team worker, supportive of other colleagues.
8. Highly motivated.
9. Capable of maintaining a high degree of confidentiality.
10. Analytical and problem-solving skills.
11. Ability to respond to changing situations and to plan, set and deliver time critical targets.
12. Ability to assimilate and analyse complex information.
13. Ability to interpret data and present complex information in coherent and effective manner.
14. Willingness to travel both locally and nationally.
15. Willingness to work flexibly/unsocial hours.

DESIRABLE CRITERIA:

1. Experience of working in a University research environment.
2. Experience of working with external bodies and across sectors e.g. Research Councils, Charitable bodies, NHS Trusts etc in relation to the management of research grants/contracts.
3. Experience of communicating with the general public and/or patients.
4. Practical knowledge of project management activities including scheduling, budget preparation, cost tracking and quality measurement.