

Candidate Information

Position:	Part-time Project Administrator (0.5 FTE)
School/Department:	Patrick G Johnston Centre for Cancer Research
Reference:	23/110752
Closing Date:	Monday 3 April 2023
Salary:	£30,619 per annum (pro-rata)
Anticipated Interview Date:	Wednesday 19 April 2023
Duration:	Fixed Term available until 31/03/2028 (Part-time 0.5 FTE)

JOB PURPOSE:

The Belfast Experimental Cancer Medicine Centre (ECMC) facilitates effective translational and clinical research in experimental cancer medicine within the Patrick G Johnston Centre for Cancer Research (PGJCCR) at Queen's University Belfast and the Northern Ireland Cancer Trials Network within Belfast Health and Social Care Trust. We are the regional centre for early phase clinical trials for cancer patients within Northern Ireland and for wider referrals as the only early phase cancer trials unit within Ireland. Our portfolio includes studies that have arisen directly from translation of our internationally-recognised discovery research, academic studies developed collaboratively with other ECMCs nationally, other organisations internationally and commercial studies.

The post-holder will be directly responsible for the administrative functions of the Belfast ECMC. This person will support the ECMC leads in matters of administration and operations management when required and will have a clear understanding of the financial and strategic issues involved in the delivery of the programme. The post-holder will liaise with other ECMCs across the UK to co-ordinate network meetings and to deliver a network-wide administrative approach.

The post-holder will be based in the Patrick G Johnston Centre for Cancer Research and Cell Biology and the Northern Ireland Cancer Centre.

MAJOR DUTIES:

1. Provide a confidential and professional administrative and senior secretarial service to support the ECMC senior management team. This will include the co-ordination of complex diaries and travel arrangements.
2. Act as secretary to the Belfast ECMC to include responsibility for convening meetings, drafting agendas and accompanying documentation, ensuring matters arising are followed through and minute taking.
3. Monitor and maintain records, reports and databases to meet internal and external requirements.
4. Liaise closely with the ECMC Clinical, scientific and Business Leads.
5. Contribute to the development, management and review of the operational activity of the Belfast ECMC by providing advice and making recommendations (e.g. resource allocation, scheduling of meetings methods for improvement to working practices etc) to support informed decision making. Ensure that agreed strategies, policies and development plans are implemented.
6. Be responsible for the day-to-day financial administration and monitoring of the budget associated with the Belfast ECMC, in line with QUB and Belfast Trust procedures and assist the ECMC Leads to ensure that all current and future reporting and financial requirements are met on time.
7. 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.
8. Assist in the preparation and delivery of appropriate marketing and public relations strategies to enhance the profile of the Belfast ECMC both locally and nationally by overseeing the development and maintenance of appropriate external communication tools including a website, social media, events and publicity materials. Develop and maintain effective communications and working relationships both internally and externally. Devise novel and innovative ways of keeping all stakeholders involved in the project fully apprised of developments as well as maximising the impact of relevant project outcomes.
9. Assist with coordination of UK-wide ECMC Network activities and collaborations including provision of support for locally coordinated meetings.

10. The duties of the post outlined above 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 ECMC and the University and with the development needs of the post-holder, as identified through regular review/appraisal processes.

ESSENTIAL CRITERIA:

1. *Relevant academic or vocational qualifications e.g. 2 A Levels or equivalent or NVQ Level 3 in Administration or Business Management or equivalent
Or
*Significant vocational/relevant experience, to include at least 4 years in the successful management of an organisation/project dealing with data management and research in a competitive research/academic/healthcare environment.
2. *3 years relevant experience (if have the qualification detailed above).
3. *A proven record in the management of significant resources, including human, physical and financial planning, purchasing, analysing and reporting.
4. *Experience of supervising staff to ensure work is delivered to a high standard and to deadlines.
5. Planning and project management experience in order to be able to manage a varied workload as well as a number of projects/initiatives simultaneously and to balance competing pressures, deadlines and demands.
6. Proven analytical and organisational capability across a range of functions.
7. Demonstrated experience as a successful and effective decision maker capable of following through objectives in complex and challenging situations.
8. Demonstrable ability to respond to changing situations and to plan, set and deliver time critical targets.
9. Appropriate level of ICT skills and knowledge of relevant software packages to include Microsoft office and Excel.
10. High level of literacy and numeracy.
11. Ability to assimilate and analyse complex information.
12. Excellent oral and written communication and interpersonal skills in order to establish effective working relationships within and outwith the University.
13. Strong negotiation skills with the ability to work with and influence senior management.
14. Team worker, supportive of other colleagues.
15. Highly motivated.
16. Capable of maintaining a high degree of confidentiality.
17. Ability to travel both locally and nationally.
18. Ability 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 working in an office environment communicating with the general public and/or patients.