



Candidate Information

Position:	Project Administrator
School/Department:	School of Biological Sciences
Reference:	24/111810
Closing Date:	Monday 6 May 2024
Salary:	£32,024 - £34,645 per annum. Actual salary for 0.5 FTE is £16,012 - £17,322.50 per annum.
Anticipated Interview Date:	Monday 20 May 2024
Duration:	Until 31 March 2025

JOB PURPOSE:

To be an active member of a cross-Faculty research team monitoring pathogen levels and antimicrobial resistance within selected wastewater treatment plants and nursing home sites across Northern Ireland. This person will support the development of the infrastructure, processes and procedures which are required to initiate, develop, accredit, and manage this high-level research programme.

MAJOR DUTIES:

1. Work with the Programme's Senior Research Fellow and project management team on attaining laboratory accreditation.
2. Develop and maintain a sample tracking system to allow for the auditable monitoring of sample processing by relevant stakeholders.
3. Monitor and maintain records, reports and databases to meet internal and external requirements for the various streams of activities associated with the project and support the programmes PIs and Senior Research Fellow in ensuring that the key goals and targets associated with the programme are met.
4. Manage the administrative processes associated with ensuring that the programme complies with all UK requirements for research ethics and all UK legal obligations. This will include development of protocols ensuring that agreed strategies, policies and development plans are implemented and compliant with public procurement legislations and the principles of the EC Treaty through the appropriate management of tender processes.
5. Ability to collaborate efficiently and coordinate delivery of the programme with programme partners.
6. Contribute to the development, management and review of the operational activity of the programme 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.
7. Provide a confidential and professional administrative and senior secretarial service to the programmes Senior Management Team. This will include the co-ordination of complex diaries and travel arrangements.
8. Act as secretary to programme meetings as necessary, organising meetings, conferences and seminars; preparation of papers, drafting of minutes and for progressing follow-up action.
9. Be responsible for the day-to-day financial administration, purchasing, and monitoring of both consumable requirements and the budget associated with the programme, in line with QUB procedures.
10. Ensure that all current and future reporting and financial requirements are met on time, including monthly reporting to the funding bodies.
11. Advise and support the Senior Management Team in the development of short, medium and long-term financial plans and the allocation, management and profiling of the programme budget.
12. Provide financial and analytical reports on the Study's financial position and advise/support the Senior Management in reviewing and addressing the financial health of the programme with regard to its financial sustainability.
13. Establish, maintain, retain and review electronic and manual filing systems associated with the programmes in accordance with the University's responsibility to legislation, e.g. Ethics, Data Protection-Act, Freedom of Information Act, and stakeholder requirements for sample auditing.

14. Assist in the preparation and delivery of appropriate marketing and public relations strategies to enhance the profile of the programme both locally and nationally by overseeing the development and maintenance of appropriate external communication tools including a website, events, and publicity materials.
15. Develop and maintain effective communications and working relationships both internally and externally.
16. 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.
17. Any other reasonable duties within the general remit of the post.

ESSENTIAL CRITERIA:

1. Relevant academic or vocational qualifications e.g. 2 A Levels or NVQ Level 3 in Administration or Business Management or equivalent.
2. Significant vocational/relevant experience, to include at least 4 years in the successful management of an organisation dealing with data management and research in a competitive research environment.
3. A proven record in the management of significant resources, including human, physical and financial planning, purchasing, analysing and reporting.
4. Planning and project management experience, 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.
5. Demonstrated experience as a successful and effective decision maker capable of following through objectives in complex and challenging situations.
6. Demonstrate an ability to prepare and negotiate tender documents.
7. Appropriate analytical and problem-solving skills.
8. Ability to interpret data and present complex information in coherent and effective manner.
9. Ability to communicate information and ideas effectively.
10. Ability to work independently and on own initiative.
11. Strong negotiation skills with the ability to work with and influence senior management.
12. Demonstrable ability to respond to changing situations and to plan, set and deliver time critical targets.
13. Appropriate level of ICT skills and knowledge of relevant software packages to include Microsoft office and Excel.
14. High level of literacy and numeracy.
15. Ability to assimilate and analyse complex information.
16. Excellent oral and written communication and interpersonal skills to establish effective working relationships within and outwith the University.
17. Enthusiasm for collaboration, team working and organisational development.
18. Flexible, willing to adapt to new tasks and duties.
19. Highly motivated.
20. Capable of maintaining a high degree of confidentiality.
21. Ability to travel both locally and nationally.
22. Ability to work flexibly/unsocial hours.

DESIRABLE CRITERIA:

1. Experience in the preparation of documents for laboratory accreditation.
2. Experience of working with external bodies and across sectors e.g. statutory agencies, Research Councils, Charitable bodies, Universities, NHS Trusts etc in relation to the management of research grants/contracts.
3. Experience of working in a university research environment.