

Candidate Information

Position:	Project Administrator
School/Department:	The Wellcome-Wolfson Institute for Experimental Medicine
Reference:	24/111994
Closing Date:	Monday 8 July 2024
Salary:	£32,024 per annum
Anticipated Interview Date:	Tuesday 23 July 2024
Duration:	12 months

JOB PURPOSE:

The post-holder will provide project management support for a number of research projects and be directly responsible for the administrative functions of the project, including finances. The post-holder will be based at the Wellcome Wolfson Institute for Experimental Medicine (WWIEM), Queen's University Belfast. The administrator will work on several major clinical trials funded by NIHR & ERS and will also support partners in organisations across UK and Europe.

MAJOR DUTIES:

1. Contribute to the development, management and review of the strategic priorities and operational activity of the project. Ensure that agreed strategies, policies and development plans are implemented.
2. Responsible for the financial administration and monitoring of the related grants, in line with the terms and conditions of the funder and with the financial business plan. Producing financial reports and spending estimates/profiles. Liaise with the Finance Directorate (Research Support) and funders in this regard.
3. Provide executive support to the project management teams for the organisation of meetings, preparation of papers, drafting of minutes and for progressing follow-up action. This will include the co-ordination of complex diaries and travel arrangements and acting as PA for project leads.
4. Provide briefings/presentations/reports on various aspects of the project's management to the project team and partner organisations.
5. Encourage and assist with project management support for strategic research grant applications, including supporting development of funding applications, and ethical and governance approvals for research projects.
6. Responsible for collation, preparation and maintenance of appropriate data/records/reports to meet University, School and external requirements.
7. Manage the administrative processes associated with the projects. Interact with internal departments (e.g. procurement, contracts, finance, people and culture, research governance) and with external stakeholders (e.g. consortium member leads, clinical staff, financial and legal personnel at each partnering organisation) to ensure smooth operations.
8. Establish, maintain, retain and review electronic and manual filing systems in accordance with the University's responsibility to legislation, e.g. Ethics, Data Protection, Freedom of Information Act, Human Tissue Act, etc.
9. Take the lead on organising and managing key events e.g. kick-off events, project conferences, symposium, etc.
10. Network with collaborators to optimise their engagement and maximise their possible contribution to the objectives of the projects. Assist in the preparation and delivery of appropriate marketing and public relations strategies to enhance the profile of projects. Ensure website and social media is used to enhance the profile of the work.

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:
 - Providing Senior executive support, including servicing meetings and event management.
 - Project management
 - Management of finances, including projects funded by major UK and European funding bodies
 - Experience of administrating multi site clinical trials.
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.
6. Strong negotiation skills.
7. Team worker, supportive of other colleagues.
8. Analytical and problem-solving skills.
9. Ability to respond to changing situations and to plan, set and deliver time critical targets.
10. Ability to interpret data and present complex information.
11. Willingness to travel UK and Europe.
12. Willingness to work flexibly/unsocial hours on occasions.

DESIRABLE CRITERIA:

1. Experience of working with external bodies and across sectors e.g. Research Councils, Charitable bodies, NHS Trusts, commercial partners etc in relation to the management of research grants/contracts.
2. Experience of communicating with the general public and/or patients.
3. Experience of managing a patient database or registry.