



Candidate Information

Position:	Clerical Officer
School/Department:	School of Biological Sciences
Reference:	26/113241
Closing Date:	Monday 30 March 2026
Salary:	£32,186 - £36,912 per annum
Anticipated Interview Date:	Wednesday 22 April 2026
Duration:	Available until 31 December 2029

JOB PURPOSE:

The post holder will support the Co-Centre for Sustainable Food Systems, a major collaborative research centre, funded by Research Ireland, UKRI and DAERA, and managed jointly by QUB, UCD, and University of Sheffield, with Professor Aedín Cassidy (QUB), Professor Eileen Gibney (UCD), and Professor Louise Dye (UOS) as co-directors. Working closely with the Operations Manager, the Research Engagement and Impact Manager and the Co-Centre research team, the successful candidate will play an important role in supporting the co-ordination of the programme, whilst providing comprehensive and professional administrative, and financial support for Professor Aedín Cassidy (QUB), and across the Co-Centre project team. Part of the role will involve supporting the planning and delivery of engagement and impact programming across the Co-Centre, and acting as a point of contact for consortium partners supported by the grant. The role is office-based, five days per week, at the Co-Centre for Sustainable Food Systems (QUB).

MAJOR DUTIES:

1. Support the financial administration of the Centre by processing purchase orders, invoices, staff/student expenses, monitoring budgets through QFIS, and controlling expenditure in line with both University and Funder guidelines.
2. Provide confidential and effective administrative and senior secretarial services to Professor Cassidy in her Co-Director role, including co-ordination of diaries and travel arrangements, composing and producing correspondence in line with instructions, ensuring all papers/documents/information are available, and that they are briefed/updated on relevant developments.
3. Support the Co-Centre Research Engagement and Impact Manager in the planning and delivery of engagement and education programming.
4. Support the project team and partners by co-ordinating partner reports, collating information, and ensuring reports are delivered to schedule.
5. Organise and support the work of the project team by organising and servicing meetings, preparing and circulating agendas and minutes, and compiling action lists ensuring that all actions are followed up.
6. Provide financial support and advice to the project team and project partners to ensure the risks to the University and the Centre are mitigated.
7. Liaise with funding bodies and Research Finance office to ensure all rules and responsibilities are communicated and adhered to by all parties.
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 Centre Co-Directors and project leads. eg progressing consultation documents and collating feedback to meet deadlines.
10. Perform analysis and/or evaluation of information, highlighting and prioritising any issues for further investigation.
11. 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.
12. Monitor the efficiency and effectiveness of office systems and procedures and take necessary steps to update. Communicate new procedures to Centre staff and give any necessary guidance/training.

ESSENTIAL CRITERIA:

1. Academic and/or vocational qualifications i.e. NVQ Level 3, A levels in relevant subject (or equivalent) or in the absence of a qualification have significant relevant experience
2. 4 years relevant work experience in an administration/clerical role which should include:
 - Experience of supporting research projects.
 - Experience of financial monitoring of research projects.
3. Experience of diary management.
4. Experience of servicing meetings, to include taking and drafting minutes, preparing reports.
5. Experience in event/project management.
6. Experience of working in a multi-disciplinary team environment.
7. IT literacy and up to date knowledge of relevant computer packages and information systems.
8. Strong numeracy skills.
9. Show initiative and ability to work with minimum supervision.
10. Ability to assign tasks to others and be responsible for ensuring work is completed to the required timescales and standards.
11. Organisational and time management skills and ability to plan and organise short term activities and events.
12. Good oral, written communication skills in order to communicate effectively with internal/external stakeholders and to represent appropriately the project team and to deal with confidential/sensitive issues.
13. Flexible, willing to adapt to new tasks and duties.
14. Must be able to use initiative and judgement to resolve daily problems independently.
15. Travel within Europe may be required occasionally.

DESIRABLE CRITERIA:

1. Experience of working with grant awarding bodies.
2. Experience of using large integrated financial information systems.
3. Experience in the development and maintenance of websites using content management systems.
4. Supervisory Experience.