Administrator
Centre for Health Economics

Closing date: 24 October 2018
Interview date: 15 November 2018
Vacancy reference: 7058
INTRODUCTION

We are looking for an Administrator to join our support staff team at the Centre for Health Economics (CHE), a research department at the University of York. The post holder will play a vital role in supporting the department’s various administrative activities and responsibilities. This is an interesting and varied post with a range of tasks to maintain the effective and efficient running of the department including organising and minuting meetings; booking travel and accommodation; preparing documentation; assisting with conference and short course organisation; dealing with enquiries; processing invoices and orders; updating the department’s webpages.

Applicants should have experience of working in a busy office environment, providing first-rate administrative support, possess excellent organisational and IT skills, and have the ability to liaise confidently with a wide range of internal and external contacts at all levels, communicating effectively both in writing and verbally. The role will require you to work proactively, using your own initiative, and you will have the ability to work on your own or as part of a team, producing work to specific deadlines.

Further information about the Centre for Health Economics and its support staff team is available at: http://www.york.ac.uk/che/staff/admin-support/
Main purpose of the role
To carry out a range of administrative processes in order to facilitate the smooth running of an administrative service for the Centre for Health Economics.

Key responsibilities
(Role holders will be required to undertake some or all of the duties below)

- Apply a good working knowledge of departmental/service administrative systems to answer queries and resolve problems from colleagues and external customers.
- Contribute to the development of office administrative systems, carrying out administrative processes and ensuring controls are in place to ensure accuracy and timeliness.
- Analyse, manipulate and interpret information in order to compile detailed summary reports and communications.
- Provide effective and efficient administrative support to senior colleagues, including the co-ordination of diaries, arranging internal and external meetings and servicing meetings, filtering enquiries, drafting and preparation of documentation.
- Organise and book travel/accommodation arrangements.
- Produce departmental/service-related documentation using different media, e.g. newsletters, promotional literature, induction and welcome packs, lecture materials, conference presentations, etc
- Assist in organising all aspects of visits, meetings events, workshops, and conferences.
- Monitor income/expenditure against a service-related budget; manage and maintain a relational database(s)
- Assist in maintaining the department’s webpages and update content as required.
- Assist in the preparation of relevant department documentation and processes, including agendas, minutes, guidance and training documentation; ensure the timely dissemination of information to the appropriate people.
- Process invoices and orders, making effective use of departmental/university financial administrative process as required.
- Any other duties that fall within the scope of the job, as allocated by the line manager following consultation with the post holder.

At a glance

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<table>
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<td><strong>Contract type</strong></td>
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JOB DESCRIPTION

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## PERSON SPECIFICATION

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<th>Qualifications</th>
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<td>A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience</td>
<td>Essential</td>
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<tr>
<td>Qualified to OCR or RSA Level 3 or equivalent administrative qualifications or experience</td>
<td>Essential</td>
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<td>A levels or equivalent experience</td>
<td>Desirable</td>
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### Knowledge

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<tr>
<td>Thorough knowledge of administrative procedures and processes used in a busy office within a large complex organisation</td>
<td>Essential</td>
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<td>Knowledge of a full range of MS office applications, particularly Word, Excel, Access, PowerPoint, and online media</td>
<td>Essential</td>
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<td>Knowledge of office accounting processes</td>
<td>Essential</td>
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### Skills, abilities and competencies

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<tr>
<td>IT skills, with the ability to use Microsoft Office, particularly Word, Excel, Access, PowerPoint, and the ability to create and maintain web pages and online media</td>
<td>Essential</td>
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<tr>
<td>Ability to effectively organise and prioritise own work, work alone or as part of a team, and follow procedures in order to produce work to a high standard, to required deadlines</td>
<td>Essential</td>
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<tr>
<td>Ability to communicate effectively with a wide range of people, both orally and in writing</td>
<td>Essential</td>
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<tr>
<td>Numeracy and literacy skills with the ability to monitor income and expenditure against a financial account/budget and maintain accurate records</td>
<td>Essential</td>
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<td>Competent in the design and production of a range of information and promotional documentation and literature</td>
<td>Essential</td>
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<td>Ability to service meetings, prepare agendas, and take and transcribe minutes</td>
<td>Essential</td>
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<td>Competent in diary management, with the ability to plan and organise meetings, visits, small scale events, workshops and conferences</td>
<td>Essential</td>
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<tr>
<td>Experience of working in an administrative role in a busy office within a large complex organisation</td>
<td>Essential</td>
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<td>Experience of providing an excellent standard of customer service</td>
<td>Essential</td>
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<td>Experience of analysing data and presenting summary information in a clear and concise format</td>
<td>Essential</td>
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<td>Experience of organising events and meetings</td>
<td>Essential</td>
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<td>Experience of working with Google drive and its associated applications</td>
<td>Desirable</td>
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<tr>
<td>Experience of using travel/accommodation bookings systems</td>
<td>Desirable</td>
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<th>Personal attributes</th>
<th>Essential</th>
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<tr>
<td>Able to work flexibly, with attention to detail and high standards of accuracy, under pressure and to tight deadlines</td>
<td>Essential</td>
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<td>Works effectively as a member of a team or individually</td>
<td>Essential</td>
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<td>Positive, proactive and professional attitude and keen to use own initiative</td>
<td>Essential</td>
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<td>Able to respect/maintain confidentiality and treat sensitive issues with tact and diplomacy</td>
<td>Essential</td>
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<tr>
<td>Commitment to equality and diversity</td>
<td>Essential</td>
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Background:

The Centre for Health Economics (CHE) was established at the University of York in 1983, and was one of the world’s first research institutes dedicated to the study of the economics of health and health care. It rapidly established a leading international reputation, and is now one of the world’s largest health economics research centres. In a ranking of the top 100 institutions in health economics in the world, the University of York has been ranked 7th, the highest ranking European institution.

We have a track record of over 30 years in delivering high quality policy-relevant research which makes a difference to society. We maintain high scientific standards and place a premium on the rigour and quality of our work. Our mission is to be a globally recognised research centre, committed to the development and application of the discipline of economics in order to promote health and wellbeing through the effective, efficient and equitable use of scarce resources.

Research:

The defining characteristics of CHE’s research are:

Methods rigour: CHE’s research is distinguished by a major focus on the development and application of advanced methods and analytical techniques to address important and complex questions.

Policy focus: We aim to inform and influence health policy and practice, nationally and internationally.

Engagement: We work alongside decision-makers, practitioners and academic colleagues to prioritise, design and deliver timely research which is communicated effectively to relevant users in accessible formats, including a range of teaching and training activities.

Excellence: We have a long track record of producing high quality research, spanning over 30 years, within a leading UK institution and in one of the world’s top 100 universities.

The core research themes covered by CHE are:

- Economic evaluation of health technologies
- Econometric methods
- Equity in health and health care
- Health and social care
- Health policy
- Global health

Further details of the projects and topics within the core themes can be found on our website:

http://www.york.ac.uk/che/research/
THE DEPARTMENT

Our impact:

CHE’s researchers play a leading role in many national and international societies and make high-profile presentations at scientific meetings across the world. CHE has a very strong policy impact both nationally and internationally. Within the UK, examples include work at the most senior level with policy formulation in the Department of Health and its devolved equivalents, HM Treasury, The National Institute for Health Care Excellence, the Office for National Statistics, Cabinet Office, and Home Office.

Staff at CHE publish in the leading international journals in their field, and the two leading health economics journals are edited from York.

The world leading research undertaken by the Centre for Health Economics has been recognised by the University of York’s ranking as equal 7th in the country for Public Health, Health Services and Primary Care in the national assessment of the quality and impact of research in the 2014 Research Excellence Framework (REF). CHE was part of the submission made jointly with the Department of Health Sciences, the Centre for Reviews and Dissemination, the Hull-York Medical School. The results published on 18 December 2014, showed that 83% of the research submitted was rated as world leading or internationally excellent. The impact of our research on society and citizens was also rated equal 7th; and we were ranked equal first for research environment, one that is conducive to producing research of world-leading quality, in terms of vitality and sustainability. The University of York as a whole performed well in the latest REF, being ranked 14th overall and 10th for the impact of its research.

The University of York offers scope for many fruitful collaborations and CHE has strong links, via joint interests, research projects and appointments, with several departments including the Department of Economics and Related Studies, the Department of Health Sciences, the Centre for Reviews and Dissemination, the Hull-York Medical School, the Department of Biology, and the Social Policy Research Unit.

Internationally, CHE researchers have worked at a senior level with many national ministries and health care agencies, in countries in every continent, and with international organizations including the World Health Organisation, the World Bank, the International Monetary Fund, the European Commission and the Organisation for Economic Cooperation and Development.

In 2007, the University of York was awarded the Queen’s Anniversary Prize for Higher and Further Education, in recognition of the contribution health economics research has made to the way society thinks about health and health care over the last 25 years.
Teaching and training:

CHE attracts over 300 people a year from all over the world to be trained in the methods developed by our researchers. The York Summer Workshops in the socio-economic evaluation of medicines has been running for over 20 years, aimed at decision-makers and academics. We run a further five short courses focusing on methods and applied research methods: [http://www.york.ac.uk/che/courses/short/](http://www.york.ac.uk/che/courses/short/).

There are currently 11 PhD students based at CHE, supervised by our staff and registered either in the Department of Economics and Related Studies or in the Department of Health Sciences. We run an active visitor programme, hosting around 20 visitors each year from all over the world and offering the CHE Research Fellowship programme to support visits from early and mid-career researchers.

CHE is part of the recently established Research Centre for Social Sciences: [http://www.york.ac.uk/social-science/](http://www.york.ac.uk/social-science/), a £2 million investment for research training at disciplinary and interdisciplinary levels, offering dedicated facilities for research and provision for workshops, visitors, and conferences. It is the home of the ESRC Doctoral Training Centre which houses around 70 PhD students as well as associated research groups. The centre brings together 11 departments and centres across the social sciences at York to provide a focal point for research. CHE has access to excellent research infrastructure, including lecture theatres, seminar rooms, and focus group rooms with audio-visual recording facilities. High quality computing facilities dedicated to the social sciences are available for computationally intensive analysis and a computing lab is available for training and related events.

Athena Swan:

At CHE we strive to provide a supportive and family friendly work environment and to offer equal opportunities to all staff members. We have an Athena SWAN bronze award which recognises our commitment to good practice in recruiting, retaining and supporting the careers of women. We will continue to build on this success by further improving our processes and ensure fair, flexible, accessible and transparent working conditions for all members of staff.

See: [http://www.york.ac.uk/che/athena-swan/#tab-1](http://www.york.ac.uk/che/athena-swan/#tab-1)

Further information about the department is available at: [http://www.york.ac.uk/che/](http://www.york.ac.uk/che/)
The University

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and are ranked 16th in the Times & Sunday Times league table (2017). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online
- Go to https://jobs.york.ac.uk
- Find this job using reference 7058
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 24 October 2018

What will I need?
We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance
Informal enquiries may be made to Trish Smith (trish.smith@york.ac.uk) or John Galloway (john.galloway@york.ac.uk)

If you have any questions about your application, contact the HR Services team:
recruitment@york.ac.uk
+44 (0)1904 324835