Administrator - Experimental Medicine and Biomedicine

Department: Hull York Medical School

Hours of work: Full time, 37 hours per week

Contract type: Permanent

Salary: Grade 4, £23,487 - £26,341 per year
Introduction

The Hull York Medical School is a collaboration between the Universities of Hull and York and the NHS and operates from both University campuses and within teaching hospitals and medical practices throughout the Yorkshire and Humber region. We are seeking to recruit an Administrator to support the School’s Director of Research (York) and Experimental Medicine and Biomedicine research group as part of the Hull York Medical School’s Executive Office team.

The School is still operating a hybrid model of working; a blend of home and office working in line with business need. This role will be based in both the Department of Biology where the research staff are located and at the Hull York Medical School with the Executive Office team, both on the University of York campus.

This is an exciting time to join Hull York Medical School. Whilst the School completes its expansion of undergraduate medical places, the new school strategy sees an expansion in our research ambitions across the School. The expansion in research sees innovations such as the new Skin Research Centre coming in to place with research staff joining throughout 2022 and beyond.

Applicants are expected to show a commitment to diversity, equality and inclusion, and work in line with the School’s values; everyone counts, pursuing excellence, socially responsible and collaborative. This includes undertaking mandatory equality and diversity training and adhering to the principles outlined in the UK Medical School’s Charter on So-Called ‘Conversion Therapy’ and the British Medical Association (BMA) racial harassment charter for medical schools.

Main purpose of the role

The School’s Executive Office provides support to the Dean and the Leadership Team and supports the smooth running of day-to-day business across the wider school. The post holder will work with the Executive Office team and the School’s Director of Research to provide effective administrative and secretarial support to research staff based in the York Campus, primarily within the Experimental Medicine and Biomedicine group, but working with other groups as required. The post holder will work to understand the School’s business, priorities, and strategy in order to proactively help support the management of the School’s research, working closely with the School’s research manager and administrator. The post holder will be experienced in managing and developing administrative processes, diary management, supporting committees and booking travel. They will be able to work to a high level of detail and will have strong oral and written communication skills. The post holder will be a strong team player, who is equally able to work independently.

Key responsibilities

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

1. **Role Specific Responsibilities**

   * Organise meetings and events for senior School research staff for both internal and external attendees, including checking diaries, booking space and catering and creating Teams or Zoom meeting links.
   * Acting as secretary for committees including Departmental Research Committee, including minute taking, action management and collation and distribution of papers.
   * Making travel arrangements for colleagues, including sourcing and booking travel and accommodation through the university providers, liaising with the School Finance team as required.
   * Managing general administrative requirements and enquiries for research staff and activities, (excluding activities such as grant management, and financial reporting).
   * Assist with recruitment and HR activities within the remit of the Exec Office.
• Acting as a conduit for School information and processes between the Executive Office, School Finance, Research Manager/Administrator, other university Academic Departments (ie Biology) and the wider School.

2. University of York Responsibilities for Grade 4

Service and Operational Delivery
• Use initiative to resolve queries that generally have a readily available answer by reference to policy, past experience and/or where some discretion can be applied.
• Share knowledge with colleagues and others to enable effective service or operational delivery.
• Proactively anticipate, explore and respond to customer needs and, when appropriate, propose solutions to resolve service or operational issues.
• Provide guidance and advice to resolve problems and queries for a broad range of customers.
• Make effective use of digital solutions to carry out operational activities and highlight opportunities for further efficiencies.

Continuous Improvement
• Contribute to the ongoing improvement, development and implementation of School and University processes and systems.
• Advise others and make recommendations into work processes and procedures for consideration by senior management to improve services.
• Proactively identify opportunities for building new personal knowledge and skills.

Specialist Contribution
• Record data and information accurately
• Analyse, manipulate and interpret information/data and use it to produce reports such as for HR, training or induction requirements.
• Carry out basic analysis and research to inform decision making.
• Act as a more knowledgeable team member to resolve non-standard or complex queries or advise when to escalate.

Collaboration and Communication
• Work collaboratively, proactively and flexibly with Executive Office team members to ensure the smooth running of School services and operational delivery, covering other aspects of the Executive Office functions as required.
• Collaborate with team members to anticipate and implement service improvements or alterations.
• Proactively and reactively liaise with contacts and participate in networks and communities internally and possibly externally, contributing to effective collaborative working.
• Act as a supportive and encouraging member of a team, including contributing to the training and induction of colleagues or new staff.

Governance and Oversight
• Apply knowledge of procedures and policy to processes; check and reconcile anomalies within data and information.
• Monitor and evaluate service delivery to ensure compliance with regulatory and professional
procedures and standards.
• Monitor data accuracy checks to identify anomalies and ensure the integrity of data and information.

Planning and Organisation
• Plan and organise own workload, including possible project delivery.
• Organise and schedule resources, activities and events.
• Identify priorities and monitor processes and activities to ensure success.

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**Person specification**

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<th>Essential / Desirable</th>
<th>Role Specific</th>
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<td><strong>Evidence of experience in an office environment covering a broad range of administrative tasks including experience of diary management.</strong></td>
<td>Essential</td>
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**University of York Person Specification for Grade 4**

**Qualifications:**

Level 2 qualification including Maths and English. (Qualifications at this level include five GCSEs at grade A*-C/ grade 4-9. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

**Skills - demonstrates the ability to:**

- Accurately record, analyse, interpret and report information/data
- Use digital technologies including Google applications and Microsoft Office
- Communicate effectively in verbal and written formats
- Organise activities and resources

**Behaviours:**

- Works collaboratively with others
- Delivers a quality service
- Develops self and others
- Actively champions respect, inclusivity, equality and diversity
- Identifies and implements continuous improvement