

Job Description

NIHR Mental Health Leaders Award:

Grant Administrator

Department of Psychology



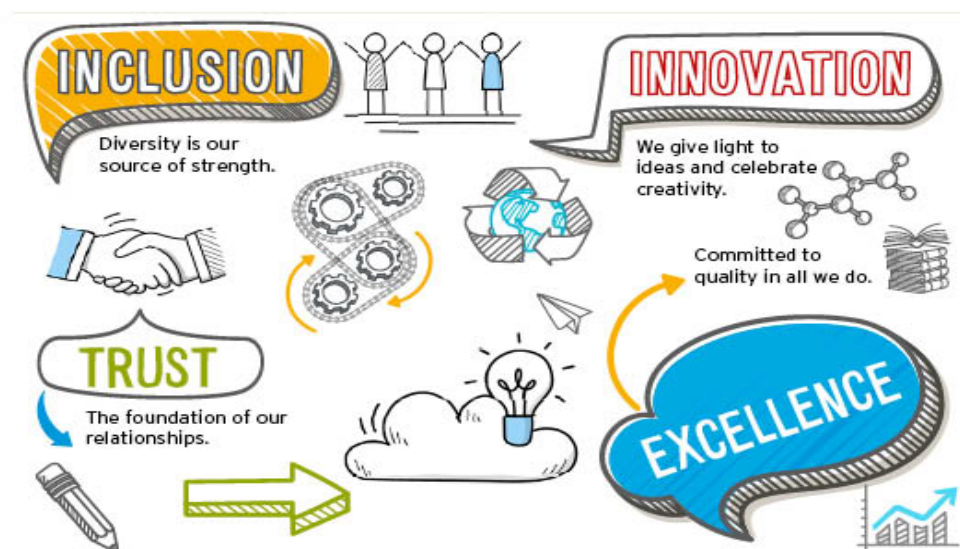
Brief summary of the role

Role title:	Grant Administrator
Grade:	5
Faculty or Directorate:	Faculty of Management, Sciences and Engineering
Service or Department:	Department of Psychology
Location:	Hybrid – Home/Office (Main Campus)
Reports to:	MHLA Grant Principal Investigators (Dr Paul Sullivan and Dr Eleanor Bryant)
Responsible for:	NA
Work pattern:	0.2 (Standard Hours)

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none">• GCSE in English and Maths (or equivalent qualification).• Level Four Qualification e.g. Certificate, Diploma in an area relevant to project administration.
Desirable	<ul style="list-style-type: none">• A background in research support.

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• Ability to use Windows based software applications, i.e.. Excel, Word and Outlook• Experience of co-ordinating diaries, setting up meetings and booking travel.• Ability to take minutes.• Ability to collate, analyse and disseminate information to relevant stakeholders.• High levels of attention to detail and ability to plan, prioritise and manage own workload.
Desirable	<ul style="list-style-type: none">• Experience of working in a research environment.

	<ul style="list-style-type: none"> • Experience of financial systems (expense claims; procurement etc).
--	--

Personal attributes

Essential	<ul style="list-style-type: none"> • Friendly, helpful, confident and professional. • Supportive and inclusive • Self-motivated and committed to high levels of customer service. • Sensitive to the use of personal data and committed to ensuring confidentiality is maintained. • Willing to undertake further training where identified to meet the needs of the post. • Understanding of the University's commitment to equality and diversity. • Committed to continuing personal development and self-manage that.
Desirable	<ul style="list-style-type: none"> • N/A

Main purpose of the role

The main focus of the role is to provide a high level of administrative support on the NIHR (National Institute of Health and Care Research) funded 'Mental Health Leaders Award' project. This is a research award aimed at improving outcomes for Children and Young People in the Bradford area with mental health challenges. It involves multiple stakeholders working jointly such as Bradford NHS; Bradford Council; Bradford Institute of Health Research; University of York; the voluntary sector and a significant amount of research work in the local community.

You will work with a range of people on a wide range of tasks, including supporting meetings; co-ordinating diaries; and handling expenses. You will work closely with the MHLA research team and leaders to help ensure smooth communication and efficient service between different stakeholders.

The role requires you to self-manage your workload which will consist of regular monthly processes and ad-hoc queries. You will prioritise these tasks whilst maintaining a high level of confidentiality and professionalism at all times.

Main duties and responsibilities

Note: The list below may vary to include other reasonable requests (as directed by university management) which do not change the general character of the job or the level of responsibility entailed.

- To provide effective administrative support to the Project Directors and the wider MHLA team including liaison with external partners. This will include meeting organisation; drafting correspondence and communications to internal and external stakeholders; co-ordination and preparation of project related schedules and updating social media and website content. The postholder will be required to work autonomously dealing with issues as they arise, bringing matters of concern relating to the progress of the project to the attention of the Project Director.
- To be responsible for the coordination of all elements of project activity (e.g. travel arrangements, minutes of meetings (that form formal project deliverable), compiling and following up action lists, compliance with project timescale etc) and reporting progress on meeting project objectives and financial requirements across the partnership which will inform the formal reports to the NIHR.
- To act as a primary point of contact for all matters relating to specific research projects with University colleagues and other external stakeholders (such as PPIE groups, VCS, NHS, etc). The appointee will have to ensure that responses to queries are as quick and efficient as possible and that all telephone/e-mail/letter/personal enquiries are dealt with in a professional and courteous manner (using own judgement and initiative to respond to requests, but following up within the team any enquiries that cannot be immediately dealt

with). It is expected that the post-holder will be able to deal with the enquiries proactively and without supervision.

- Establish and maintain systems to plan and monitor progress on the achievement of project aims, including oversight of associated documentation.
- Responsible for the administrative and financial procedures in liaison with the external partners. This includes the maintenance of accurate and efficient records, both manual and computerised, to conform to procedures within the University and reporting requirements of the funding body. High quality, accurate information will be required by NIHR for project audit purposes.
- Collection and processing of quality data from external and University of Bradford partners.
- To assist in preparing project reports in line with the funding regulations of the grant awarding body and the University.
- To liaise with the Finance Department to organise budget reports and to monitor budgets against agreed spending targets with the Principal Investigator and oversee project purchasing and procurement.
- To work with RIBE (Research, Innovation and Business Engagement) and academic colleagues in the identification of further funding opportunities. To undertake research of funding streams, and research potential partner organisations.
- Undertake desk research and provide information to input into funding bids. Liaise with academic colleagues, finance and RIBE in the preparation of funding bids.
- In addition to the duties and responsibilities listed, the post holder is required to perform other duties assigned by the Line Manager from time to time