

Job Description

Centre Administrator

Centre for Digital Innovations in Health and Social Care

Faculty of Health Studies



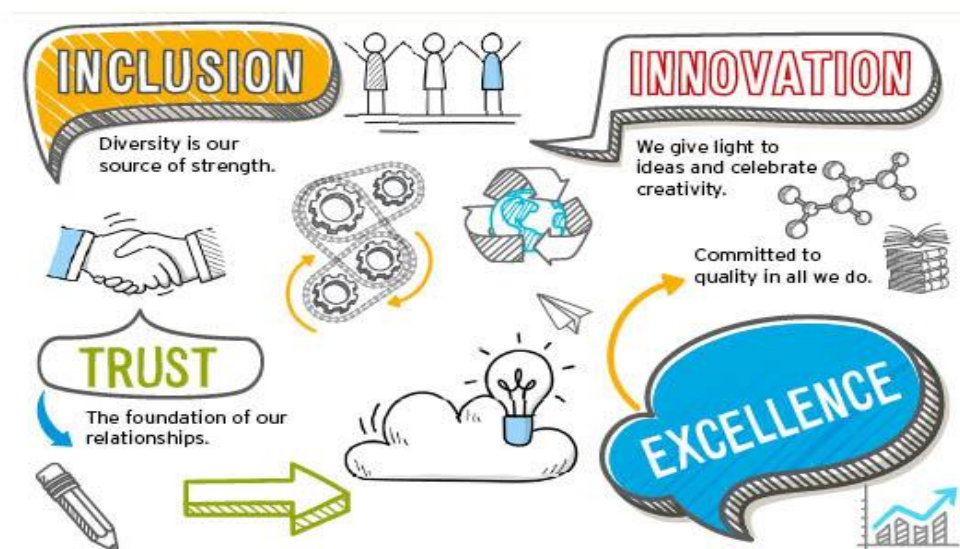
Brief summary of the role

Role title:	Centre Administrator
Grade:	4
Faculty or Directorate:	Faculty of Health Studies
Service or Department:	Centre for Digital Innovations in Health & Social Care
Location:	Hybrid – at least two days per week on-site (Main Campus/Wolfson Centre for Applied Health Research) or fully office based if preferred
Reports to:	Centre Coordinator
Responsible for:	None
Work pattern:	Full time standard hours or flexible working (e.g. compressed hours) if preferred; willing to consider job share

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)

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	• GCSE English and Maths at grade C/4 or above (or equivalent)
Desirable	• A levels or BTEC Level 3 Diploma

Experience, skills, and knowledge

Essential	• Experience of working in an administrative role • Experience of using a variety of IT packages to a high standard • Experience of taking minutes and providing information at meetings • Ability to prepare reports and deal with a wide range of correspondence and prepare and present appropriate responses • Ability to maintain, analyse and present information and data • Accuracy and attention to detail • Ability to prioritise and coordinate own workload, managing own time and working to set deadlines
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Desirable	• Experience of providing administrative support, e.g. diary management and email coordination • Experience of supporting, planning and organising events and activities • Experience of working within HE
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Personal attributes

Essential	• Commitment to delivering exceptional customer service • Commitment to engage with and contribute to the aims and objectives of the University • Ability to work as a member of a team • Commitment to engagement in positive working relationships • Discretion, sensitivity and understanding of confidentiality • Understanding of the University's commitment to Equality and Diversity • Committed to continuing personal/professional development
Desirable	

Main purpose of the role

This is a fixed term position, available until 31st July 2028. Funded by a research grant, the University of Bradford's Centre for Digital Innovations in Health & Social Care (CDIHSC) is growing rapidly. We are seeking a fulltime Centre Administrator to:

- support the strategic objectives and daily operations of the Centre
- provide administrative support for Centre staff
- assist with marketing and communications, including social media
- contribute to organisation of seminars and stakeholder workshops

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

1. Support the Centre Coordinator in managing operations and ensuring the successful delivery of strategic objectives, project plans, and the day-to-day activities of the Centre;
2. Provide high-level administrative support to the Centre Director and Business & Partnerships Manager, with a focus on diary management and email coordination;
3. Provide administrative support to all Centre staff, including researchers, as required, eg conference booking and travel;
4. Support ordering of goods and services;
5. Help coordinate and document Centre activities, processes, and procedures;
6. Facilitate and minute team meeting and advisory board meetings, ensuring that actions are tracked, acted upon and disseminated;
7. Assist in organising Centre activities, such as monthly seminars, including venue booking and catering arrangements.
8. Ensure a consistent well informed approach by liaising with other University research administrative departments.
9. Help raise awareness of activities taking place in the Centre (such as monthly seminars), support engagement and communication with stakeholders, through social media, newsletters, and other appropriate digital content and platforms;
10. Support the Centre marketing strategy including communicating via LinkedIn and Bluesky.
11. Meet PDR objectives and maintain a personal development plan, utilising the Performance Development Review Scheme;
12. Work closely with colleagues in other parts of the university research administrative service to ensure consistency;

13. Maintain discretion and absolute confidentiality at all times relating to Centre issues and dealing with sensitive communication in a confidential, tactful, and diplomatic manner;
14. Contribute to the working life of the Centre and University and wider academic community;
15. Contribute to the financial sustainability of the Centre by identifying efficiencies, optimising resources and making savings;
16. As a university citizen supporting key student events throughout the year such as Open days, clearing, enrolment, and Graduation. (Essential for all roles)