

# Job Description

Research Administrator

Department of Applied Dementia Studies

Institute of Health and Social Care



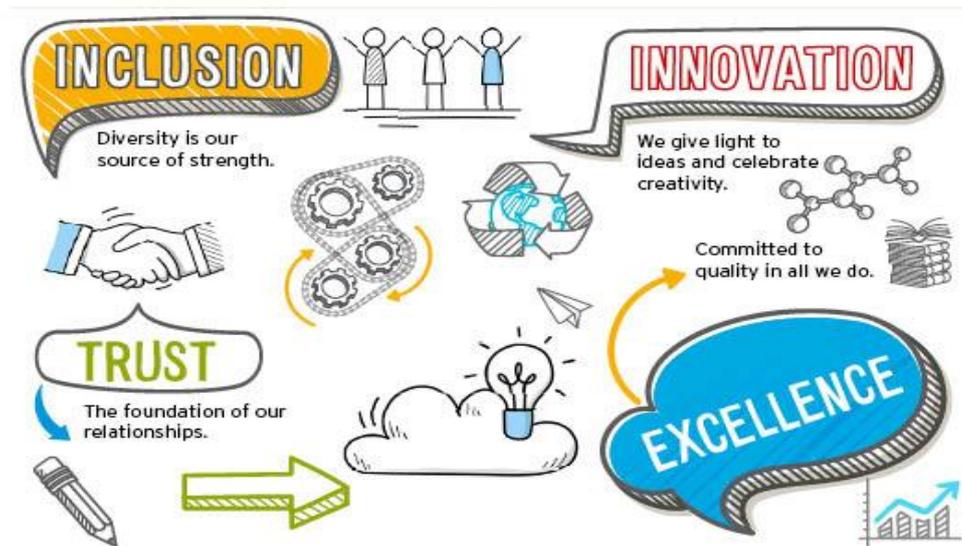
## Brief summary of the role

Role title:	Research Administrator
Grade:	5
Faculty or Directorate:	Institute of Health and Social Care
Service or Department:	Department of Applied Dementia Studies
Location:	Hybrid – home / office or fully site based if preferred
Reports to:	Principle Investigator
Responsible for:	N/A
Work pattern:	Flexible

# 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

<b>Essential</b>	<ul style="list-style-type: none"><li>• 5 GCSEs at A* to C (or equivalent), including English and Maths (or equivalent experience)</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• EDCL or equivalent</li><li>• Membership of the Association of Higher Education Professionals (AHEP) or equivalent</li></ul>

### Experience, skills, and knowledge

<b>Essential</b>	<ul style="list-style-type: none"><li>• Strong experience of using Windows based software (i.e. Excel, PowerPoint, Word &amp; Outlook).</li><li>• Experience of effective servicing of meetings.</li><li>• Ability to interpret queries &amp; determine how to resolve or escalate.</li><li>• Clear written &amp; oral communication skills with the ability to understand &amp; explain complex processes &amp; procedures.</li><li>• Ability to maintain, analyse &amp; present information &amp; data.</li><li>• Ability to prepare reports &amp; deal with a wide range of correspondence &amp; prepare &amp; present appropriate responses.</li><li>• High level accuracy &amp; attention to detail.</li><li>• Ability to prioritise &amp; coordinate own workload, managing own time &amp; working to set deadlines.</li><li>• Ability to build &amp; maintain good working relationships with internal/external stakeholders of the University.</li><li>• Ability to support the planning &amp; organising of events &amp; team activities.</li><li>• Ability to deal with sensitive communication in a confidential, tactful &amp; diplomatic manner.</li><li>• Ability to work as a member of a team.</li></ul>
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	<ul style="list-style-type: none"> <li>• Excellent communication &amp; interpersonal skills, &amp; ability to deliver exceptional customer service.</li> <li>• Experience of collating reports and other written materials to a high standard.</li> <li>• Ability to produce professional documents from drafts provided by others, and to draft own documents of a less complex nature.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Research administrative experience in multi-functional environment.</li> <li>• Experience in working in a higher education environment.</li> <li>• Knowledge &amp; experience of higher education policies/practices.</li> <li>• Experience of working as a mentor to less experienced colleagues.</li> <li>• Experience of developing effective, workable policies &amp; work practices.</li> </ul>

Personal attributes

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Commitment to effective team working.</li> <li>• Commitment to working with others to help ensure the delivery of excellent stakeholder experience.</li> <li>• Discretion, tact, diplomacy &amp; sensitivity with an understanding of confidentiality.</li> <li>• Commitment to continuing professional development.</li> </ul>
<b>Desirable</b>	

## Main purpose of the role

To provide a flexible and consistent approach of high-quality administrative support to the Principal Investigator and wider research team, to support the effective and efficient operation of a research protocol.

## Main duties and responsibilities

1. Work in an autonomous and proactive manner to anticipate the needs of the Principal Investigator and wider research team.
2. Proactively manage electronic diaries, prioritising competing demands, including arranging meetings and events involving senior people (internal and external to the University), booking suitable venues, resources, refreshments and travel arrangements.
3. Provide governance support for meetings, committees and working groups. Duties to include booking meetings, preparing agendas, taking minutes, following up actions and supporting the Principal Investigator with other project related work as required.
4. Assist the Principal Investigator and wider research team by ensuring paperwork and documentation is provided in advance of meetings and acting proactively in highlighting where important related issues feature or may be raised.
5. Always maintain discretion and confidentiality when receiving and reviewing incoming correspondence which may be of a highly sensitive nature, drafting responses where required and maintaining appropriate records.
6. Provide support with conference bookings and other external activity including devising itineraries and managing national and overseas travel and accommodation arrangements in line with University purchasing procedures.
7. Process expense claims in a timely manner.
8. Build and maintain good working relationships with internal/external stakeholders of the University.
9. Welcome and induct new staff in liaison with the relevant departments to set-up IT accounts, allocation of IT cards with appropriate access rights, provision of equipment, orientation and space etc.

10. Purchase incidental items such as stationery, IT equipment etc, working with the University's financial systems to complete purchase orders, reconcile and process invoices as required to ensure outstanding commitments are cleared.
11. Maintain and update information pertaining to publication and research output, providing related reports as required by the Principal Investigator.
12. To work closely with colleagues across the Faculties and other Professional Services Directorates to ensure a joined up and comprehensive administrative journey.
13. To support University-wide events and initiatives pertaining to the student journey, including open days, applicant visit days, Clearing, induction and enrolment, and graduation ceremonies. This may involve occasional working on weekends or evenings.