



Leeds Centre
for **Personalised**
Medicine and Health



Leeds Academic Health
PARTNERSHIP

Candidate brief

Centre Coordinator

Salary: Grade 5 (£22,659 - £26,243 per annum)

Reference: MHLPM1002

Closing date: 17 June 2019 (23:59)

Interview date: 26 June 2019

Full time 1.0 FTE (100%), fixed term until 31 March 2021 due to external funding

A partnership, supported by



UNIVERSITY OF LEEDS



YORKSHIRE & HUMBER
ACADEMIC HEALTH SCIENCE NETWORK

Centre Coordinator

Leeds Centre for Personalised Medicine and Health

Hosted by the Faculty of Medicine and Health, University of Leeds

Are you a highly organised and experienced administrator who enjoys working with a wide range of people? Do you have experience of supporting academic research projects and/or working across health and care? Would you like to join our growing team supporting the development and delivery of cutting-edge innovation in health and care?

The **Leeds Centre for Personalised Medicine and Health** accelerates the research, evaluation and adoption of new treatments and technologies that move away from a 'one size fits all' approach. We aim to improve health in a healthy economy, underpinned by the best research and education. We are committed to driving forward innovative approaches that support the whole person, and shift the focus from one of disease, to one of health.

We are going through an exciting period of growth and change. As part of the **Leeds Academic Health Partnership**, and supported by the **University of Leeds** and **Yorkshire and Humber Academic Health Science Network**, we are accelerating our ambition to transform the health, wealth and wellbeing of our citizens.

Through the development of our 'precision prevention' flagship projects, focussed on the prevention of frailty and the early diagnosis of cancer, we are driving forward a targeted strategy that will improve health and care, generate inclusive economic growth and demonstrate academic excellence and impact.

To support our growth, we are seeking an experienced Centre Coordinator to support our operational and project activity. Working to the Head of Operations, you will coordinate and support all aspects of our day-to-day business as well provide support for the Centre's strategic research projects.

You will have experience in a senior administrative position, ideally within a research or health setting. Excellent organisational skills with the ability to work across multiple organisations and to tight deadlines is essential, as is meticulous attention to detail. You will have advanced IT skills, with a strong working knowledge of Microsoft Word, Excel and PowerPoint. You must be highly numerate, and have a track record of delivering high-quality work in a fast-paced environment.

What does the role entail?

As the Centre's coordinator, you will be a key member of the team. You will support our day-to-day operations and the delivery of our research and implementation by:

- coordinating governance and project meetings, working with partners to plan and schedule complex meetings, prepare agendas and relevant information, commission and manage the production of high-quality meeting papers and presentations, ensure accuracy, take complex minutes, and follow-up on actions
- coordinating events, visits, conferences/workshops and meetings as required. This could include venue booking, contract management, travel and accommodation, catering, finance, marketing, and general events administration
- working with the Senior Research Fellows to support the development of grant and funding applications, helping to gather information and prepare materials, track applications, calculate costings and coordinate responses
- acting as our first point of contact, dealing with a range of queries in a professional manner, using initiative to resolve non-standard queries
- supporting the development, implementation and maintenance of administration policies and systems, including appropriate data and information management and management of the office space
- working with the Marketing and Communications Manager to maintain our social media presence, and ensure our website and social media are up-to-date
- building effective working relationships with a variety of colleagues and stakeholders to ensure effective coordination of information and activity
- assisting with reporting against key performance indicators, ensuring that our work is captured appropriately and reported to key stakeholders
- purchasing goods and services for the team, raising purchase orders on our SAP system (SIPR), tracking delivery and goods receipting
- supporting effective budget management by tracking income and expenditure and liaising with the finance department to prepare monthly budget reports, flagging any risks or issues to the Head of Operations
- managing and coordinating requests for information
- providing the highest levels of service and support to all team members and the wider stakeholder group
- exercising tact and diplomacy when dealing with sensitive information, and maintain confidentiality at all times.

What will you bring to the role?

As the Centre Coordinator, you will have/be:

- experience of working in a busy office environment within a large and complex or partnership organisation, with a strong understanding of office systems and processes
- experience of providing high-level secretarial support to meetings, including preparing papers, taking minutes and following up on action points
- experience of coordinating events and/or workshops, including sourcing and booking venues and catering and general event administration
- experience of having shown an excellent level of personal responsibility and initiative, especially in relation to problem solving
- self-motivated, with the ability to identify priorities and organise your own workload effectively to meet agreed objectives and deadlines
- experience of delivering high-quality work in a fast-paced environment, with excellent accuracy and attention to detail
- excellent written and verbal communication and interpersonal skills, with the ability to build effective relationships with senior colleagues and stakeholders
- able to work across a variety of unfamiliar research topics whilst continuing to provide a high level of support
- experience of undertaking financial tasks such as raising purchase orders and invoices and processing expenses
- highly numerate, able to analyse a range of facts and situations and develop a range of options
- advanced IT skills, with a strong working knowledge of Microsoft Outlook, Word, Excel and PowerPoint.

You might also have:

- experience working in a research-related role in higher education
- experience working in a health and care organisation, with an awareness of their challenges and priorities
- experience working with social media platforms such as Twitter in a business setting and with website content management systems such as WordPress.

How to apply

You can apply for this role online. More guidance can be found on the University of Leeds' [How to Apply](#) information page. Applications should be submitted by 23.59 (UK time) on the advertised closing date.

Contact information

To explore the post in further details, or for any queries you may have, please contact

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Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility information page](#) or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records information page](#).