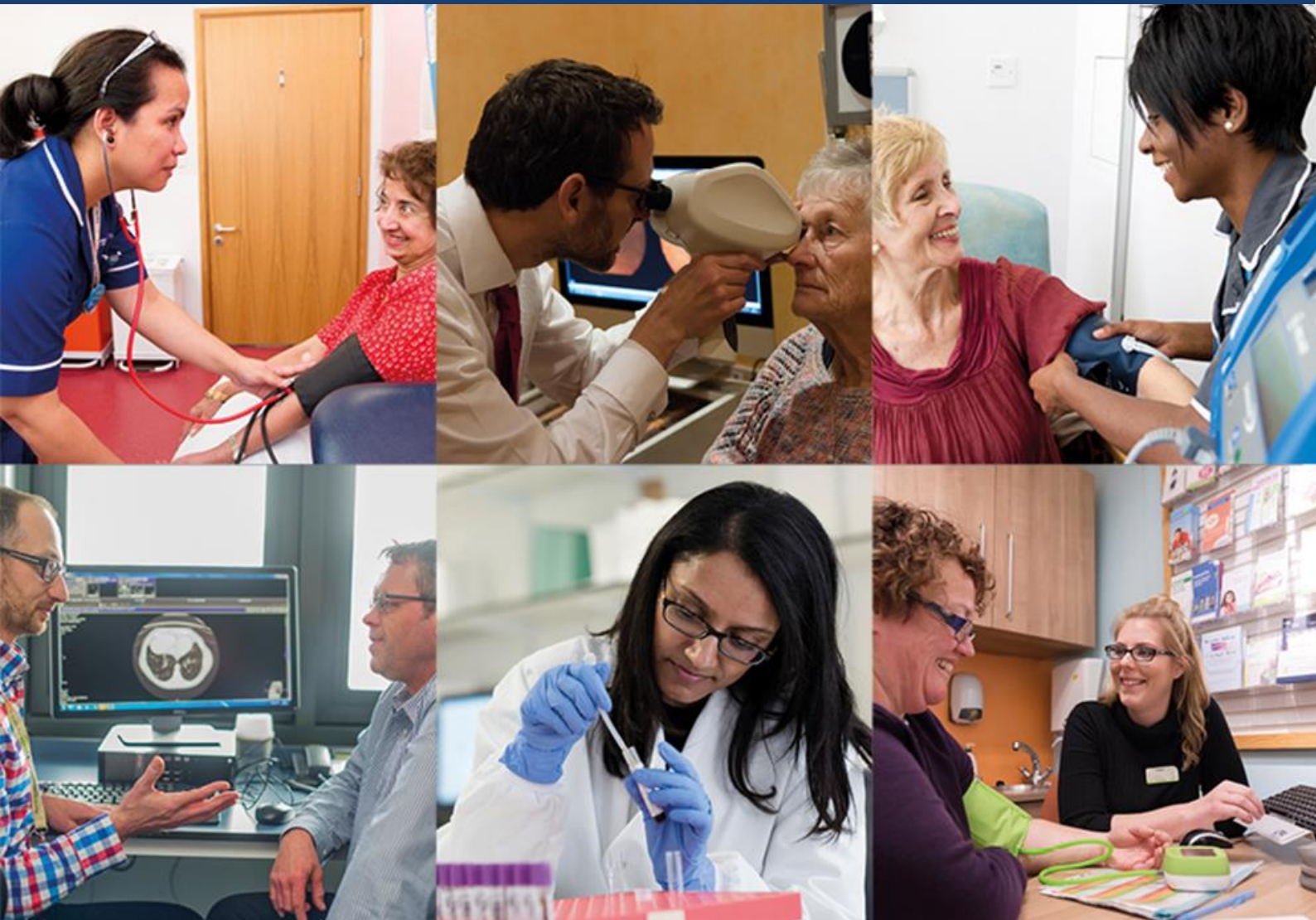


## CANDIDATE BRIEF

### Speciality Cluster Administrator, NIHR Clinical Research Network



**Salary: Grade 5 (£22,659– £26,243 p.a)**

**Reference: MHNCC1179**

**Closing date:**

**Fixed-term post until 31st March 2022**

## Specialty Cluster Administrator

### National Institute of Health Research Clinical Research Network Coordinating Centre Cancer, Surgery and Oral & Dental Health Specialty Cluster

**Are you looking for an exciting opportunity to join a small team supporting the work of the National Institute for Health Research at a national level? Are you well organised, have excellent interpersonal skills and enjoy working in a fast paced and innovative environment? Are you passionate about patients in the UK having access to good quality clinical trials?**

An exciting opportunity has arisen for an Administrator who can provide comprehensive high quality administrative support to the Cancer, Surgery and Oral & Dental Specialty Cluster based at the NIHR Clinical Research Network's National Coordinating Centre.

Your role will involve supporting our eight National Specialty Leads who are based across England and cover all aspects of research across the Cluster's three specialties. You will provide responsive and flexible administrative support to the Specialty Cluster's team and lead on the organisation of a range of national meetings including the Cancer, Surgery and Oral & Dental Health Specialty Groups. As part of a small team, you will liaise closely with other NIHR Clinical Research Network staff based in offices across England and interface with a wide range of customers and stakeholders.

The role will involve dealing proactively and positively with people at all levels including clinicians, academics and managers across a wide variety of stakeholders including charities, the life sciences industry, Royal Colleges, the National Cancer Research Institute, the offices of the UK Devolved Administrations and other parts of the NIHR. You will be well organised with good interpersonal skills and an eye for detail. You will be adaptable and able to use your initiative to prioritise work to meet strict deadlines. The post will involve some travel within the UK to support national meetings.





## What does the role entail?

As the Specialty Cluster Administrator, your main duties will include:

- Providing high quality support to the Specialty Cluster office's activity areas, including our eight National Specialty Leads, enabling the team to effectively deliver their strategic objectives and priorities;
- Providing high level administrative support for national meetings and specifically the administration of the Specialty Group meetings;
- Receiving and dealing promptly with incoming telephone calls, assisting with queries where possible, redirecting or taking messages;
- Arranging and procuring travel and accommodation for the Cluster Executive Team and National Specialty Leads;
- Checking and processing travel and expenses claims for the Cluster Executive Team and National Specialty Leads;
- Diary management using Google Calendar;
- Proof-reading, editing and input into the development of external and internal reports, publicity material and presentations;
- Working with team members to produce reports which support the work of the Cluster's Specialties;
- Supporting the National Specialty Leads to respond to new opportunities and projects and leading on discrete administrative projects as appropriate;
- Contributing to the development of good office systems, making recommendations for improvement and implementing agreed changes;
- Responsibility for overseeing the management of electronic data systems and the quality of data held;
- Ensuring that you are informed of the work being carried out by other NIHR CRN Coordinating Centre Divisions;
- Developing an awareness and understanding of the key activities of the NIHR CRN to ensure that any work you undertake is fully integrated and responsive to new developments;
- Communicating with staff and stakeholders in a confident and professional manner;
- Maintaining responsibility for your own professional development by keeping up to date with relevant policy and key professional issues;



- Undertake any ad hoc initiatives as required by the Specialty Cluster's management team.

### **What will you bring to the role?**

As the Specialty Cluster Administrator, you will have:

- Excellent organisational skills with a proven ability to manage time effectively, prioritise work and to deliver results consistently to tight timelines;
  - Excellent communication and interpersonal skills with the ability to interact with a wide range of professionals and develop good working relationships with staff at all levels;
  - Excellent IT skills with experience of using Google applications (such as Google Docs and Google Sheets), Microsoft Office suite, particularly Word, Excel, Outlook and PowerPoint;
  - Familiarity with database systems;
  - Self-motivation with an enthusiastic and proactive approach to working in a dynamic and complex organisation;
  - The ability to work independently and to show initiative;
  - Reliability and an ability to manage confidential information in an appropriate manner;
  - Administration experience gained in a busy office/team environment;
  - Evidence of working effectively in a team;
  - Experience of implementing and following standard procedures;
  - Keen attention to detail.
- 
- You may also have:
  - Experience of working in a clinical/scientific environment;
  - Familiarity with medical, scientific and/or research terminology;
  - Awareness of the UK clinical research environment;
  - Previous Network experience/knowledge.

### **How to apply**

You can apply for this role online; more guidance can be found on our 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 further or for any queries you may have, please contact:

**Shamaila Anwar, Specialty Cluster Manager**

Tel: +44 (0)113 343 6551

Email: [shamaila.anwar@nihr.ac.uk](mailto:shamaila.anwar@nihr.ac.uk)

## Additional information

### NATIONAL INSTITUTE FOR HEALTH RESEARCH

The NIHR Clinical Research Network is a key element of the National Institute for Health Research, which is funded through the Department of Health and Social Care to improve the health and wealth of the nation through research. The NIHR is a large, multi-faceted and nationally distributed organisation. Together, NIHR people, facilities and systems represent the most integrated clinical research system in the world, driving research from bench to bedside for the benefit of patients and the economy.

Since its establishment, the NIHR has transformed research in the NHS and social care. It has increased the volume of applied health and care research for the benefit of patients and the public, driven faster translation of basic science discoveries into tangible benefits for patients and the economy, and developed and supported the people who conduct and contribute to applied health research.

Further information on the National Institute for Health Research can be found at: [www.nihr.ac.uk](http://www.nihr.ac.uk)

Find out more about the [Faculty of Medicine and Health](#)

Find out more about [Athena Swan the Faculty of Medicine and Health](#)

## Working at Leeds

Find out more about the benefits of working at the University and what it's 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](mailto:disclosure@leeds.ac.uk).

### **Criminal record information**

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.

You can find out more about required checks and declarations in our [Criminal Records](#) information page.

