



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Portfolio Coordinator, Faculty of Medicine and Health**



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

**Reference: MHCTR1163**

**Closing date: 1 September 2019**

**Open Ended Fixed Funding for 36 months**

## **Portfolio Coordinator**

### **School of Medicine, Leeds Institute of Clinical Trials Research**

**Are you an enthusiastic and driven individual with excellent administrative coordination skills? Do you want to work for a leading clinical trials unit that impacts clinical practice?**

We are looking for a dedicated and motivated Portfolio Coordinator to join the Leeds Institute of Clinical Trials Research (LICTR). You will provide high quality portfolio coordination to the Clinical Trials Research Unit (CTRU) Cancer Division at LICTR providing administrative support for grant application activities, portfolio activities, publicity and publications as well as limited secretarial support to the Clinical Directors.

You will work closely with other portfolio coordinators in the Institute to provide a professional and consistent approach contributing to the efficient and effective coordination of portfolio activities across the Institute.

You will have excellent organisation, communication and administration skills along with experience of providing administrative support in a busy office environment and the ability to manage a diverse range of tasks and responsibilities. An understanding of the research environment would be an advantage.

### **What does the role entail?**

As a Portfolio Coordinator your main duties will include:

- Organising Cancer Division meetings such as strategy and scheduling meetings and international oversight meetings. Supporting the Heads of Trial Management in organising pre-award meetings, including liaising with grant co-applicants, organising venues and sending invitations as well as taking and writing up minutes as required;
- Assisting with the administration of research grant applications, for example formatting documents and references;
- Writing and co-ordinating annual and interim reports to infrastructure funders for the Cancer Division including Cancer Research UK, Yorkshire Cancer Research and Myeloma UK.



- Developing, maintaining and analysing Division and Portfolio data to facilitate timely and accurate reporting of grant activity and outputs, for example infrastructure key performance indicators, publications and other research outputs.
- Developing and maintaining office systems, in conjunction with the Senior Portfolio Coordinator, to facilitate the smooth running of Division and Institute activities including filing systems, maintaining and accurately updating spreadsheets and associated communication lists.
- Setting up and managing an annual publicity programme for the Division, including working with the relevant Chief Investigator / Scientific Lead to develop written material and liaising with the funder and University publicity teams. Ensuring the Cancer Division webpages are up to date.
- Providing a point of contact for infrastructure funders and grant collaborators, receiving and dealing with incoming telephone calls using initiative to deal with queries as appropriate.
- Providing limited day to day secretarial/personal assistance and diary management service to Clinical Directors and the Early Phase Cancer Division Director, focussing on CTRU led activities only and working with the primary Clinical PA's to ensure clinical and non-clinical diaries are aligned.
- Handling confidential information in a discreet manner and ensuring that security of access to such information is maintained at all times.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Portfolio Coordinator you will have:

- Strong initiative, with a high level of organisational, planning and self-management skills, including the ability to work on a range of different tasks simultaneously, manage and meet multiple deadlines and effectively handle or escalate problems;



- Excellent communication skills, both verbal and written, and experience of working cooperatively with others;
- Experience of successfully organising and supporting meetings;
- Excellent IT skills and experience using Microsoft Word, Excel and Outlook effectively;
- Evidence of working to a high level of accuracy with attention to detail;
- An enthusiastic, confident manner and inquisitive mind;
- Experience of managing confidential information in an appropriate manner; and
- A commitment to upholding University values and taking ownership for personal development.

You may also have:

- Experience of management information reporting in a complex organisation using a large-scale accounting system;
- Experience of working in a research environment and appreciation of research terminology; and
- Experience of relevant University systems.

## 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:

**Tom St. David-Smith, Business Manager**

Tel: +44 (0)113 343 8759

Email: [medths@leeds.ac.uk](mailto:medths@leeds.ac.uk)



## Additional information

The [Clinical Trials Research Unit](#) within the Leeds Institute of Clinical Trials Research (LICTR) is an international leader in the field of clinical trials. The Unit is one of the largest in the UK and conducts national and international randomised and early phase clinical trials in a variety of clinical fields. Our main aim is to support the challenge of changing clinical practice for the better and our [past results](#) and current work have already helped to do this. Our results inform the academic development of this specialised field of clinical research on a national and international level. Particularly, we specialise in complex phase III trials, efficient phase I/II trials, biomarker driven designs, seamless phase II/III designs, adaptive designs and the development and evaluation of complex interventions.

Find out more about our [Clinical Trials Research Unit](#) and our research.

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

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

### 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](mailto: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.

