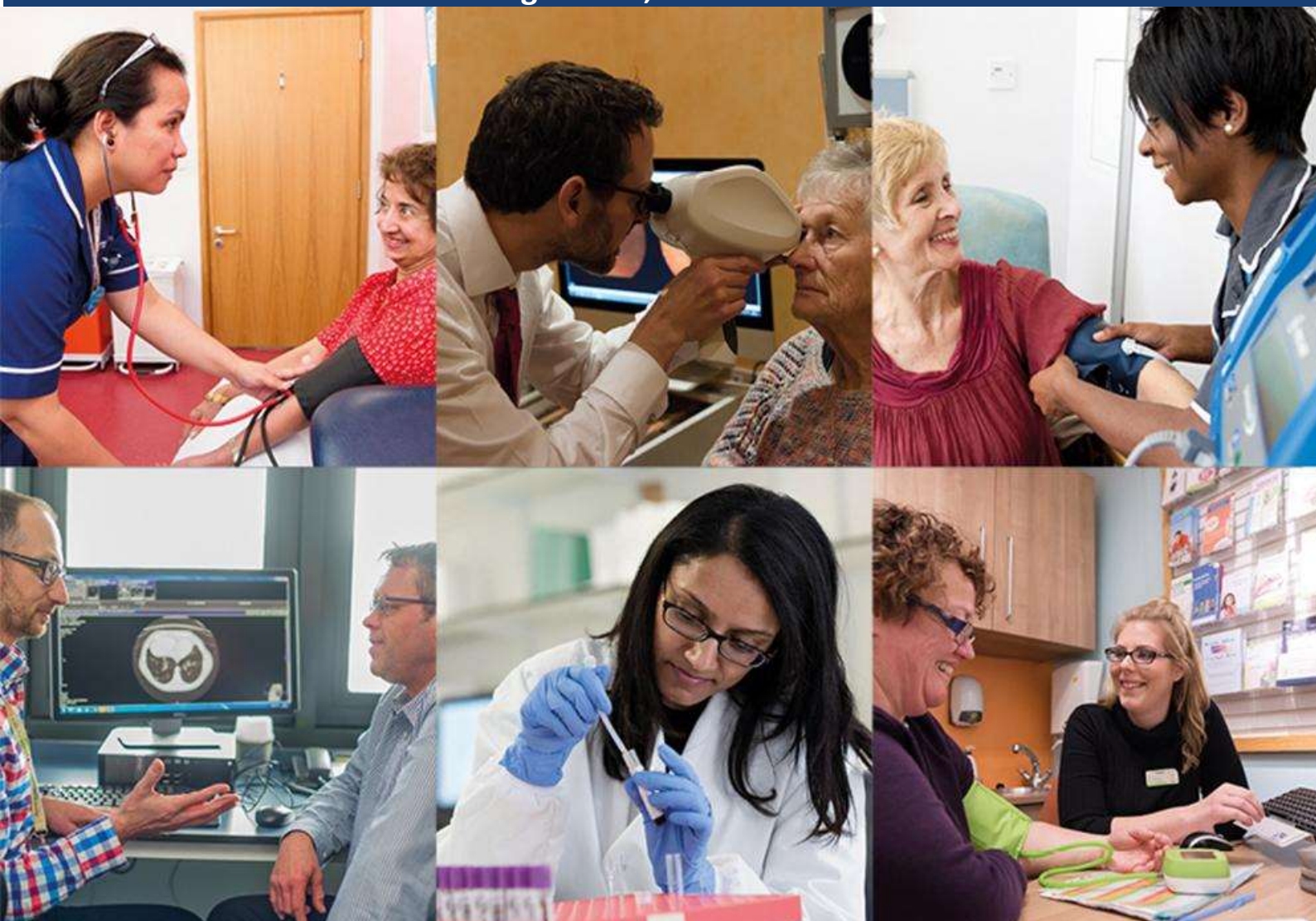


**CANDIDATE BRIEF**

**Business Development & Marketing Support Assistant, NIHR Clinical**

**Research Network Coordinating Centre, NIHR Clinical Research Network**



**Salary: University of Leeds Grade 4 (£19,202 – £22,017)**

**Reference: MHNCC1231**

**Closing date: 27 July 2020**

**Fixed term until 31 March 2022**

## **Business Development & Marketing Support Assistant**

### **NIHR Clinical Research Network Coordinating Centre**

Do you want to work in a fast paced and innovative environment?  
Are you a highly motivated team player?

An exciting opportunity has arisen to join a highly motivated and innovative team at the NIHR Clinical Research Network's National Coordinating Centre. You will play an active role in supporting the efficient delivery of the core work of the Business Development and Marketing (BD&M) Directorate.

#### **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)

You will provide responsive and flexible administration for the two Heads of BD&M and the wider Business Development Team. Additional aspects to this role will be providing support for conferences and events organised by the Directorate. Your role will also include drafting





correspondence, coordination and preparation of reports, maintenance and development of office systems, conference and travel support and the organisation/servicing of key meetings.

You will be a team player with good customer service skills. You will be adaptable and able to use your initiative to prioritise work to meet strict deadlines. Computer literacy is required, particularly in the use of the Microsoft package and familiarity with Google suite is desirable.

The role reports into the Personal Assistant to the Business Development & Marketing Director.

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

As a Business Development & Marketing Support Assistant, your main duties will include:

- Providing high quality support to the two Heads of Service in the BD&M Directorate, as well as the wider BD&M team;
- Working with all members of the BD&M Directorate to ensure queries (external or internal) are redirected appropriately and in a timely manner;
- Providing high level administrative support for complex meetings as required, taking minutes and monitoring progress of action points;
- Providing assistance to the team to input and review data in the CRM tool;
- Working closely with the Marketing team to facilitate the attendance of members of the Directorate at International, European and local conferences and events;
- Contributing to the development of good office systems, making recommendations for improvement and implementing agreed changes;
- Communicating with staff and stakeholders at all levels in a confident and professional manner;
- Supporting members of the BD&M Directorate as required.



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 Business Development & Marketing Support Assistant you will have:

- GCSE level with English Language Grade C or above or an equivalent qualification;
- Effective interpersonal and communication skills, including both written and verbal with evidence of dealing effectively with enquiries by telephone and email;
- The ability to develop and maintain good working relationships with all levels of staff;
- The ability to recognise and adapt to different ways of working and show flexibility in your approach to your work using initiative and problem solving skills;
- Computer literacy with experience of working with database systems and an ability to learn to use bespoke electronic systems;
- A high level of reliability, confidentiality, accuracy and attention to detail and management of data;
- Evidence of being highly organised with an ability to prioritise your own workload and deal with new tasks at short notice;
- Evidence of an ability to cope with demanding situations and work efficiently and effectively under pressure;
- Experience of producing accurate minutes and following up action points;
- Evidence of an ability and willingness to work individually and as part of a team.

You may also have:

- Previous experience of using a Customer Relationship Management system;
- Previous experience writing reports;
- Previous experience of organising events and exhibition at conferences;



- Experience of University and/or NHS administrative and financial procedures;
- Experience of introducing new and effective office 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:

**Lucy Ainsworth, PA to Business Development and Marketing Director**

Email: [lucy.ainsworth@nhr.ac.uk](mailto:lucy.ainsworth@nhr.ac.uk)

### **Additional information**

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

Find out more about [NIHR Clinical Research Network](#)

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.

