

## JOB DESCRIPTION

<b>JOB DETAILS</b>	
<b>Job Title</b>	Senior Administrator (Admin Higher Level)
<b>Reports to</b>	Corporate Services Manager
<b>Band</b>	Band 4
<b>Department/Directorate</b>	NIHR South West Peninsula Regional Research Delivery Network (SWP RRDN)

### **JOB PURPOSE**

To provide business support, administrative leadership and general office management to deliver a high quality, comprehensive administrative service.

The post holder will be responsible for their own workload, including having responsibility for financial and personnel administration, overseeing maintenance of building(s) and dealing with clients/visitors and multi-disciplinary teams. The post holder will be responsible for providing support to six Directors and the Senior Management Team across the National Institute for Health and Care Research (NIHR) South West Peninsula Regional Research Delivery Network (SWP RRDN), spanning Cornwall, Devon, and Somerset. The post holder will be responsible for line management and supervision of two Administrators.

### **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES**

The Senior Administrator will be based in the NIHR SWP RRDN and will provide business support to the Directors, Senior Management Team and Management Team.

The post holder will fulfil all administration tasks, work as part of a team and has responsibility for the day to day line management for a group of staff. To meet the needs of the service, the post holder may be required to work in other administrative areas as appropriate as directed by the line manager and may be required to deputise for the Admin Manager.

### **KEY WORKING RELATIONSHIPS**

Areas of Responsibility:

- Diary management and planning of forward calendar arrangements.
- Prepare papers for the Stakeholder Group Meeting, Management Group Meeting and Operational Group Meeting, and other internal network meetings in a timely manner and to a required format
- Taking the lead and proactively developing and coordinating relevant information for upcoming high-level meetings and events
- Maintaining an audit trail for all funding applications
- Supporting Organisational Governance, policies and procedures
- Supporting Directors with project work

No. of Staff reporting to this role: 2

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> <li>• NIHR SWP RRDN Directors</li> <li>• Corporate Services Manager</li> <li>• Admin Manager</li> <li>• Head of Strategy, Research Engagement and Inclusion</li> <li>• Finance Manager</li> <li>• Life Science Key Account Manager</li> <li>• Data and Analytics Senior Manager</li> <li>• Research Engagement and Inclusion Senior Manager</li> <li>• Workforce and People Senior Manager</li> <li>• Head of Partner Liaison and Planning</li> <li>• Head of Research Delivery &amp; Support for Wider Care Settings</li> <li>• Communications Manager</li> <li>• The wider Management and Agile Research Delivery Teams</li> </ul>	<ul style="list-style-type: none"> <li>• NIHR Research Specialty and Settings Leads (RSSs)</li> <li>• Research and Development Directors and Managers</li> <li>• Lead Research Nurses and Practitioners</li> <li>• NHS Trust Partners</li> <li>• Non-NHS / Community Based Organisations</li> <li>• GPs</li> <li>• Service Suppliers and Contractors</li> </ul>

## CONTEXT

### ROLE OF THE NIHR RESEARCH DELIVERY NETWORK

The NIHR Research Delivery Network (RDN) supports the effective and efficient initiation and delivery of funded research across the health and care system in England for the benefit of patients, the health and care system and the economy.

The RDN will support:

- Clinical trials and other well-designed health and social care research studies (including studies that are delivered outside of an NHS setting);
- Public health studies that require the recruitment of individuals within an NHS setting (that is, acute, ambulance, mental health, community or primary care) or an episode of care which involves contact with the NHS.

Study delivery in England is supported through 12 NIHR Regional Research Delivery Networks (RRDNs). These will work with the national Coordinating Centre (RDNCC) and the Department of Health and Social Care to provide a joint RDN leadership function via the RDN Board, so that the NIHR RDN as a whole function as a single, transparent organisation with a shared vision and purpose.

The NIHR RRDNs will have three key roles:

- provide support to research sites to enable the effective and efficient initiation and delivery of funded research across the health and care system in England;

- enable the strategic development of new and more effective research delivery capability and capacity. This will include bringing research to under-served regions and communities with major health and care needs;
- work jointly with the Coordinating Centre in the strategic oversight of the NIHR RDN. This will ensure that the Portfolio is maintained as a cohort of high-quality, fully-funded, viable and deliverable studies. It will also ensure that the NIHR RDN as a whole serves the research delivery needs of investigators and R&D teams and is responsive to the changing domestic and global environment for health and care, life sciences and health research.

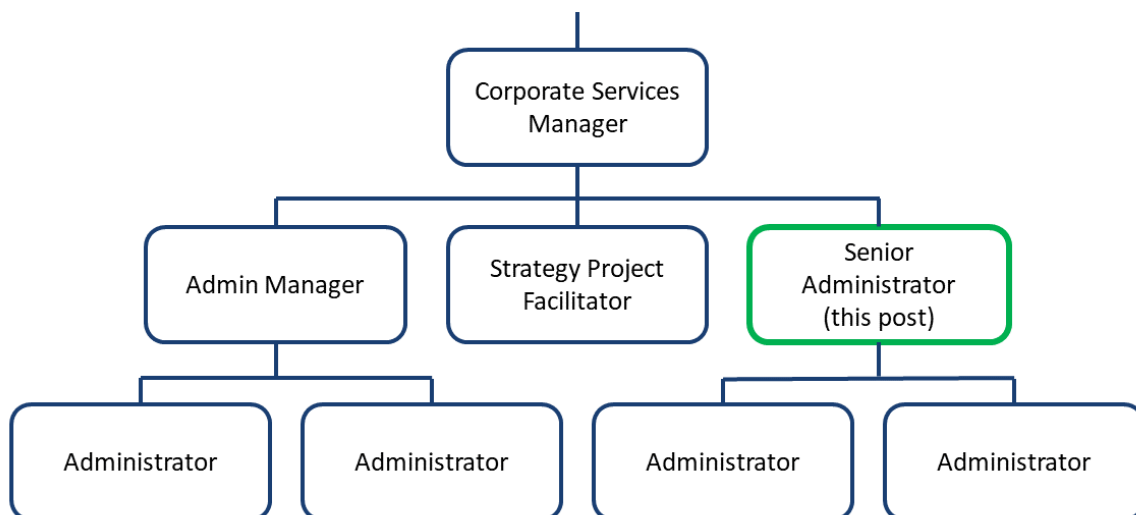
The NIHR RRDNs will need to develop excellent relationships with the organisations commissioning and providing health and social care across their regions, which are mapped onto NHS regions and Integrated Care Systems. They will help support research undertaken by those providers and at sites across the region, and promote research meeting the needs of local populations. NIHR RRDNs will work together with an RDN Coordinating Centre to support health and care research delivery for the benefit of patients, the health and care system and the economy as a whole.

### Local Information

The Regional Research Delivery Network South West Peninsula (NIHR RRDN SWP) is located in Somerset, Devon, Cornwall and the Isles of Scilly covering a population of approximately 2.2 million. The region includes a range of health and care providers across the South West including acute, mental health, community, primary care, social care and public health.

All the NHS Trusts are currently engaged with and recruiting to NIHR Portfolio research studies and key relationships have been built with other providers of health and care who are also embracing the opportunity to become involved with NIHR research.

### ORGANISATIONAL CHART



### FREEDOM TO ACT

To work within Trust policies and procedures. Use initiative to deal with routine matters and complex queries, deciding when it is necessary to refer to the available line manager. Work is managed rather than supervised and the post holder will organise own workload on a day to day basis.

## **COMMUNICATION/RELATIONSHIP SKILLS**

The post holder will be required to adhere to the organisation's standards of customer care. The post holder is required to courteously and efficiently receive enquiries, communicate effectively with staff at all levels across internal and external to the organisation, either by telephone, email or receiving visitors in person, in a tactful and sensitive manner, respecting confidentiality at all times.

The post holder will exchange confidential or contentious information with staff and clients within partner agency organisations where agreement and co-operation is required or where there is a need to diffuse potential aggression from upset/angry clients. The post holder may also be expected to participate in consultation with staff relevant regarding changes to area of work.

The post holder will be expected to behave in accordance with the Trust's values of demonstrating compassion, striving for excellence, respecting diversity, acting with integrity and to listen and support others.

## **ANALYTICAL/JUDGEMENTAL SKILLS**

Judgements on complex facts requiring interpretation and comparing options which may involve exercising judgement when dealing with clients or other departments/partner agencies. This will include resolving minor problems with regard to personnel, payroll and maintenance, and highlighting any problems and conducting risk assessments as appropriate.

## **PLANNING/ORGANISATIONAL SKILLS**

The post holder will organise their own day to day activities and tasks and allocate work to staff as appropriate, arranging staff cover as and when necessary.

## **PATIENT/CLIENT CARE**

The post holder is required to put the patient, as the first priority, at the centre of all activities.

## **POLICY/SERVICE DEVELOPMENT**

The post holder will follow Trust policies and participate in policy and service development. The post holder will propose changes and implement administration policies and working practices for own area.

## **FINANCIAL/PHYSICAL RESOURCES**

To monitor stock levels of stationery, receive deliveries and report maintenance faults.

To ensure the efficient and effective use of all resources used within the course of one's own duties, maintaining an awareness of the financial impact of inappropriate use.

## **HUMAN RESOURCES**

Responsible for day to day management of a group of staff including responsibility for recruitment and selection of new employees, conducting development reviews and in the first instance disciplinary matters. Maintain and update own training relevant to post. Taking an active part in the development review of own work suggesting areas for learning and development in the coming year.

Demonstrates duties to new starters, and allocate and check work of other administrative staff. Provide on the job training for new staff and work experience students, taking an active part in the development review of own work, suggesting areas for learning and development in the coming year.

## **INFORMATION RESOURCES**

Daily use of IT programmes relevant to the work area to produce documents and reports; be responsible for the effective inputting, storing and maintenance of information.

## **RESEARCH AND DEVELOPMENT**

Comply with Trust requirements and undertake surveys as necessary to own work.

## **PHYSICAL SKILLS**

The post holder will have advanced keyboard skills to operate a range of computer software.

## **PHYSICAL EFFORT**

Frequent requirement to sit in a restricted position at display screen equipment for the majority of the working day.

The post holder may be required to exert light physical effort (loads of not more than 5kg.) on an occasional basis for several short periods or several long periods during the shift.

## **MENTAL EFFORT**

The work pattern is unpredictable, with frequent interruption. There will be an occasional requirement for concentration for data entry.

The post holder will be expected to provide cover for other administration and clerical staff during busy periods, including cover due to sickness absence and annual leave. This may require the post holder to involve travelling and working in other areas within the Trust.

## **EMOTIONAL EFFORT**

Occasionally manage difficult situations, which may arise with abusive clients and telephone callers, of which may need to be referred to a senior member of staff. Rare exposure to distressing circumstances.

## **WORKING CONDITIONS**

Use display screen equipment for substantial proportion of working day.

## **OTHER RESPONSIBILITIES**

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DSE) if appropriate to role.

## GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

At the Royal Devon, we are committed to reducing our carbon emissions and minimising the impact of healthcare on the environment, as outlined in our Green Plan available on our website. We actively promote sustainable practices and encourage colleagues to explore and implement greener ways of working within their roles.

# PERSON SPECIFICATION

<b>Job Title</b>	Administrator Higher Level (Senior Administrator – NIHR SWP RRDN)
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<b>Requirements</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATION/ SPECIAL TRAINING</b>		
Good Standard of Education	E	
NVQ 3 Business Administration or Team Leadership or Customer Care or equivalent qualification / experience	E	
RSA III or equivalent level of skill gained through experience or alternative qualification	E	
Additional relevant administration knowledge acquired through further experience	E	
<b>KNOWLEDGE/SKILLS</b>		
Effective interpersonal, organisational and communication skills	E	
Ability to manage own workload and to supervise the workload of others, ability to delegate tasks	E	
Advanced IT/Keyboard skills, IT literate	E	
Medical Terminology		D
<b>EXPERIENCE</b>		
Significant clerical/administrative experience within customer care environment or similar	E	
Experience of supervising staff	E	
Previous NHS/Social Services experience		D
Cash management (if applicable to post)	E	
<b>PERSONAL ATTRIBUTES</b>		
Reliability and flexibility, able to contribute to changing demands of the service.	E	
Willing to undertake training relevant to the post.	E	
Ability to work independently, within a team	E	
Ability to demonstrate a diplomatic caring attitude whilst maintaining confidentiality.	E	

<b>OTHER REQUIREMENTS</b>	
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	E
Ability to travel to other locations as required	E

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	N				
Contact with patients	Y				X
Exposure Prone Procedures	N				
Blood/body fluids	N				
Laboratory specimens	N				
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
<b>Risks requiring Other Health Surveillance</b>					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
<b>Other General Hazards/ Risks</b>					
VDU use ( > 1 hour daily)	Y				X
Heavy manual handling (>10kg)	N				
Driving	N				
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y		X		
Mental Effort	Y				X
Emotional Effort	Y		X		
Working in isolation	N				
Challenging behaviour	Y	X			