

**Job Description**

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| Job Title: | Team Leader for Research |
| Faculty/Professional Directorate: | Faculty of Health Sciences  |
| Subject Group/Team: | Psychology and Social Work (Centre for Addiction and Mental Health Research / Hull Health Trials Unit  |
| Reporting to: | Prof Thomas Phillips and Prof Judith Cohen  |
| Duration: | Fixed Term 2 years  |
| Job Family:  | Administration |
| Pay Band: | 6 |
| Benchmark Profile: | Team Leader (Admin) Band 6 |
| DBS Disclosure requirement: | N/A |
| Vacancy Reference: | TBC |

**Details Specific to the Post**

**Background and Context**

This is an exciting opportunity to work within the new £11million Centre for Addiction and Mental Health Research (CAMHR) at the University of Hull and to help make a positive impact to people living within the region. Our area covers a population of 1.7 million people from cities, market towns, rural villages and coastal communities across the Humber and North Yorkshire. It includes areas that experience high levels of unemployment, housing problems and wider health difficulties.

We are looking to appoint a Team Leader who will support a varied portfolio of clinical and applied health studies that are being delivered by the CAMHR and the Hull Health Trials Unit (HHTU), a UK Clinical Research Collaboration (UKCRC) Registered Clinical Trials Unit (CTU). Both groups are co-located within the awarding winning Allam Medical Building.

Under the leadership of Professor Thomas Phillips, Professor of Nursing in Addiction and Professor Judith Cohen, Director of the HHTU we have secured a five-year programme of research into addiction and mental health funded by the National Institute for Health Research, which is supported by our partners at the University of York and King’s College London. In addition, both groups have a growing portfolio of other projects from a wide range of funders.

The post holder will initially lead a team of professional support staff, and provide business support to Professor Thomas Phillips and Professor Judith Cohen that will include collating financial and budgetary reports for the CAMHR and HHTU. The post holder will therefore be required to liaise closely with the University of Hull Finance Office and partnership organisations.

### Specific Duties and Responsibilities of the post

Key responsibilities include but are not limited to:

* To assist Professor Phillips and Professor Cohen with meeting the operational needs of the CAMHR and HHTU by ensuring the budgetary requirements of large research projects are monitored according to established financial plans and contract arrangements.
* Work closely with University Finance Officers to support the monitoring of budgets and forecasting processes, as well as supporting the provision of accurate and timely financial information.
* Support the delivery and implementation of the research programme, ensuring that team members have access to appropriate administrative support and equipment.
* Communicate and present information and data to individuals and groups at meetings and events, both internally and externally.
* Support PPI and Engagement Co-ordinators in scheduling CAMHR stakeholder groups, patient advisory groups; ensuring systems for reimbursement of expenses and administered according to university procedures.
* Responsible for delivering administrative support to the CAMHR, ensuring scheduling of meetings, recording minutes and tracking of actions.
* Support the Engagement Co-ordinator and University Communications and Marketing teams by providing information to be published on the CAMHR website.
* Support the CAMHR in the organisation and delivery of events such as conferences and workshops.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

1. The role holder:
* Will provide administrative support to staff, students and more senior colleagues
* Will pave practical working knowledge of the systems, processes and procedures across a section or area of work
* Will be expected to contribute to longer term developments within the department such as implementing improvements to working methods, policies and procedures
* May have detailed knowledge of specialist systems and/or a broad understanding of a wide range of activities
* Will plan and prioritise own work and will be required to supervise the work of others and monitor progress within agreed objectives ensuring the effective use of resources
1. This knowledge is gained by extensive practical experience and/or through formal instruction
2. The work requires the use of initiative and judgement on how to address and resolve problems with minimal guidance and instructions from senior colleagues.

**Main Work Activities**

### Communication

1. Provide advice and guidance to managers, staff, students and visitors
2. Attend meetings to report on information/data
3. Take notes and produce formal minutes at meetings when required
4. Format and edit publications
5. Draft and type formal documentation
6. Compile procedural manuals and other University documentation
7. Write and maintain web pages

### Teamwork

* Provides operational leadership, supervises members of the team, defines objectives, sets deadlines, allocates works and monitors outcomes
* Conduct appraisals

**Liaison and Networking**

* Represent the University at various events and working groups
* Co-ordinate with others internally and externally to develop and maintain communication channels to enhance service provision and ensure best practice is followed

### Service Delivery

* Act as team leader
* Provide administrative support to colleagues including academic and administrative staff
* Provide administrative support to specific projects as required
* Manage small projects that contribute to improving service delivery
* Identify, develop and manage office systems to improve the efficiency and effectiveness of the Department or area
* Administer and monitor procedures to ensure effective delivery of the service

### Planning and Organisation

* Plan and monitor the work of others
* May organise and plan Faculty/Departmental events
* Co-ordinate departmental processes in conjunction with senior colleagues
* Organise, prepare and service committees as appropriate
* Contribute to the longer term operational planning of the Faculty/Department

### Analysis/Reporting

* Record data and produce regular reports as required using Microsoft Office, other software and corporate systems
* Create spreadsheets to record relevant information
* Maintain, monitor and interpret information
* Provide and analyse statistical information to be included in relevant reports
* Use databases (internal/external) to support the work of the department

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures

**COMPETENCY SPECIFICATION**

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

**The Competencies set out below are essential and are core requirements** needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

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| **Competency** | **Identified by** |
| **Knowledge and Experience**  |  |
| Evidence of substantial experience in an office environment covering a broad range of administrative tasks including monitoring of budgets. | **Application/Interview** |
| Experience of tracking and reporting of budgets across multiple projects, ideally in Higher Education Institutes or NHS research settingsCan demonstrate the ability to supervise the work of others. | **Application/Interview** |
| Can demonstrate the ability to use a broad range of products from the Microsoft Office suite and have the ability to learn new systems and software. | **Application/Interview** |
| Has an HND in relevant area or equivalent qualification and/or experience. | **Application/Interview** |
| Has an active approach to continuing professional development/undertaking training as appropriate for personal and professional development. | **Application/Interview** |

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| **Communication (Oral and Written)**Can demonstrate the ability to provide information in a suitable format so that the others’ needs are met and adjusts the level of content to help others understand. | **Application/Interview** |
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| **Teamwork and Motivation**Can demonstrate the ability to provide operational leadership. Ensures that all team members understand what is expected of them and distributes work fairly according to ability. Identifies development and training needs of the team, monitors performance and gives feedback. | **Application/Interview** |
| **Liaison and Networking**Can demonstrate the ability to make contact with others to ensure that information is exchanged and circulated appropriately to the right person at the right time. | **Application/Interview** |
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| **Service Delivery**Has knowledge and understanding of services available to users of this and related areas of work and ensures that the experience of each customer is positive and satisfactory. | **Application/Interview** |
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| **Planning and Organisation**Can demonstrate the ability to ensure that the work is carried out effectively and that resources are available to meet demand. Identifies the need for further action and resources by monitoring progress. | **Application/Interview** |
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| **Initiative and Problem Solving**Can demonstrate the ability to use initiative to recognise problems and offer solutions. | **Application/Interview** |
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| **Analysis/Reporting**Can demonstrate the ability to identify and use a range of data, with the ability to combine various data types to produce reports and perform basic analysis. | **Application/Interview** |