

LEICESTER BIOMEDICAL RESEARCH CENTRE (BRC) LIFESTYLE THEME ADMINISTRATOR

Full-time (0.6 FTE, 22.2 hours per week); Fixed term to 31 March 2028

Job Ref: REQ260028

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Internationally recognised for its contribution to the study of sport, exercise and health, the School has wide-ranging expertise, encompassing such diverse areas as biomechanics, medicine, molecular and cellular biology, nutrition, pedagogy, psychology, physiology, sociology, economics and sport management.

The School has an active and ambitious plan to grow capacity and influence through developments as part of the National Centre for Sport and Exercise Medicine, Loughborough in London, and StemLab.

The School is extremely proud to hold an [Athena Swan Silver Award](#) since 2013, recognising the commitment and work of the School in addressing gender inequalities in Science and to improving career progress for female academics. The School is committed to ensuring that female students and staff are able to achieve their full potential; and provides a flexible and open working culture to enable staff to maintain a work-life balance.

We support our Athena SWAN initiatives by investing in:

- Bespoke leadership programmes to encourage and build confidence in women to take leadership roles.
- Working lunches where needed to enable meetings to be held between 10am and 4pm (as per our Silver Action Plan).
- Monthly coffee mornings which provide opportunities for networking and developing a sense of community within the School.

We also welcome applications from those who are looking to work part-time.

Job Description

Job Family & Grade: Administrative Services Grade 5

Job Purpose: To provide efficient and effective administrative and financial support to a programme of research around physical activity, nutrition, sleep and health in the general public.

Job Duties:

PA Administration:

- To assist the Chief Investigator in the administrative operations of the Leicester Biomedical Research Centre programmes of work at Loughborough University, including diary management, scheduling meetings, financial management and expenditure, and ensuring that meetings and commitments are arranged in line with governance requirements.
- To organize and attend formal project meetings, take minutes that meet the requirements of the multiple partners, and record key action points.
- To ensure that meeting records are kept and accessible to the Chief Investigator.
- To keep up to date records of the expenditure/income associated with the programmes of work within the Leicester Biomedical Research Centre.

Finance Administration:

- To assist the chief investigator/centre director and key researchers with the management of related projects and associated activities. This will include the monitoring of project progress, management of relevant budgets/resources and preparing reports for submission to the National Institute for Health Research (NIHR), partners and other interested parties.
- To take responsibility to provide monthly budget updates to the Chief Investigator.
- To ensure that goods/consumables are requisitioned (including VAT exemption certificates where applicable) and receipted in line with the University's financial policies and appropriate paperwork and records are kept, i.e. receipts, invoices.
- To produce and analyse management information and prepare papers to enable decision-making. This includes financial reports and activity statistics.

Research Administration:

- To act as the focal point of contact and be responsible for the dissemination of information, messages and enquiries relevant to the programmes of work within the Leicester Biomedical Research Centre at Loughborough University. This will include being the main link person between Loughborough University and external partners.
- To ensure that regular communication links between participants and the project teams are maintained, and ensure that queries are responded to promptly.
- To be responsible for the maintenance and secure storage of records, including personal data, to ensure GDPR compliance and ethical clearance in line with academic and NHS requirements.
- To maintain the list of publications. This will include using LUPIN, the University's publication database which is integrated with the Institutional Depository.

Public Engagement:

- To directly support the public and patient involvement lead in the organisation of public engagement initiatives; this will include attending meetings and events that are focused around public involvement and feeding back key points to the project team.
- To manage a database of the public who have expressed an interest in further involvement to ensure up-to-date contact information is maintained.
- Organise and support events (including seminars, conferences and meetings) to promote the work of the project, including the identification of key speakers/attendees and governance requirements.

Other duties:

- General administrative duties to support the activity of the project team.
- Undertake and prioritise own workload on a daily basis, using initiative.
- To undertake any other duties that may reasonably be requested by the Chief Investigator.

General Administration:

- To build and maintain effective working relationships with project staff, other School staff, other sections of the University, as well as external organisations as deemed appropriate.
- To ensure compliance with relevant University policies and procedures.
- To undertake any training and development deemed appropriate for the position by the Chief Investigator/Centre Director.

Points to Note:

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions:

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equity, Diversity and Inclusion policy and procedures at all times. Duties must be carried out in accordance with relevant Equity, Diversity and Inclusion legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Belonging and Inclusion and, where appropriate, Recruitment and Selection.

Organisational Responsibility:

Reports to Professor David Stensel, Chief Investigator, Centre Director

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

ESSENTIAL

Area	Criteria	Stage
Experience	Substantial experience in a secretarial or administrative role	1,3
	Experience of diary management	1,3
	Experience of finance administration and project management	1,3
	Experience of working with the public/customer/client facing role	1,3
Skills and abilities	Proactive with the ability to work on your own initiative with minimal day-to-day direction	1,2,3
	Ability to monitor and report on large budgets	1,3
	Excellent communication (verbal and written) and interpersonal skills with a broad range of clients and contacts	1,2,3
	Effective note/minute-taking skills for meetings	1,2,3
	Excellent IT skills including advanced use of email, Word and Excel, and with the ability to adopt the use of other software	1,2,3
	Ability to produce high quality, accurate written work	1,2,3
	To work efficiently and effectively, with excellent organisation skills	1,3
	To work co-operatively as part of a team with flexibility	1,3
	Ability to work appropriately with confidential issues and data, in compliance with the Data Protection Act (1998)	1,3
	To work using your own initiative	1,3
	Ability to prioritise work and meet deadlines	1,3
	Self-motivated	1,3
	Enthusiastic	1,3
	Experience of using the Agresso finance system	1,3
	Approachable	1,3
Training	Demonstrate evidence of having undertaken further training.	1,3
	Adopt new procedures as and when required.	1,3
Qualifications	Educated to 'A' Level standard	1
	RSA II or equivalent Word Processing qualification	1
Other	May be required to travel to other locations on occasion and represent the project team at public engagement events and meetings	1,3

DESIRABLE

Area	Criteria	Stage
Experience	Experience of working as a Personal Assistant on behalf of a senior manager	1,3
	Experience of working in an administrative or project team in the NHS	1,3
	Experience of working within an NHS research environment	1,3
	Experience with public and/or patient engagement	1,3
Skills and abilities	An understanding of the issues associated with access to patient records	1,3

Conditions of Service

This part-time post (22.2 hours per week) is offered on a fixed-term contract until 31st March 2028, within the *Administrative* job family at Grade 5 (salary £29,588 per annum, pro rata); starting salary to be confirmed upon offer of appointment.

The appointment will be subject to the University's normal Terms and [Conditions of Employment](#) for staff employed on Grade 5 and below.

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of [family-friendly policies](#).

The University offers a wide range of [employee benefits](#).

We also offer [support for childcare](#) in the form of an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme.

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a [Bronze Athena SWAN](#) award which recognises the importance of support for women at all stages of their academic career.