

THE UNIVERSITY OF MANCHESTER
PARTICULARS OF APPOINTMENT
FACULTY OF BIOLOGY, MEDICINE & HEALTH
MANCHESTER CANCER RESEARCH CENTRE (MCRC)
ACED ALLIANCE PROJECT CO-ORDINATOR
VACANCY REF: BM&H-15198

Salary: Grade 5 £27,511 to £31,865 per annum
Hours: 1 FTE
Duration: Fixed term from (2 years from the appointment date)
Location: Withington, Manchester

Enquiries about the vacancy, shortlisting and interviews:

Name: Dr Martin Bone

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Background

Manchester has recently been awarded funding for a new programme of Early Detection research: MCRC/Manchester Early Recognition of Cancer and Decision Options (MERCADO), which is part of Cancer Research UK's International Cancer Early Detection Alliance. The Alliance is a new five year £55m initiative established in 2019 by Cancer Research UK bringing together expertise from five world leading universities in the UK (University of Manchester, Cambridge University, University College London and the USA (Stanford and Oregon Health and Science University). Research groups from these organisations will collaborate on a number of research projects of varying scales from small pilot grants to large multi-centre programme grants.

This position is funded by CRUK through the International Alliance of Cancer Early Detection.

Overall Purpose of the Job:

This role will support the Programme Manager in establishing and co-ordinating a range of projects and initiatives both locally and within the Alliance. Working on a range of activities including: organising events and meetings; assisting with project finances; and reporting to ensure that project outputs are realised. This role will also provide support directly to research projects as required. As the programme and Alliance continue to grow and develop the role will need to adapt to meet the changing requirements and ensure that colleagues received project coordination and high quality administrative support.

Key Responsibilities, Accountabilities or Duties:

To provide high level administrative support to the Programme Manager:

- Provide support for projects as implemented by the Programme Manager – working closely with all levels of staff from a variety of organisations including MCRC Operations, NHS, Cancer Research UK, and University of Manchester, to support project management activities.
- Co-ordinate projects and deadlines within a busy project calendar and diaries for the Programme Manager.
- Work with other Project / Programme managers to organise and coordinate large international conferences and events.
- Co-ordinate programme communications including, internal and external messaging, promotion of programme events in conjunction with other events, and dissemination of appropriate funding opportunities.
- Obtain feedback from Alliance Board (and other meetings) and independently set up and coordinate administrative activities at both local and international level, responsible for achieving deadlines set by the Board and Programme manager.
- Be aware of, and responsive to, the changing demands and growth of the programme(s) adapting service provision to meet needs, and adopt a flexible and pro-active approach to work.
- Responsible for collation and organisation of elements of data required for annual reports and papers involving different stake holders.
- Be the point of contact for issues and queries relating to early detection research, handling these where possible and escalating to the Programme Manager where appropriate.
- Accurately produce and contribute to written documentation, including emails, letters, general correspondence and presentations as required by the Programme Manager.
- Create and maintain an effective, up-to-date and confidential filing system.
- Assist in all project financial administration including raising of purchase orders using Oracle, monitoring and reporting on income and expenditure and processing project and travel expenses.
- Organise meetings/conferences liaising closely with the Programme Manager to book venues, registrations, catering, obtain sponsorship, ensuring the event runs smoothly and rooms are set up with the right equipment, refreshments and facilities as planned.

- Arrange and service Programme meetings in liaison with the Manager as needed.
- Attend internal and external meetings and training programmes relevant to the performance and execution of the duties and responsibilities of the post.
- Book travel and accommodation for the Programme Manager to the MCRC Operations team's specifications.
- Be conversant with, and operate, all appropriate information technology resources available, and keep abreast of developments in this area.
- Take responsibility for own learning and development.
- Manage and prioritise own workload to meet deadlines.
- Maintain strict confidentiality at all times.
- To perform other functions consistent with the nature of the post and as determined by the Programme Manager.

STANDARDS OF PERFORMANCE

- Work efficiently, professionally and in a flexible manner.
- To meet objectives within pre-determined timescales.
- Strict adherence to protocols and Institute policies.
- Effective communications to be maintained with staff at all levels.
- Ensure compliance with MCRC policies, procedures and regulations.
- To comply with Health & Safety requirements, including having an awareness of personal responsibilities to maintain a safe working environment.
- To contribute to the University's agenda for social responsibility, including sustainability.
- To maintain confidentiality of information in line with data protection requirements and University policy.
- Familiarise themselves with the University's Equality and Diversity policies and to actively support these wherever possible.
- Be a team player.
- To complete a security screening as and when required.

PERSON SPECIFICATION

Essential Knowledge, Skills and Experience:

- Educated to degree level, (or equivalent) or equivalent relevant experience in a similar role.
- Experience of working independently and in a team.
- Previous experience working in an office environment.
- Experience of using own initiative to complete tasks.
- A demonstrable track record in providing high quality administrative support.
- High level of planning, organisational and administration skills and experience in coordinating meetings, event planning and booking travel.
- Strong experience in providing high level customer service.
- Excellent IT skills and proficient in the use of Microsoft packages (Word, Excel, PowerPoint and Outlook).
- High attention to detail and an ability to demonstrate a high-level of accuracy.
- Strong communication skills both oral and written, and interpersonal skills based upon a team approach.
- Ability to be self-directed with initiative and to be able to solve practical problems without supervision.
- Ability to multitask and work on a number of projects at any time.
- Knowledge of office systems, processes and technologies.
- Ability to work in a fast paced, environment with shifting priorities.
- Ability to work flexibly across departments in order to meet Programme requirements.
- Self-motivated and highly organised.
- Flexible outlook and willingness to learn.
- Ability to work to strict deadlines.
- To be willing to work across organisational boundaries.
- To seek new knowledge and share ideas.
- To be open and responsive to change and innovation.
- Willingness to travel.

Desirable Knowledge, Skills, Experience and Qualifications:

- Experience of working in an academic, clinical or scientific environment.
- Experience of drafting communication and marketing documents.
- Experience of working in an environment dealing with confidential and sensitive information.



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- Experience of working in a charity/ not-for-profit organisation.
- Ability to review and improve processes where necessary.
- Minute taking skills.
- Some understanding of scientific and medical terminology.