

THE INSTITUTE OF CANCER RESEARCH

JOB DESCRIPTION

JOB TITLE	Administrative Assistant
DIVISION:	Cancer Therapeutics
TEAM:	Signal Transduction and Molecular Pharmacology (STMP)
GRADE:	Admin Grade C (Sutton)
HOURS:	20 hours per week
RESPONSIBLE TO:	Deputy Team Leader in STMP Team and Executive Assistant to CEO

OBJECTIVE OF POST:

The objective of this role is to provide full administrative support and assistance to the (STMP) Team and to provide administrative support to the Deputy Team Leader in order to facilitate the smooth running of the Team. The role will also require working closely with the CEO's Executive Assistant. The position will be based at the Sutton site.

MAIN DUTIES AND RESPONSIBILITIES

1. Providing administrative support to the STMP TEAM, including

- Being the first point of contact for all lab queries relating to HR and lab administration
- Organising yearly schedule of weekly Team lab meetings plus 'Monday' meetings and booking meeting rooms
- Organising yearly schedule of regular supervisory meetings for all PhD Students and Postdocs in STMP Team and making sure all parties are informed
- Uploading meeting schedules for above meetings onto shared Team drive
- Organising seminars, meeting agendas and travel for visiting speakers and/or potential post doc visits
- Arranging national and international travel and accommodation for Team members and Deputy Team Leader, as required
- Organising annual appraisals and follow-up appraisals for all Team members (The initial appraisal is with Deputy Team Leader, followed by a sign-off meeting at a later date with Deputy Team Leader and Team Leader)
- Preparing appraisal packs for both sets of appraisals for Deputy Team Leader and Team Leader; submitting final paperwork to HR and notifying CTU Administrator of outcome
- Maintaining and keeping up to date all STMP Team PhD Student records on iProgress
- Scheduling meetings prior to CTU Student Talks for Team Leader to review presentations

- Planning and organising PhD Student vivas including:
 - arranging practice vivas
 - contacting supervisors for potential examiners
 - drafting email to be sent to potential examiners
 - preparing examiners forms and preparing CDAs, if required
 - liaising with Registry, the Library and external examiners in a timely manner
 - organising viva and timings with student and examiners
 - arranging travel and catering for examiners
- Maintaining the Team's annual leave, sickness and study leave records and submitting Absence Recording Sheets to HR on a monthly basis
- Assisting with planning the Team Christmas function and other social events, as required

2. Supporting Deputy Team Leader

- Managing the Deputy Team Leader's diary
- Organising regular 1:1 meetings for Team Leader and Deputy Team Leader and preparing agendas for these meetings
- Liaising with Medical Writer and working with Deputy Team Leader regarding Medical Writer's work flow
- Organising Team Leader's monthly Project Meetings and pre-meetings, booking meeting rooms and keeping the Project Team updated of any schedule changes throughout the year
- Printing and scanning, as required
- Ensuring all paperwork required by Team Leader for Team and/or Project related meetings is sent to EA in a timely manner
- Keeping EA up to date on any Team issues that may impact the Team Leader

4. General

- Liaising and communicating effectively with members of the Team and Cancer Therapeutics Unit and Division
- Maintaining confidentiality at all times
- Maintaining filing systems, both hardcopy and electronic
- Adhering to the policies, regulatory rules and safety regulations of the ICR
- Any other duties that may be required consistent with the nature and grade of the post

Appointment Details:

The post is part-time for 20 hours per week with a working pattern of 4 hours per day, 5 times a week. The appointment will be on a fixed term basis for one year in the first instance, with a starting salary in the range of £22,413 – £24,492 per annum (pro-rata), based on previous experience. In addition to annual performance related pay awards, the salary scales are reviewed annually to reflect cost of living increases.

Annual leave entitlement is 25 days per annum (pro-rata). This will rise by one additional day for every two years of completed service up to a maximum of 30 days (pro-rata) in total. There is an additional entitlement to 8 bank/public holidays and 3 Institute-set privilege days (pro-rata).

Person Specification	Essential	Desirable
<i>Education & Knowledge</i>		
Educated to 'A' level or equivalent	Essential	
<i>Experience</i>		
Recent, relevant experience working as an administrator	Essential	
Proven experience of working with senior level staff	Essential	
Experience of working in the scientific, medical or higher education sector and/or cancer charity		Desirable
<i>Skills</i>		
Excellent planning and organisational skills	Essential	
Computer skills, including experience of Microsoft Word, Excel and Powerpoint	Essential	
Excellent written and verbal communication skills	Essential	
Good interpersonal skills with ability to establish and maintain effective working relationships	Essential	
Ability to work independently and on own initiative	Essential	
Ability to multi-task and prioritise effectively in a busy environment	Essential	
Ability to problem solve, think through issues and come up with solutions	Essential	
Ability to work in a flexible manner and take on new initiatives or challenges	Essential	
<i>General</i>		
Ability to recognise and respect confidentiality	Essential	
Confidence and ability to work with senior level staff	Essential	
Excellent attention to detail	Essential	
Flexible, helpful attitude and ability to work as a member of a team	Essential	