Job Description: Professional Service Positions

Faculty/Directorate/Service Area:	Swansea University Medical School
Job Title:	Administrative Assistant – Disease Registers Group
Department/Subject:	School of Medicine
Salary:	£25,138 to £27,979 per annum (pro-rata if part time), together with NEST Pension benefits (National Employment Savings Trust) http://www.nestpensions.org.uk
Hours of work:	Full Time - 35 hours per week (100% FTE)
Number of positions:	1
Contract:	This is a fixed term position for 12 months from start date.
Location:	This position will be based at the Singleton Campus

Main Purpose of Post	The post will be based at Swansea University's Data Science building, working closely with the DRG Team. 1. To be accountable for organising and facilitating the following internal and external meetings, seminars and events: • DRG Management Meeting • Scientific Steering Committee / Clinical Advisory Committee /Brainstormers Meetings and other regular meetings 2. For each of these groups undertake the following: • Circulate agendas, and other meeting documentation • Follow up on actions from the previous meeting • Take minutes and circulate after the meeting • All other related administrative activities 3. With provision from the Line Manager, draft agendas, reports and other project documentation. 4. Organise all DRG events and undertake the following tasks: • Book travel and accommodation for DRG team members at external events • Purchase of equipment and software as directed by line manager • Book room, catering and manage visitor access to the Data Science Building 5. Manage stock levels for clinical sites • Ensure that all enquiries have been addressed • Ensure that requested items are dispatched on time 6. To professionally represent the interests of the project at all times. 7. To adhere at all times to the ISO 27001 Information Security Standard for UK SeRP and all associated policies and procedures

	8. To promote equality and diversity in working practices and to maintain positive working relationships. Any other duties as directed by the Line Manager.
General Duties	1. To fully engage with the University's Performance Enabling and Welsh language policies 2. To promote equality and diversity in working practices and to maintain positive working relationships. 3. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. 4. Any other duties as directed by the Head of College / Department or their nominated representative expected within the grade definition. 5. To ensure that risk management is an integral part of your day to day activities to ensure working practices are compliant with the University's Risk Management Policy.
Professional Services Values	All Professional Services areas at Swansea University operate to a defined set of Core Values - Professional Services Values and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. **We are Professional** We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality. **We Work Together** We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers. **We Care** We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.
Person Specification	<u>**Essential Criteria:**</u> **Values:** • Demonstrable evidence of taking pride in delivering professional services and solutions • Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers. • Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience **Qualification:** • Educated to A level standard or equivalent experience **Experience:** • Previous experience in a project support administration role.

- Previous experience of facilitation / supporting meetings (including preparation and circulation of agendas and documentation, and note / minute taking.

Knowledge and Skills:

- Ability to organise a range of group meetings and events as required.
- Demonstrate ability to work under pressure with competing deadlines.
- Proven ability to organise own work load and prioritise tasks.
- Demonstrate accuracy and methodical with good attention to details.
- A demonstrable ability to utilise excellent communication and interpersonal skills and interact with people at all levels.
- Proficiency Information and Technology user:
- Competence in using all Microsoft Office packages (Word, Excel, Outlook, Access, Publisher, PowerPoint)
- Ability to deliver exceptional standards of service to all stakeholders.

Desirable Criteria:

- Ability to communicate in Welsh.
- Previous experience of projects within an academic / Higher Education setting.
- Knowledge of the health informatics or population data science sector.

Welsh Language Level	Level 1 – 'a little' - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course. For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available here.
Additional Information	Informal enquiries: Rod Middleton – r.m.middleton@swansea.ac.uk