



University of Liverpool

SPARK ADMINISTRATOR

Job Ref: 020590

Faculty: Health and Life Sciences

Location: IC3 Liverpool Science Park

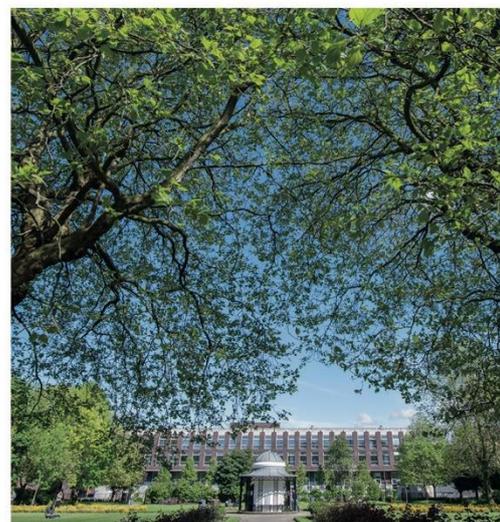
Grade: 5

Salary: £25,217 - £29,177 pa

Hours of Work: Full-Time

Tenure: Permanent

Shortlisting and interview arrangements are the responsibility of the recruiting Department. Please contact Alex Astor on email: astor@liverpool.ac.uk all enquiries.





.....
UK leader
in social mobility.



.....
Russell Group
Member of the Russell Group.



.....
At the forefront of
innovation and discovery.



.....
Nobel Laureates
Associated with nine Nobel Laureates.



.....
Investing
in our campus.

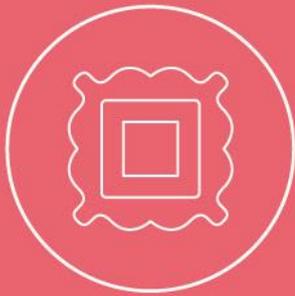


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Global links



Affordable

Based in the 2nd most affordable UK city.



More galleries and museums than any UK city outside of London.



Birthplace of The Beatles and home to two Premier League Football clubs.



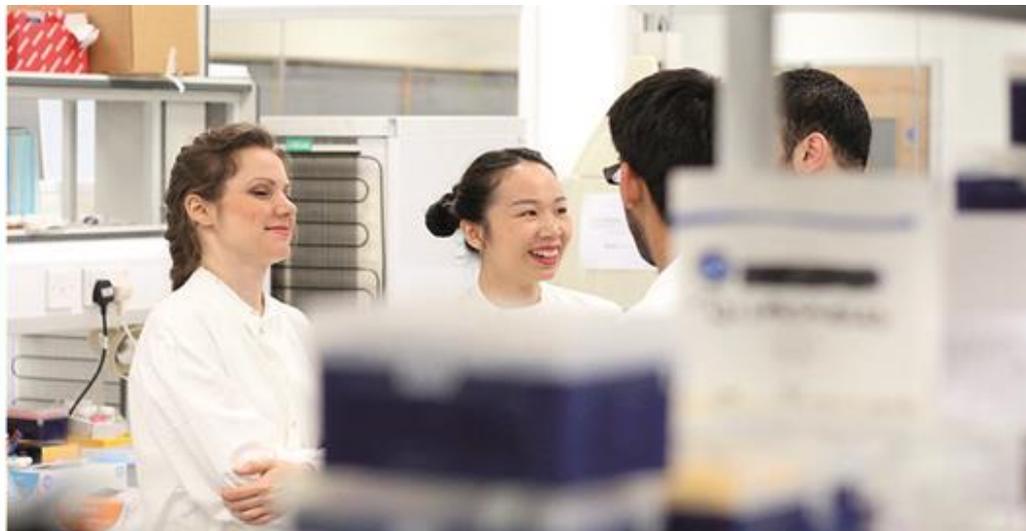
33,000

33,000 students, 7,500 of whom travel from all over the world to study here.





Job Role



1. Background

Liverpool Health Partners brings together the Liverpool City Region's leading hospitals and academic institutions to **improve health and deliver exemplary research, education and healthcare**. Our six core values of excellence, enterprise, transparency, integrity, social responsibility and collaboration guide us as we unite professionals and organisations that work together towards common goals.

LHP, is an umbrella organisation with a unique ability to bring together clinical and scientific expertise to develop and promote **world-leading research, education, healthcare and innovation**. Our work affects not only the North West of England but also the rest of the UK and the whole world.

LHP are made up of a core group of founding partners and a wider network of members who value the principles of excellence, enterprise, transparency, integrity, social responsibility and collaboration.

Liverpool Health Partners is a **strategic partnership** between twelve of the world's leading education, health and research organisations, all based right here in the Liverpool City Region.

LHP have exclusive access to some of the best skills, resources, knowledge and expertise in the region, which means we can have a direct impact on people's health. Our collaborative approach has the potential to equip each of our partner organisations with additional knowledge and skills to enable us to deliver greater degrees of improvements to patient health and patient care. We can all learn from each other and share our expertise and ideas.

The LHP mission is to work with and develop the benefits of the region's skills, resources, knowledge and expertise so that they can help deliver a direct impact to the health of people throughout the UK.

Liverpool Health Partner's role is to create an Academic Health Sciences System for the Liverpool City Region. We will do this by aligning the biomedical and applied health research strengths across academia and the NHS and provide a **Joint Research Service** as a Single Point of Access for Research and Knowledge (Liverpool SPARK). We will focus LHPs thematic research strengths and harmonise the systems and processes that underpin the creation and delivery of clinical research to address health needs and to support inward investment for Liverpool city and the wider region. Liverpool SPARK will improve the capability and capacity of Liverpool Health Partners to undertake and sponsor research that has impact both locally and internationally. The ambition is to make Liverpool the best place in the world to undertake health research. This is an exciting time to join the team.

2. Role Overview

- Work with a team of University and NHS staff supporting the operation of the Liverpool Health Partner's SPARK (Single Point of Access for Research and Knowledge).
- Works with the Team to provide a high level of administrative support to staff within SPARK.
- Carries out day to day work within University/School/Institute/Departmental policy guidelines. A significant element of the work will involve complex/sensitive tasks carried out on behalf of senior staff.
- Takes part in policy development process where it affects work of team.

3. Supervision received

You will work under the supervision of the UoL SPARK Research Coordinator, who will provide overall management and mentorship. Professional development will be supported and appropriate training and development will be provided to the successful candidate.

4. Responsibilities

- Provide administrative support to the LHP SPARK Sponsorship Committee.
- Organises/oversees all aspects of the SPARK office(s), including arrangements for filing, stationery etc.
- Provides support and advice to individual team members.
- Takes personal responsibility for the discharge of particular area(s) of SPARK.
- Plays a part in School/Institute arrangements to ensure that staff at all levels are aware of departmental and wider University and SPARK policies that might affect them.
- Maintains accurate confidential records/databases and ensures that information required by e.g. the Faculty and central Professional Services is provided promptly and accurately, maintains good relations to promote operational efficiency.
- Assists the Team Leader with:
 - Reviews of the SPARK office staffing & administrative arrangements,
 - The identification of, and meeting of (general) training needs (e.g. for Edge, Agresso and new Office products).
- Supports senior staff both academic and Professional Services, including nominated Heads of Department, by:
 - Making travel arrangements,
 - Assisting with the preparation and follow-up of meeting agendas/actions as well as servicing the SPARK Sponsorship Committee (including its sub-committees) meetings,
 - Managing high profile research conferences and symposia including liaison with external organisations and central Professional Services.

5. Duties

- Provides an important point of contact to staff and visitors to SPARK, ensures office & service presents a positive image to users, establishes and maintains an extensive network of contacts internally and externally.
- Uses University systems to provide a range of statistics/data to meet ad hoc department needs or to make formal University returns, and assists senior colleagues within the team with the collation of data sets for e.g. Sponsorship Committee.

- Ensures that arrangements for the various aspects of SPARK administration are in accordance with School/Institute policy and comply with the requirements of the relevant University procedures, draws the attention of the Team Leader to any potential difficulties.
- Carries out administrative project work to support senior academics/administrators as required.
- Provides cover for colleagues based in other teams within SPARK in times of leave, sickness or other unforeseen events.
- Undertakes other duties commensurate with the grade as required by the SPARK Manager.
- A knowledge of the range of processes relating to the HR system would be an advantage.
- Experience including committee servicing, preparation of reports and maintenance of documentation and records would be an advantage.

This job description is by no means exhaustive and is intended as a guide to the post holder. It may be altered in the light of working experience, at the discretion of and in liaison with the SPARK Manager.

PERSON SPECIFICATION

Essential Criteria

Desirable Criteria

(Identified from – Application form, CV, Supporting Statement, Interview, References)

Experience

1.1	Experience in servicing committees	Working knowledge of, or ability to use, University systems and processes.
1.2	Experience of providing support, advice and guidance to staff at all levels	Experience of HR administration
1.3	Experience of working within a confidential environment	Experience of working within academic clinical Department
1.4	Working knowledge of, or ability to use, University systems and processes	

Education, Qualifications and Training

2.1	3 GCSEs at Grade C or above (or equivalent) including English Language	Relevant in-work training
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Skills, General and Special Knowledge

3.1	Effective organisational skills demonstrated by a proven ability to prioritise work	Knowledge of the University's committee structure and lines of report
3.2	Excellent written and verbal communication skills	Working knowledge of, or ability to use, University systems (TULIP, SPIDER, VOCAL, AGRESSO)
3.3	Thorough knowledge of Microsoft Office Suite with appropriate skills to produce accurate work	
3.4	Excellent customer service skills	

Personal Attributes and Circumstances

4.1	Excellent interpersonal skills including the ability to build strong relationships with colleagues	
4.2	Organises/prioritises work and is proactive with a flexible approach to work	
4.3	Dependability, reliability, commitment	
4.4	Handles confidential matters	
4.5	Works as a member of a team and demonstrates leadership	
4.6	Works alone and demonstrates self-motivation and determination to complete tasks to time	
4.7	Interprets and absorbs quickly new information and procedures relating to all aspects of the work of the department, and contribute accordingly	

As an applicant for a post which involves contact with patients, you will require an NHS Research Passport. Appointment will be subject to Occupational Health screening.

Honorary NHS Contract

As a condition of appointment, the appointee will be required to hold an NHS Honorary Contract in the Royal Liverpool and Broadgreen University Hospital Trust.



How to Apply



This opportunity is advertised as a permanent position.

Acknowledging your application

Once you have submitted your application you will receive an acknowledgement.

Shortlisting and Interviewing

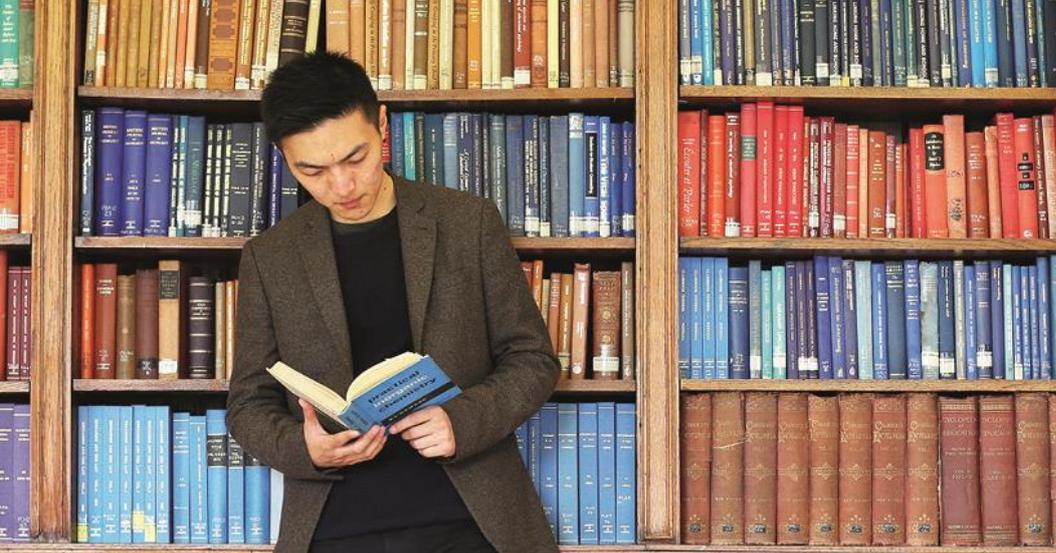
Shortlisting and interview arrangements are the responsibility of the recruiting Department. Successful candidates will be informed of the interview date in April 2020. **The interview date for this role will be in April 2020.**

Outcome of applications

Vacancies at the University often attract a large number of candidates and it is not always possible to respond individually to every application. If you have not heard from the recruiting department within 6 weeks after the closing date please take it that your application has not been successful.



Micah
Liverpool



General Information

Asylum & Immigration

The University will comply with the Immigration, Asylum and Nationality Act 2006, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Please be aware that you will be required to bring your passport (and visa if applicable) to interview so that it can be copied and verified by a member of the Selection Panel. For posts requiring a recognised degree level or equivalent qualification, and where there is no suitable UK or European Economic Area candidate, the University will take the necessary steps to secure UK Visa and Immigration permission for a foreign national to take up employment.

Should a candidate require a Certificate of Sponsorship in order to take up a post they will need to meet the Home Office Tier 2 Points Based Criteria. A self assessment tool can be found on the UK Visa and Immigration website: <https://www.points.homeoffice.gov.uk/gui-migrant-jsf/SelfAssessment/SelfAssessment>.

A candidate may also be required to undertake an English Language test prior to commencing work at the University. Details of Home Office approved tests can be found at: <https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests>

Further information on the eligibility criteria for Certificates of Sponsorship can be found at: <https://www.gov.uk/tier-2-general/eligibility>.

National Insurance Number

All employed individuals must possess a UK National Insurance Number. Further information and how to apply for a unique National Insurance Number can be found at: <https://www.gov.uk/apply-national-insurance-number>

Diversity and Equality

The University of Liverpool is committed to diversity and equality of opportunity. All employees and applicants for jobs will be considered on their abilities and will not be discriminated against on the grounds of age, caring responsibilities, colour, disability, employment status, gender, gender identity, marital status, nationality, race or ethnic origin, religion or belief, sexual orientation, socio-economic status or any other irrelevant distinction. Training is available to support career progression within the University.

Two Ticks Disability: Guaranteed Interview Scheme (GIS)

The University of Liverpool is committed to the employment of disabled people, and as part of our commitment, we guarantee to interview all disabled applicants who meet the essential criteria for a post and consider them on their abilities. If your disability prevents you completing the application form by the specified closing date, or when the vacancy closes early, due to a high volume of applications, please call the Recruitment Team to discuss alternative arrangements. <http://www.liv.ac.uk/working/jobvacancies/guaranteedinterviewscheme/>

Micah Liverpool Programme

The University of Liverpool supports the Liverpool Anglican Cathedral Micah Liverpool Programme. Applicants who have successfully completed the programme and meet the essential criteria for the post will be offered a guaranteed interview. Please note that individuals will be confirmed through the Micah Liverpool Programme directly. <http://www.liverpoolcathedral.org.uk/home/micah-liverpool.aspx>

GiveGetGo Volunteer Programme

Applicants who have successfully completed the GiveGetGo Volunteer Programme at the University in Partnership with the Transform Lives Company who meet the essential criteria for the post will be offered a guaranteed interview. Please note that individuals will be confirmed through the GiveGetGo Volunteer Programme directly.

<https://www.liverpool.ac.uk/working/jobvacancies/givegetgo/>

Accessibility

If you require copies of documentation in alternative formats, for example, large print or Braille, please contact jobs@liverpool.ac.uk or telephone 0151 794 6771.

If you have any other requirements which will help you access the application or interview process or employment opportunities at the University of Liverpool, please let us know by contacting jobs@liverpool.ac.uk or telephone 0151 794 6771.

Pension

Information about The Occupational Pension Scheme associated with this appointment can be found [here](#). You are encouraged to familiarise yourself with the full particulars of the scheme.