

FURTHER PARTICULARS

ADMINISTRATION ASSISTANT

The University of Cambridge

The University of Cambridge is one of the world's leading Universities, with an outstanding reputation for academic achievement and research. Cambridge comprises 31 Colleges and more than 150 departments, faculties, schools and other institutions plus a central administration.

The Department of Public Health and Primary Care (DPHPC)

The Department is one of Europe's leading academic departments of population health sciences, top-ranked in Epidemiology and Public Health in the UK Research Assessment Exercise 2001-2008. It has been headed by Professor John Danesh since 2001 and comprises over 330 people.

Cardiovascular Epidemiology Unit

The post-holder will be based in the Cardiovascular Epidemiology Unit (CEU) (<http://www.phpc.cam.ac.uk/CEU/>), an internationally recognised interdisciplinary group based within the DPHPC and directed by Professor Danesh. It currently comprises about 50 staff and students, including epidemiologists, statisticians, physicians, geneticists, nutritionists, and data managers. The work of the CEU focuses on the prevention of cardiovascular disease by identifying and evaluating risk factors in large-scale epidemiological studies.

The traditional strength of the CEU has been its work on soluble biomarkers. Further initiatives are extending the work to: 1) applied genetic studies to evaluate the likelihood of causal associations of biomarkers / pathways with cardiovascular disease ("Mendelian randomisation analyses") 2) risk assessment and screening, with a focus on biomarkers and genetic factors (including related issues such as cost-effectiveness) 3) gene-lifestyle interplay 4) "systems biology" for epidemiology (eg, multiple layers of "omics" in the same participants: metabolomics, dense candidate biomarker profiling, genomewide association data, whole-genome sequencing) and 5) global vascular health, with a particular emphasis on South Asian populations. These programmes of research are supported by the MRC, Wellcome Trust, European Research Council, British Heart Foundation, US National Institutes of Health, industry, and other sources.

The post-holder will be an experienced Administration Assistant who will support the scientific research team of the following study:

The INTERVAL study

A recent pilot study (Cambridge CardioResource: Principal Investigator, Danesh) tested the feasibility of collecting research samples and data, within the national blood donation service, for the study of genetic and environmental influences on cardiovascular diseases. The success of this study has led to a new collaborative randomized controlled trial in 50,000 donors between University of Cambridge (DPHPC and Department of Haematology), University of Oxford and NHS Blood and Transplant (NHSBT). The main objective of the trial is to determine whether the interval between blood donations in England can be safely and acceptably decreased. Added value will be provided by this trial's creation of a national epidemiological bioresource.

Post	Administration Assistant
Summary of Role	The purpose of this role is to provide administrative support to the scientific research team for the INTERVAL study. Duties will involve dealing with participant enquiries, arranging meetings and providing ongoing secretarial support.
Location	Department of Public Health and Primary Care, Strangeways Research Laboratory, Worts Causeway, Cambridge
Terms and Conditions	Assistant Staff
Salary	£20,409 - £23,661
Grade	Grade 4
Hours of work	18 – 22 hrs
Limit of tenure	2 years
Annual leave	36 days including Bank Holidays
Pension	Staff Pension Scheme available
Miscellaneous	
Closing date for applications	Friday 20 January 2012
Expected date for interview/selection	Interviews being held between 30 January and 10 February 2012
How to apply	<p>Informal enquiries can be made to Dr Carmel Moore (csm47@medschl.cam.ac.uk)</p> <p>Formal applications consisting of a covering letter, CV and a completed CHRIS 6 Form (available from http://www.admin.cam.ac.uk/offices/hr/forms/chris6/) should be sent to Sarah Drummond preferably by email (sd520@medschl.cam.ac.uk), or by post to: Department of Public Health and Primary Care, Strangeways Research Laboratory, Worts Causeway, Cambridge CB1 8RN.</p>

Equal Opportunities Information

The University of Cambridge appoints solely on merit. No applicant for an appointment in the University, or member of staff once appointed, will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

Information if you have a Disability

The University welcomes applications from individuals with disabilities. Our recruitment and selection procedures follow best practice and comply with disability legislation.

The University is committed to ensuring that applicants with disabilities receive fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss with or inform the University of any special arrangements connected with their disability can, at any point in the recruitment process, contact, Keith Hoddy, who is responsible for recruitment to this position, on 01223 741380, by email on kh446@medschl.cam.ac.uk or by post to the Department of Public Health and Primary Care, Strangeways Research Laboratory, Worts Causeway, Cambridge CB1 8RN.

For additional guidance and information, applicants can contact the University's Disability Resource Centre either by telephone on 01223 332301, by email on ucam-disability@lists.cam.ac.uk or by post to DRC, Keynes House, Trumpington Street, Cambridge CB4 1QA.

Further Information

There is a range of information which you may find helpful on the University's website: www.cam.ac.uk/jobs/. This includes applying for posts, working at the University, living in Cambridge and details of current vacancies.

Attachment: CHRIS/PD33 Part 2 – Role Description

Role Description

Role Identification

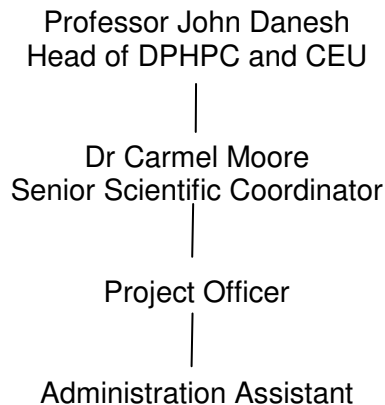
Faculty / Department	Department of Public Health and Primary Care	Role Code Number (if any)	
Position title	Administration assistant	Date of last revision (dd/mm/yyyy)	
Probation period	6 months	Grade (completed by Grading & Reward)	

Dimensions of the role

The post-holder will report to, and work under the direction of, the INTERVAL Trial's Project Officer (ultimately reporting to the Head of DPHPC and CEU (Professor John Danesh). The main purpose of this role is to provide administrative support for the INTERVAL study with principal duties including (i) responding to enquires from study participants (ii) arranging meetings including travel and accommodation (iii) database administration and (iv) secretarial support.

The post-holder will be required to liaise with study participants and other members of the INTERVAL project team including the Senior Scientific Co-ordinator, Database Manager and NHSBT project management team.

Organisation chart



Line manager position title	Project Officer
Line manager position reference number	

Checks required

The checks required for employment at the University are dependent on the role and/or the location. This box indicates the checks that are necessary for this particular role. Any offer of employment will be conditional on satisfactory completion of these checks. In line with legislation, all applicants must be able to demonstrate a right to work in the UK.

	Yes	No
Right to work in UK	X	
Criminal Records Bureau		
Occupational Health	X	
Security		
NHS Honorary Contract Required	X	

Role Purpose

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Main Responsibilities

	Key duties and responsibilities	% time spent/ frequency
1	Acting as first point of contact for email / telephone enquiries from study participants. Responsible for triaging enquiries by either directly providing advice / information or escalating queries to appropriate members of the study team.	60
2	Provide administrative support to senior staff including meeting and conference organisation (booking travel and accommodation, providing refreshments, making room bookings and liaising with attendees); providing secretarial support and maintaining efficient filing systems.	20
3	Inputting information into existing databases and completing project-related forms. Ensuring all databases and contact sheets are kept up to date and relevant.	10
4	Assist in developing administrative procedures to ensure the smooth-running of the study.	10
5	To perform any other duties reasonably requested to support the research group.	

Person profile

Essential knowledge, skills and experience required for role

Education & qualifications	Educated to at least A Level
Specialist knowledge & skills	Proficiency in using Microsoft Office including Word, Excel, Access, PowerPoint and Outlook Experience of using a networked system
Interpersonal & communication skills	Experience of dealing with members of the public Excellent verbal and written communication skills A positive and flexible approach Excellent organisational and interpersonal skills
Relevant experience	Two years administration experience
Additional requirements	Ability to work to deadlines Able to deal appropriately with confidential information

Desirable knowledge, skills and experience for role

Education & qualifications	
Relevant experience	Knowledge of scientific terminology and experience in an academic setting is desirable
Additional requirements	