

Job Description

Job title	TIA Centre Coordinator and PA
Department	Computer Science
Grade	FA4

Job purpose (a brief summary of the role)	To provide effective and efficient financial, secretarial and clerical support for the Tissue Image Analytics (TIA) Research Centre regarding the use of digital pathology and artificial intelligence in pathology, and other research projects as required and support the project PI. This will include preparing information and reports for budgetary management and organising events ranging from staff/project meetings to conferences.
Duties and responsibilities	• Provide full administrative and secretarial support to the Principal Investigator (Professor Nasir Rajpoot) in organisational matters and implementing the centre's strategic objectives. Other duties associated with working in a busy academic department including SharePoint filing, answering emails and telephones, taking messages, sending and checking e-mails and scanning documents. • Administer all income and expenditure in line with the University's financial procedures and regulations. Use OPeRA purchasing and payment of invoices relating to the project and for downloading appropriate financial reports, checking expenditure to ensure availability of budget. Make credit card purchases as appropriate e.g. conference fees. Organise travel along with the reimbursement of travel expense claims. Arrange staff salary recharges. • Collate and prepare reporting documents, ensuring that accurate and complete records are retained for all activities including financial transactions. • Liaise with administrative staff in the Department, other university departments, and project partners and funding bodies, in person or in writing as appropriate, on behalf of Professor Rajpoot and the project team. • Support the PI and the Centre's Senior Project Manager in the preparation and drafting of reports. This will include preparations such as data collection/checking and providing information for narrative drafts for the upcoming REF, future research assessments and strategic planning processes. • To provide organisational and logistical support for internal and external meetings, conferences, seminars and events. This will include compiling agendas and minutes, and preparing statistical and other relevant reports, including the monitoring and implementation of actions. • Support the logistical arrangements for placements, research exchanges and visiting, academics, NHS clinicians and industry professionals.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Education to A-level standard or equivalent experience.	A
E2	Ability to prioritise work in a busy office environment with demonstrable ability to progress several projects simultaneously.	A & C
E3	Strong interpersonal skills, including the ability to build relationships, respect confidentiality and the ability to deal with staff and external collaborators in a sensitive, professional manner.	A,B & C
E4	Ability to write concise minutes and draft reports for internal and external use.	A & C
E5	High level of numeracy and confidence with figures.	A & C
E6	Excellent organisational and operational planning skills.	A & C
E7	The ability to prioritise workload, to identify and implement practical solutions to administrative matters, as well as knowing when to refer issues to others.	A,B & C
E8	Adaptable and flexible with the ability to master new areas of knowledge and skills rapidly.	A & C
E9	Excellent communication skills (verbal and written).	A & C
E10	Excellent IT skills (website updates, Word, Excel, PowerPoint and databases) and the ability to learn new packages quickly.	A & C
E11	Experience of (and enthusiasm for) working as part of a team, able to understand the workload and priorities of others in the team, and an ability to manage challenging and complex interactions.	A,B & C
E12	Ability to manage sensitive information and to apply discretion where necessary.	A & C

Desirable Criterion No.	Desirable Criterion Description	Measured by
D1	Experience of administrative and financial practices, procedures and management within Higher Education and/or NHS.	A & C
D2	Experience dealing with HR processes.	A & C