



## **Integrated Clinical Academic Training Office (ICATO) Administrator**

<b>Reference:</b>	EHA2560-0324
<b>Salary:</b>	£24,533 - £26,444 per annum Grade 4, Points 15–18
<b>Contract Type:</b>	Fixed Term for 3 years
<b>Hours</b>	Full Time (36.25 hours per week)
<b>Location</b>	Ormskirk
<b>Accountable to:</b>	Associate Dean, Research & Innovation
<b>Reporting to:</b>	Integrated Clinical Academic, Training Office Manager



## About the Role

The postholder will be responsible for supporting the Faculty ICATO Manager and the associated administration team, academic staff and healthcare students by providing high quality administrative support within the ICATO Office which is based in the Faculty Research Office. In addition, the post holder will be required to liaise closely with the EHU/faculty finance and research teams, student support office, and the wider Schools and Departments across EHU to ensure a responsive and professional service. The postholder will be required to liaise with external stakeholders in Trusts and HEIs as a collaborative exercise. The postholder will be a member of the Faculty Professional Support Service and be expected to contribute towards developments in the faculty as required.

This will be a varied, interesting, and challenging role, which requires excellent organisational skills, flexibility, attention to detail, and the ability to prioritise to meet deadlines to the required quality standards. The post will be based at Edge Hill University (Ormskirk site) but occasional travel to other sites may be necessary.

## Duties and Responsibilities

1. Work in partnership with the administration and academic staff teams within the Faculty of Health, Social Care and Medicine to provide and ensure efficient administrative support. Develop strong working relationships across the University and with external stakeholders to ensure appropriate administrative support.
2. Provide effective, professional support to the ICATO manager, the academic team and students by answering day-to-day queries.
3. Liaise closely with EHU research teams and masters' programmes to provide efficient and effective administrative support ensuring that students, clinical academic trainees as well as admin/academic teams and key external stakeholders are made aware of the opportunities available to them. Highlight events, stories and successes featuring the faculty community across a full range of platforms, dealing with specialist queries in an efficient, friendly, and professional manner, interpreting requirements, providing advice and guidance, and signposting as appropriate.
4. Work closely with the Faculty and University's Communication and Marketing teams to co-ordinate the administration of the ICATO websites hosted within the faculty, including the internal faculty Wiki / Sharepoint pages, ensuring that these are monitored and updated on a regular basis to provide accurate and timely information for staff, students, and a range of stakeholder groups.



5. Access and update university student systems as appropriate.
6. Generate and provide regular data reports for various management information purposes.
7. Work in partnership with external stakeholders to establish, develop and maintain effective channels of communication. Act as an ambassador for the faculty, promoting its wider services to stakeholders and representing the faculty at meetings and events, when required.
8. Work with the Faculty/EHU Finance Team, the ICATO manager/academic team and the relevant School administration to organise the selection of suitable healthcare students to be awarded internship and intercalation funding/activity.
9. Administer financial information relating to student internship and intercalation opportunities.
10. Maintain accurate electronic and paper-based finance records, prepare data and produce reports for the ICATO/Finance Manager as required, ensuring compliance with financial regulations and institutional policies
11. Administer information that is confidential and sensitive in a way that is tactful, professional and ensures confidentiality is maintained.
12. Organise and service designated formal boards, committees, and meetings, including the production and distribution of relevant documentation and minutes, monitoring action points to ensure completion as required by the Chair. Where relevant, participate in the faculty's decision-making processes, by contributing as a member of boards, committees, and meetings.
13. Provide support for internal and external events, relating to Faculty staff events or external visits/showcase events for external colleagues. Liaising with internal and external colleagues under the direction of the ICATO manager ensuring effective and efficient communication systems and customer care standards are maintained.
14. Provide general administrative support across the faculty: Service meetings, as required, through the production and distribution of relevant documentation and through attending and minuting meetings; undertake general administration duties for the ICATO Manager as and when required.





## In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers
- g) Proactively consider accessibility and ensure appropriate quality assurance of templates, documents and published outputs using software such as Microsoft Accessibility checker and Blackboard Ally

## Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

Internal staff wishing to apply for a fixed term role as a secondment opportunity must discuss this with their existing line manager before applying.



Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

*Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).*

		Essential	Desirable	Method of assessment (A/S/I/T/P)
<b>Qualifications</b>				
1.	Educated to A level/BTEC standard or to have relevant work experience	*		A
2.	IT Qualification e.g. ECDL or relevant professional qualification	*		A/T
<b>Experience and Knowledge</b>				
3.	Experienced in the use of Microsoft Office packages, including Word, Excel, to an Advanced Level	*		A/I/T
4.	Experience of producing digital content	*		A/S/I
5.	Experience of minute/notetaking	*		A/S/
6.	Experience of formatting management reports/long documents	*		A/I
7.	Experience of event organisation	*		A/S/I
8.	Experience of working in the Higher Education sector or NHS		*	A
9.	Experience of working with financial information & systems		*	A/S/T
<b>Abilities and Skills</b>				
10.	Ability to work without direct supervision, exercise initiative and independent judgement	*		A/S/I
11.	Excellent attention to detail, able to ensure accuracy of data and documents			A/I/T
12.	Excellent organisational and prioritisation skills, demonstrated in the tracking and monitoring of projects.	*		A/S/I
13.	Able to work efficiently under pressure, to meet competing deadlines and co-ordinate multiple projects.	*		A/S/ I
14.	Able to work on own initiative and use creativity to resolve problems.	*		A/I



		Essential	Desirable	Method of assessment (A/S/I/T/P)
15.	Able to effectively manage, develop and evaluate systems and processes.	*		A/I
16.	Able to work positively and flexibly as part of a team.	*		A/I
17.	Able to develop and maintain effective working relationships at all levels, with both internal and external contacts.	*		A/I
18.	Excellent communication and presentation skills both oral and written, including the production of documents for reports or promotional materials.	*		A/S/I
19.	Professional support is delivered in a demonstrably enthusiastic and approachable fashion, to high quality standards.	*		I
20.	Pro-active, forward looking, able and willing to contribute positively to continuous improvement and change in the workplace.	*		A/I

## How to Apply

When you are ready to start the formal application process, please visit our [Current Vacancies page](#) and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information, and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11.59pm on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

### *Application > Shortlisting > Interview > Outcome*

For informal enquiries about this vacancy, you may wish to contact: Rebecca Norton Jones, Senior Research Support Administrator at [Jonesre@edgehill.ac.uk](mailto:Jonesre@edgehill.ac.uk).

*At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.*

