

Job Description: Professional Service Positions

Faculty/Directorate/Service Area:	Faculty of Medicine, Health & Life Science
Job Title:	Administrative Assistant - STU
Department/Subject:	Swansea Trials Unit (STU)
Salary:	Grade 04 £25,107 - £26,093 per annum (pro-rata) together with NEST pension benefits
Hours of work:	21 hours per week (60% FTE)
Number of positions:	1
Contract:	This is a fixed term position until 31 st December 2026
Location:	This position will be based at the Singleton Campus

Main Purpose of Post	<p>Swansea Trials Unit (STU) a UK Clinical Research Collaboration (UKCRC) registered Clinical Trials Unit (CTU) is part of the Swansea University Medical School and works collaboratively with SBUHB, HD and WAST. This post will be based within STU and is a fixed term post. The post holder will be expected to support the unit with administrative duties.</p> <ol style="list-style-type: none"> 1. Typing/word-processing correspondence papers and reports etc. 2. Undertaking structured internet searches to find published information e.g. Office for National Statistics following a defined list provided by senior researchers. 3. Data sorting/cleaning. 4. Updating of computerised records. 5. Filing, photocopying and electronic storage of study documents. 6. Other secretarial/clerical duties as may be reasonably requested by the Head of the School/Department or such other person delegated to act with their authority.
General Duties	<ol style="list-style-type: none"> 7. To fully engage with the University's Performance Enabling and Welsh language policies 8. To promote equality and diversity in working practices and to maintain positive working relationships. 9. 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. 10. Any other duties as agreed by the Faculty / Directorate / Service Area. 11. 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	<p>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.</p> <p>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.</p> <p>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.</p>



	<p>We Care</p> <p>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.</p>
<p>Person Specification</p>	<p>Essential Criteria:</p> <p>Values:</p> <ul style="list-style-type: none"> • 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. <p>Qualification:</p> <ul style="list-style-type: none"> • Good IT skills (RSA, ECDL qualification or equivalent demonstrable experience). <p>Experience:</p> <ul style="list-style-type: none"> • Experience of working in an office environment, or relevant transferable skills. <p>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Effective oral communication skills to deal with queries. • Good organisational and administrative skills with the ability to prioritise and organise workload. • Demonstrable ability to work to a high degree of accuracy. • Flexibility to be able to adjust to new working environments with short notice. <p>Desirable Criteria:</p> <ul style="list-style-type: none"> • Ability to communicate in Welsh. • Good Clinical Practice (GCP). • Experience of working within Higher Education and/or NHS.
<p>Welsh Language Level</p>	<p>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.</p> <p>For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available here.</p>
<p>Additional Information</p>	<p>Informal enquiries: Claire Evans – claire.evans@swansea.ac.uk</p>

