



Cumberland Council

Post Specification

Date	July 2024
Post Group Number	8305
Post Title	HDRC Administrator
Job Family	Business Support
Job Family Role Profile	BS6
Final Grade	Grade 6

To be read in conjunction with the job family role profile

Service Area description

Cumberland Council has been awarded £5 million by the National Institute for Health and Care Research (NIHR) to become a 'Health Determinants Research Collaboration' (HDRC), as part of a wider £50 million investment from the NIHR for a selected number of local authorities across the country to build capacity and capability to conduct high quality research to address health inequalities and improve health outcomes. The HDRC will shape Cumberland Council into a modern empowering council underpinned by research and evidence-based practice. Becoming a centre of excellence for sustainable Local-Authority and community-led health determinants research and experts in health inequalities in coastal, rural and dispersed communities.

The HDRC will substantially increase the Council's monitoring and evaluation capacity, enabling us to measure what works in addressing the wider determinants of health. The new HDRC will enable a culture change whereby our departments and staff are aware of the importance of the wider determinants of health and are confident in using, sharing and creating new research evidence. As a result of the HDRC, staff will be equipped and inspired to be innovative in their thinking, to develop research questions and seek support from the HDRC for research grant applications. Finally, the HDRC will engage communities, supporting them to have a clear voice throughout everything this research collaborative seeks to achieve.

Purpose of this post

To provide effective and efficient business administrative and financial support for the Cumberland Core HDRC Team and to internal and external stakeholders, including organisation of resources and events, provision of information and support on set up and close down of research projects.

Given the novelty and uniqueness of the roles, we are excited to welcome applicants from a diverse field and backgrounds, ideally with a background in academic or research administration – the strength of the HDRC team will come from a varied blend of skills and experiences.

Key job specific accountabilities

1. Organise and provide responsive, flexible, effective and efficient administrative and financial business support to the Cumberland HDRC Team and undertake administrative tasks to support delivery of HDRC services.
2. Liaise with stakeholders (internal and external) ensuring a courteous and professional approach to queries, this will include communicating across various channels including, but not limited to, face to face, telephone, mail and electronic media.

3. To plan and prioritise own work and support team working including allocating and checking work of and providing support to colleagues if required.
4. To maintain, input, extract and report on, as required, information into and from various service specific systems including databases, spreadsheets and electronic case recording systems, (including financial information and budget reports). To provide information and respond to queries from external and internal customers, and in doing so, undertake problem solving, maintain data integrity and ensure information is managed in a secure way.
5. Provide support to identified service specific statutory and non-statutory meetings, panels and events including taking notes or minutes that record the meeting accurately, preparing papers, scheduling and organising, this may include organising transport arrangements.
6. To enter data, check for accuracy and identify any potential errors in a timely manner - service specific systems including databases, spreadsheets (including financial information and budget reports) from the HDRC team.
7. To support the HDRC team in their service delivery by undertaking E5 E-procurement, monitoring, reconciling and processing financial transactions including using E-procurement, ordering general catalogue goods and hire cars, service specific purchasing and receipting, as well as monitoring and identifying potential errors with invoices, verifying payments, petty cash management, and E5 payments and raising invoices.
8. To provide information and respond to queries from external and internal members, and in doing so, undertake problem solving, maintain data integrity and ensure information is managed in a secure way.
9. Liaise with the Research and Innovation manager and Research Officers as required to support statutory timescales and requirements, and ensure confidentiality is adhered to.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	• None
Staff Management Responsibilities	• None
Other	• None

Essential Criteria - Qualifications, knowledge, experience and expertise

- NQF or NVQ Level 2 or 3, or equivalent experience or knowledge in the relevant work area.
- Willingness to undertake training to support delivery of the service
- ICT literate
- Experience of MS office software
- Experience of working within an office in a large complex organisation
- Experience in customer service and dealing with Stakeholders inc. dealing with the public
- Can demonstrate a working knowledge of processes, procedures and systems and how to apply them within a complex service area
- Proven experience of using databases and manual record systems;
- Note taking and preparation of documents
- Experience of message taking and transmitting
- Proven experience of the maintenance of accurate records and working to deadlines
- Proven experience of prioritising own work
- Ability to travel

Disclosure and Barring Service – DBS Checks						
• This post does not require a DBS check.						
Job working circumstances						
<table border="1"><tr><td>Emotional Demands</td><td> • Working under pressure with deadlines </td></tr><tr><td>Physical Demands</td><td> • Normal effort required </td></tr><tr><td>Working Conditions</td><td> • Hybrid working/ office based, with frequent need to travel within Cumberland </td></tr></table>	Emotional Demands	• Working under pressure with deadlines	Physical Demands	• Normal effort required	Working Conditions	• Hybrid working/ office based, with frequent need to travel within Cumberland
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Other Factors						
• To model and display the corporate standards of behaviour.						