

**JOB DESCRIPTION**  
**Administrative Assistant (CLAHRC NWC)**  
**Vacancy Ref: N1852**

<b>Job Title:</b> Administrative Assistant CLAHRC NWC Part time (0.60 fte)	<b>Present Grade:</b> 4
<b>Department/College:</b> Health Research	
<b>Directly responsible to:</b> Deputy Director of Engagement	
<b>Supervisory responsibility for:</b> NA	
<p><b>Other contacts</b></p> <p><b>Internal:</b> Director and Deputy Director of Engagement. PA to Director. CLAHRC Engagement team. CLAHRC Public Health Team. Staff within DHR, Faculty and University.</p> <p><b>External:</b> Other CLAHRC staff based at Liverpool University and UCLan. Public and Resident Advisors. Liverpool CCG Finance staff.</p>	
<p><b>Role:</b></p> <p>This part time role is to provide comprehensive and flexible administrative support to the Lancaster staff involved in the Collaboration for Leadership of Applied Research, Health and Care North West Coast (CLAHRC NWC).</p> <p><b>Major Duties:</b></p> <p>Preparing agendas/reports, taking of minutes and ensuring appropriate follow-up action.</p> <p>To arrange meetings and effectively manage electronic diaries.</p> <p>To effectively manage paper and electronic filing systems.</p> <p>Maintain up to date details for a range of contacts / groups.</p> <p>Organising travel and accommodation as required and support adviser payment and expenses payment system.</p> <p>First point of contact for queries CLAHRC public/resident advisers</p> <p>Maintain and update databases with project information.</p> <p>Typing of correspondence and documents / draft and initiate routine replies as appropriate.</p> <p>To support off site meetings as and when required.</p> <p>To assist in the organisation of annual conferences/events (including booking of venue, catering, publicity and management of event logistics).</p> <p>To assist in the production of project reports</p> <p>Undertake any other duties as directed by Head of Division, Director, Deputy Director or nominated representative.</p>	