1. Job Details

Job title: Senior Secretary (part-time 0.6 file)

School/Support Department: College of Humanities and Social Sciences

Unit (if applicable): Genomics Policy and Research Forum

Line manager: Director of Genomics Policy and Research Forum

2. Job Purpose

Assist the Office Administrator in the day-to-day running of the Forum office and provide secretarial support to members of the Genomics Forum. Assisting the visiting Fellows with typing, organising seminars etc. This is a part-time post.

3. Main Responsibilities

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<th>Approx. % of time</th>
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<tr>
<td>1. Provide an initial point of contact for visitors, staff and other internal and external enquirer. Welcome visitors to the Forum Office, Handle enquiries via phone, e-mail, written or personal callers.</td>
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<td>2. Provide clerical assistance to the Office Administrator to manage the Forum’s grant, updating excel spreadsheets, filing invoices and other financial documentation. Dealing with and monitoring petty cash. Organising, coding and checking expenses claims for Forum staff and visitors.</td>
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<td>3. Distribute incoming mail, co-ordinate outgoing mail; liaise with servitors and couriers when necessary. Assist in the dissemination of information including new research leaflets, research summaries and policy briefs.</td>
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<td>4. Provide secretarial support to Forum staff, including drafting and producing letters, formatting documents and reports, preparing papers for meetings, producing notices and presentations, preparing mail-merges from Microsoft Access and other data sources. Provide typing and admin support for Fellows as necessary (e.g. organising seminars)</td>
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<td>5. Assist the Office Administrator in organising visitor cards, accommodation and other personnel issues in relation to visiting Research Fellows.</td>
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<td>6. Assist in the organisation of conferences (for up to 100 participants), meetings and small events both in-house and externally. Liaise with venues to book seminar rooms, arrange catering and accommodation. Manage the Forum meeting room and events diary, organise catering and equipment as necessary for in-house meetings.</td>
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<td>7. Photocopying, faxing and filing.</td>
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<td>8. Management of stationery and other office supplies. Manage and co-ordinate office equipment maintenance.</td>
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<td>9. Any other duties within the scope of the post required, as directed by the Office Administrator.</td>
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4. Planning and Organising
   • Plan own work on a daily basis, to meet deadlines and allow for unexpected interruptions.
   • Assisting with the planning and organising of Forum events and conferences.

5. Problem Solving
   • Dealing with all standard enquiries; refer unusual or non-standard ones to a colleague.
   • Dealing with tight deadlines.
   • Dealing tactfully with staff and visitors especially when problems arise.

6. Decision Making
   • Decide which information to send in response to a general enquiry.
   • Prioritise own work in most cases.

7. Key Contacts/Relationships
   • Forum / College staff.
   • Other University Departments e.g. Estates and Buildings, Chapters, Finance and MALTS.
   • External companies e.g. hotels, conference venues, restaurants and couriers.

8. Knowledge, Skills and Experience Needed for the Job
   • Good standard of education.
   • Excellent communication and interpersonal skills.
   • Attention to detail.
   • Self-confidence and ability to remain calm under pressure.
   • Ability to maintain a high level of confidentiality.
   • Good IT Skills with sound knowledge of Microsoft Word, Excel, Access and PowerPoint
   • Ability to manage workload

9. Dimensions
   Member of 2 person clerical support team.
   Provides clerical support to 9 Research Fellows.

10. Job Context and any other relevant information
    The ESRC Genomics Policy and Research Forum, explores and supports synergies between the three existing ESRC Genomics Network (EGN) centres at Edinburgh, Cardiff and Lancaster Universities. It also aims to connect research from across the EGN, as well as its own work programmes, with public and policy debates. The Forum runs a programme of national and international activities to draw natural and social scientists, policy-makers, regulators, civil society and business into an ongoing discussion about the relationship between genomics and society.