

# Project Administrator in Autism

Department	Laboratory for Innovation in Autism		
Faculty	Faculty of Humanities and Social Science ( <a href="https://www.strath.ac.uk/humanities/">https://www.strath.ac.uk/humanities/</a> )		
Staff Category	Administrative and Professional	Reference No	101768
Reports To	Principal Investigator	Grade:	6
Salary Range:	£27,285 - £28,936	Contract Type:	16 months
FTE:	0.6 (21 hours per week)	Closing Date	Sunday, 17 December 2017

## Job Advert

Applications are invited for a Project Administrator to support and coordinate a diagnostic trial in early assessment of autism spectrum disorder, funded by Harimata in Poland through the European Union Horizon 2020 and co-ordinated by the Laboratory for Innovation in Autism at the University of Strathclyde. As Project Administrator, you will work closely with the Trials Manager and Trials Lead, the research team in the Laboratory for Innovation in Autism, and liaise with external academic and clinical partners in our partner countries to ensure the effective management of our team's research, especially between the UK, Sweden and Poland. You will be responsible for the provision of effective and efficient project support and coordination of the Trials Consortium work and that of the Laboratory. You will collate and co-produce documentation such as financial and project update reports with the Laboratory Director and Consortium partners for submission to our funders and also support the research team in producing and submitting reports and publications. The postholder will develop online content and design outlay with support from research team when required. You will be responsible for uploading, publishing and disseminate relevant study information internally and externally on online platforms such as the Laboratory's website, social media platforms. You may take responsibility to maintain internal databases if qualified to do so, with support from the team.

The post holder will also manage related networking and engagement mechanisms to facilitate the study and will contribute expertise and experience to the organisational planning of the trial and the research of the Laboratory for Innovation in Autism. You will also have responsibility for co-ordinating meetings, minute taking, collating and submitting periodical reports to our funders at Harimata (Poland) for submission to the EU, managing and reviewing budgets, managing contracts between clinical sites (NHS and Gillberg Neuropsychiatry Centre in Gothenburg), and as required over the course of work of the team.

This role is pivotal to the effective delivery of this trial and management of our collaborations is critical to the success and impact of the Trials Consortium (Strathclyde, Glasgow, Gothenburg, and Aberdeen Universities) and this research group (between Biomedical Engineering, Education, Psychology and international partners) as we grow into a fully fledged multidisciplinary centre.

The successful candidate will have strong previous experience independently managing the administration and coordination of similar projects, preferably gained through previous clinical trials or management of research grants in higher education or industry. You will be able to work with accuracy and attention to detail, and demonstrate good IT skills, including experience of managing web content and social media presence. We are looking for an adaptable colleague and team player who is able to communicate effectively with the project team, partners and colleagues, in relation to the trial and wider research. Previous relevant experience working in an academic or industry related environment is essential for this post.

This is an exciting and challenging position which will provide an ambitious and committed candidate with valuable experience within a multi-site, multi-country University and clinical collaborative research environment. This position is available immediately. An interest in child development, digital health, or autism and some experience in smart tech or digital health are desirable. This post is initially offered on a fixed term basis, initially for 16 months, subject to further funding and continuation of the project.

## Job Description

### Brief Outline of Job:

The main activities of the successful candidate will include:

### Main Activities/Responsibilities:

1.	Independent provision of effective and efficient project support and coordination of Trials Consortium work by liaising with the project lead at Strathclyde and external academic and clinical partners in our partner countries (UK, Sweden, and Poland).
2.	Responsible for the co-ordination, management, collation and co-production of related documentation (including financial and written reports) with the Laboratory Director and Consortium partners for submission to our funder to meet pre-determined reporting periods and deliverables/milestones.
3.	Liaise with internal and external partners to co-ordinate, plan and manage meetings, including whole Consortium meetings, Trail Steering Group, Management meetings, research and knowledge-exchange meetings and workshops, and weekly team meetings of the research team at Strathclyde. When required, attend meetings preparing and providing appropriate verbal and documented budgetary, reporting period and project updates.
4.	Attend appropriate committees and meetings as requested by the Principal Investigator, independently representing the Trials Consortium or Laboratory. Report back to project manager and academics with regards to discussions and any agreed actions.
5.	Provide effective meeting support to ensure efficient use of time Trials Lead and Consortium members by preparing and circulating meeting agendas, tabled papers, minute taking and tracking agreed actions. Maintain databases of dissemination activities (publications, conference presentations).
6.	Manage complex budgets, ensuring sufficient funds are available within budget headings to cover anticipated costs, identifying potential shortfalls and recommending suitable actions. Authorise and process invoices and expenses claims and facilitating arrangements for participants.
7.	Liaise with Finance Offices / Officers of the Consortium Institutions to obtain relevant financial reporting information to allow the University of Strathclyde as Consortium Coordinators to deliver accurate and timely financial period and progress reports. Demonstrate an accurate understanding of the Budget, funder and EU Reporting rules and regulations to enable the Consortium to deliver on the project.
8.	Research and recommend development of business processes and procedures and systems in order to improve efficiency and effectiveness of the research team.
9.	Upgrade and develop our web and social media presence, including website development. Use appropriate software to write online content, design outlay with support from research team when required. Upload, publish and disseminate relevant study information internally and externally (e.g. on the Laboratory's website, Social Media pages, StrathCloud) and in print-ready quality for hardcopy production. Proof-read materials prior to production and dissemination.
10.	Participates, as part of the team, in strategic project planning, supporting the successful achievement of the short and long term project milestones, publication and grant applications to advance the work of the team.
11.	Monitor clinical and research partners' contractual responsibilities to ensure their successful progress. Communicate with their team lead or project manager to ensure efficient collaboration and timely progress between teams.
12.	Undertake other activities as suggested by Trials Lead and Laboratory Director.

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Relevant HNC/HND qualification with work experience in a similar role or considerable work experience in a similar role

D1 Honours Degree in relevant subject area

D2 Project Management Qualification

<b>Experience</b>	
E2	Strong previous work experience in a similar role in a University and/or Industry
E3	Experience of working independently and dealing with unforeseen problems
E4	Previous project coordination experience of working on externally funded research projects
E5	Experience of creating and implementing business processes, using IT and other systems
<b>Job Related Skills and Achievements</b>	
E6	Excellent IT skills (including Microsoft Office, Word, PowerPoint, Excel and Databases)
E7	Excellent written and verbal communication skills, with the ability to successfully interact with a broad range of internal and external stakeholders and develop effective working relationships
E8	Well-developed organisational, interpersonal and team-working skills
E9	Experience of managing/reporting on complex budgets, with knowledge and experience of working within applicable financial governance frameworks
E10	Excellent IT skills with proficiency in Microsoft Office, financial management systems, and online social media and web presence platforms.
D3	Knowledge of the University of Strathclyde policies, procedures and relevant IT systems, e.g. FMS, T4, etc.
D4	Website maintenance and development
D5	An interest in child development, digital health, or autism is desirable
D6	Some experience in smart tech
<b>Personal Attributes</b>	
E11	Analysis and problem solving capabilities
E12	Ability to work under pressure to deadlines with accuracy and precision
E13	Ability to make decisions within an appropriate level of authority without recourse to seniors supervisor involved in decision only if necessary
E14	Proactive and able to use initiative

## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Dr. Jonathan Delafield-Butt, Reader in Autism and Child Development ([jonathan.delafield-butt@strath.ac.uk](mailto:jonathan.delafield-butt@strath.ac.uk) / 0141 444 8053).

### Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

### Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

### Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

### **Relocation**

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

### **Interviews**

Formal interviews for this post will likely be held on Thursday, 21 December 2017.

### **Equality and Diversity**

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.



# Conditions of Employment

## Administrative and Professional Services Staff Grades 6 and above

### 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at [www.strath.ac.uk/publicinterestdisclosure](http://www.strath.ac.uk/publicinterestdisclosure). Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

### 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr)

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

### 3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

### 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

## 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

<b>Period of Continuous Employment at start of absence from work</b>	<b>Full Pay</b>	<b>Half Pay</b>
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

## 6. PENSIONS

New members of staff, aged under 75, will be admitted automatically to membership of the Universities Superannuation Scheme (USS) on taking up appointment. If you are already in receipt of a USS pension you will join USS in accordance with pension auto-enrolment regulations. USS requires a contribution from the member, currently 8 per cent of pensionable salary. A contribution, currently 18 per cent of pensionable salary, is paid by the University. From 1 April 2016 all members are part of the career revalued benefits scheme called the USS Retirement Income Builder. From 1 October 2016 a threshold, initially of £55,000 a year, will apply to the maximum salary that counts towards the USS Retirement Income Builder. From the same date a new defined contribution section of the scheme called USS Investment Builder will open and any contributions above the threshold will be invested in this section. The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance ([pensions@strath.ac.uk](mailto:pensions@strath.ac.uk)). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your retirement date.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – [www.uss.co.uk](http://www.uss.co.uk)

## 7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

## 8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr)

## 9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at [www.strath.ac.uk/policies/hr](http://www.strath.ac.uk/policies/hr) or on request from Human Resources.

## 10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period. For employees appointed above Grade 10, the notice period for both the employer and employee will be 6 months, except during the probationary period when a one month's notice period will apply. One month's notice will also apply for fixed term contracts terminated short of the expiry date.

Revised November 2017