

JOB DESCRIPTION

Vacancy reference:	SRF32259
Post Title:	Hugh Sinclair Unit Manager
Grade:	Grade 5
School/Department:	Chemistry, Food and Pharmacy/Department of Food & Nutritional Sciences
Reports to:	Julie Lovegrove (Head of NRG) and Richard Frazier (Head of Department)
Responsible for:	NA

Purpose

Responsible for managing the day to day running of the Hugh Sinclair Unit, an internationally renowned research intensive human nutrition unit with over 15 dietary intervention studies annually, including up to 1500 volunteers visits.

Main duties and responsibilities

- Managing the effective and efficient day-to-day running of the Hugh Sinclair Unit
- Developing creative and effective methods of recruiting volunteers for dietary intervention studies run within the Hugh Sinclair Unit of Human Nutrition
- Managing and maintenance of the Hugh Sinclair volunteer database, group website, social media accounts and Unit Outlook booking calendar.
- Overseeing the use of the unit, such as booking of rooms, use of equipment, the accounts and budget for resources and equipment.
- Maintaining up to date records of qualifications, training and vaccinations of researchers using the Hugh Sinclair Unit and liaising with Occupational Health.
- Training of research staff and students in current University and Clinical Unit procedures.
- Meeting and greeting of study volunteers and all visitors to the Unit
- Supervising and overseeing those within the Hugh Sinclair Unit, including research staff, students and human volunteers.
- Responsible for Nutrition Research Group outreach activities including UCAS days, 6th Form Summer School and Open Days
- An escalation point for ad-hoc duties and clinical unit queries
- Assisting with volunteer visits including food preparation, online food orders, stock rotation and storage of study foods

Supervision received

The School is sociable, supportive and well-resourced, with a good record for team-working. The person appointed will find willing collaborators across the School and the University. Guidance and support will be given by the Head of Nutrition Research Group, the Heads of Department of Food and Nutritional Sciences and School of Chemistry Food and Pharmacy.

Supervision given**Contact**

The post holder will be required to liaise with other departments and research institutes internally within the University including IFNH/ICMR/CINN/finance and externally such as external insurance companies, local GP surgeries, local radio, TV and newspapers for recruitment purposes.

Terms and conditions

This post is 2 or 3 days/week and permanent

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed:

PERSON SPECIFICATION

Job Title	School/Department
Hugh Sinclair Unit Manager	Food & Nutritional Sciences

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Excellent written and verbal communication skills, organisational and multi-tasking skills • Ability to work under pressure, prioritise tasks • Excellent IT skills • Ability to work independently and as part of a team • Confidentiality and diplomacy skills • Assertive nature with ability to uphold professional standards in the Unit 	<ul style="list-style-type: none"> • Experience of handling confidential data
Attainment	<ul style="list-style-type: none"> • Educated to a good level of education (A level standard or equivalent preferred) • Excellent standard of English (both written and spoken) • Proficient in use of Microsoft Office 	
Knowledge	<ul style="list-style-type: none"> • Competent and confident user of Microsoft Office • Appreciation of issues associated with diet and health 	<ul style="list-style-type: none"> • Experience with website design and social media • Experience in use of Microsoft Access and macros
Relevant Experience	<ul style="list-style-type: none"> • Working at the interface with the public • Effective working in a team 	<ul style="list-style-type: none"> • Previous experience in health care services or Higher Education

Disposition	<ul style="list-style-type: none"> • Excellent communication skills • Excellent organisation skills • Discretion and ability to manage confidential information • Ability to work with a wide range of people • Diplomatic and friendly manner • Enthusiastic and motivated • Good time keeping • Flexible and supportive • Assertive • Initiative 	
Other	<ul style="list-style-type: none"> • Willingness to work flexible working hours 	<ul style="list-style-type: none"> • Immunisation against HepB • Good Clinical Practice • Food Hygiene

Completed by: Julie Lovegrove	Date: 9 March 2020
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