

UK Cochrane Centre

Job Title:	Events and Office Coordinator
Base:	UK Cochrane Centre, Summertown
Banding:	Band 5
Hours of work:	37.5 hours per week
Managerial accountability:	Business and Programme Manager
Special Conditions:	Maternity cover 1 year

Context

Cochrane is a global independent network of researchers, professionals, patients, carers and people interested in health. We are a not-for-profit organisation with contributors from more than 120 countries working together to produce credible, accessible health information that is free from commercial sponsorship and other conflicts of interest. We do this by producing reviews that summarise the best available evidence generated through research to inform decisions about health.

Cochrane Reviews are systematic reviews of primary research in human health care and health policy and are internationally recognised as the highest standard in evidence-based health care. They investigate the effects of interventions for prevention, treatment, and rehabilitation. They also assess the accuracy of a diagnostic test for a given condition in a specific patient group and setting. The reviews are updated as needed, ensuring that treatment decisions can be based on the most up-to-date and reliable evidence. Cochrane Systematic Reviews are published online, in full text, in the Cochrane Database of Systematic Reviews in the Cochrane Library – www.cochranelibrary.com.

Cochrane UK is one of 14 Cochrane Centres around the world supporting the global work of Cochrane and maximising the use and impact of Cochrane reviews for the UK and Ireland. Cochrane UK is funded by the National Institute for Health Research (NIHR) and hosted by the Oxford University Hospitals NHS Trust. The Centre supports the production of Cochrane systematic reviews through a learning and development programme for Cochrane authors and other contributors.

Main purpose of the post:

To provide a comprehensive office coordination role within the Cochrane Centre supporting the day to day running of the Centre. To work closely within the team to organise the Cochrane Colloquium, which is an international healthcare conference, in Edinburgh September 2018. To administrate training days at the Cochrane Centre for authors conducting a Cochrane review and to provide administrative support to the Cochrane UK Director, including management of diaries.

Responsibilities

Office Coordination

- To be responsible for day-to-day management of the office including all administrative functions
- To deal with general enquiries by telephone and e-mail in a professional and timely manner, using organisational knowledge to answer queries where possible and escalating matters where appropriate.
- To maintain staff annual leave records and complete monthly returns to payroll.
- To manage all incoming invoices in line with Trust procedure, adding suppliers and invoices to the online finance system for authorisation.
- To maintain accurate and up to date filing system of invoices, contracts and relevant documentation in line with Trust policy on retaining information.
- To supervise and manage junior members of administrative staff
- To arrange meetings, including preparing agendas and circulating papers in an efficient and timely manner.
- To take minutes at meetings and produce an accurate record of the discussion and action points.
- To ensure that office stationary and stock levels are maintained at all times.
- To liaise with the property maintenance service regarding cleaning and maintenance of the office.
- To liaise with the other occupants of the office, ensure good relations are maintained and estates issues resolved.
- To raise invoices as required for course fees, funding providers and other miscellaneous items in line with Trust procedure.
- To act as Centre First Aider and Fire Marshall and undertake appropriate training to fulfil this role
- To deal with all incoming and outgoing mail, monitoring use of the franking machine.
- To review contract with service providers as appropriate, negotiating improved contract terms and rates as required.
- To book course places for staff and arrange appropriate travel using the Trust on-line systems.

Cochrane Colloquium Event 2018

- To arrange all organisational and administrative elements of the Cochrane Colloquium in Edinburgh 2018.
- To sourcing venues for the Cochrane Colloquium in Edinburgh 2018 which will be appropriate for a global health conference of 1200 people.
- To arrange catering and negotiate contracts with suppliers for the Cochrane Colloquium Edinburgh 2018 event.
- To manage the relationship with speakers and ensure all communications are clear and professional.
- To arrange travel and accommodation for the Cochrane UK staff attending events and for visiting speakers.
- To maintain a working budget for the event managing using the online tools provided, ensuring costs and forecasts are kept up to date.
- To uploading information, including programme details, to the events website.
- To work closely with the staff at the Edinburgh International Conference Centre to ensure all appropriate arrangements are in place and the event runs smoothly.

- To work closely with the Cochrane UK team on communications for the event and ensure that details are accurate and clear for participants.
- To work closely with Marketing Edinburgh to coordinate the accommodation requirements for the event.
- To facilitate a social programme for delegates attending the Edinburgh event and advertise this on the event website.

Training

- To arrange all organisational and administrative elements of the training courses, including identifying venues and trainers and dealing with participant registration, preparing course packs and record keeping.
- To maintain up to date contracts for the faculty of trainers, renewing contracts annually and establishing new contracts where appropriate.
- To review events feedback information and prepare summary reports highlighting successes and areas for improvement
- To maintain accurate records of training attendees and enter data onto Cochrane Collaboration online system, Archie, ensuring records are kept up to date.
- Maintain accurate income and expenditure of events forecasting final costs and liaising closely with Trust Research and Development Finance Department to ensure costs are correctly recorded.

Personal Assistant

- To act as first point of contact for all communications to the Cochrane UK Director and deal with all such communications appropriately.
- To manage enquiries and correspondence, resolving queries where possible and employing judgement regarding prioritisation.
- To effectively manage the diaries of the Cochrane UK Director and Business & Programme Manager prioritising meetings/appointments, as necessary, ensuring sufficient work/reflective time.
- To prepare and distribute agendas and papers for Cochrane UK meetings as required, in accordance with Trust policies, procedures and timescales.
- To record and transcribe accurate minutes of formal meetings in a timely fashion, ensuring that all follow-up action is taken.
- To establish and maintain effective, accurate and where appropriate, confidential filing systems, ensuring files and specific information can be easily retrieved.
- To work independently on all aspects of the role, managing own workload and exercising maximum autonomy and control whilst recognising when it is appropriate to seek advice or assistance.

Addendum to Job Descriptions (All staff)

The responsibilities below are applicable to all staff within the Trust:

Health and Safety

The post holder must be aware of individuals responsibilities under the Health and Safety at Work Act and identify and report, as necessary any untoward incident or accident or potentially hazardous environment.

Infection Control

Staff must wash their hands or use alcohol gel on entry and exit from all clinical areas and/or between each patient contact

Staff members have a duty to attend mandatory infection control training provided for them by the Trust

Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health

Finance

All staff are accountable for exercising economic and efficient use of the Trust financial and physical resources as well as ensuring the security of Trust property. All staff must also adhere at all times to statutory guidance within the Trust's Standing Financial Instructions and Standing Orders.

Human Resources

To be responsible for own professional development and to participate in the Trust Performance Review Process

The post holder must at all times carry out these duties and responsibilities with due regard to the Trust's Equal Opportunities policy and is expected to promote and implement the Trust's Equal Opportunities Policy.

Follow absence reporting procedures by phoning FirstCare for all sickness absences inline with Trust policy and procedure.

Governance

The post holder is required to familiarise him/herself with and comply with the Trust's policies and procedures.

Information

You will be expected to adhere to the Data Security, email and internet policies that concerns your job role within the Trust

You will be expected to attend security and confidentiality training, arranged as and when required.

Should you have any matters of concern, you are welcome to, and encouraged to, raise your concerns with your Manager/Director.

You should ensure that any information you record is accurate and correct in both electronic and paper records if appropriate.

No Smoking

The post holder will be expected to observe the "No smoking" policy of the Trust

Person Specification

	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • Good general education, degree level education or equivalent experience 	
Experience	<ul style="list-style-type: none"> • Minimum of 3 years experience in a similar role plus experience in a senior administrative role • Previous experience organising events • Experience of working with third party service providers, such as contractors or events venues • Experience of working autonomously to resolve problems • Experience of planning and managing complex and at times conflicting priorities 	
Skills, Knowledge and Abilities	<ul style="list-style-type: none"> • Excellent organisational and time management skills • Good IT skills, ability to use common IT packages • Excellent interpersonal and communication skills both written and verbal • Ability to learn new skills and adapt to change • Excellent customer services skills and ability to deal with general enquiries • Ability to collate and analyse information • Ability to interpret request and action accordingly • Ability to work using initiative to solve problems and progress projects without direct supervision • Ability to work effectively as part of a team. 	