Job Reference Number:	MI/26/50_2
Position:	Director's Office – Administration Officer
Group/Department:	Director's Office
Salary:	Circa £32,000 per annum
Duration:	Permanent



CRUK MI FURTHER PARTICULARS

Cancer Research UK Manchester Institute is a Research Institute within The University of Manchester and is core funded by Cancer Research UK

CANCER RESEARCH UK | Manchester Institute

PARTICULARS OF APPOINTMENT

Ref: **MI/26/50_2**

Job Title: **Director's Officer – Administration Officer**

1. The Institute invites applications for the above post.

2. Salary will be a circa £32,000 per annum.

3. Applications should be submitted via JobMarker, the online recruitment system by the closing date as stipulated in the advert.

4. For applicants who require assistance with their application please contact the HR Department for further information on:
   Tel: +44 (0)161 306 9752
   Email: ***jobs@cruk.manchester.ac.uk***

5. Informal enquiries can be made to Kate Brammer email: Kate.Brammer@cruk.manchester.ac.uk

6. Applicants are advised that if the Institute receives a high level of applications, we reserve the right to close the vacancy earlier than advertised.

7. The Institute will endeavour to contact shortlisted candidates promptly. However, there may be occasions where a high volume of applications are received, therefore an applicant's patience is appreciated.

8. As an equal opportunity employer, we welcome applicants from all sections of the community regardless of age, sex, gender (or gender identity), ethnicity, disability, nationality, religion or belief, sexual orientation, marital or transgender status. All appointments are made on merit.

9. This role will require a visible presence within the Institute, providing professional and timely support services. This role is not a remote role.

COPY OF THE ADVERTISEMENT

The Institute will actively foster a culture of inclusion and diversity and will seek to achieve true equality of opportunity for all members of its community.

Director's Office - Administration Officer

- Job Ref: MI/26/50_2
- Circa salary: £32,000 per annum
- Permanent

About the role:
The Cancer Research UK Manchester Institute is seeking a highly organised, proactive and professional Administration Officer to help ensure the effective and efficient running of the Director's Office.

Working closely with the Executive Assistant to the Director, you will take ownership of agreed administrative activity, coordination and follow-up. Your contribution will enable the Executive Assistant to focus on strategic diary and inbox management, forward planning, relationship management and the Director's priorities.

This is a varied and visible role at the centre of the Institute. You will provide the organisational and administrative infrastructure that keeps activity moving, ensures commitments are followed through and supports a consistently high standard of service.

About you:
You will bring sound judgement, discretion and a strong sense of ownership. You will be comfortable working at pace, managing changing priorities and following work through to completion while maintaining accuracy and professionalism.

You will have degree-level education or equivalent relevant experience, together with experience of organising and reprioritising a varied workload in a fast-paced environment. Experience of supporting meetings, including preparing papers, taking notes and tracking actions to completion, would be advantageous.

This role requires on-site working to meet operational needs; remote working is not available for this role.

Why choose Cancer Research UK Manchester Institute?
The Cancer Research UK Manchester Institute (www.cruk.manchester.ac.uk), an Institute of The University of Manchester (www.manchester.ac.uk), is a world-leading centre for excellence in cancer research. The Institute is core funded by Cancer Research UK (www.cancerresearchuk.org), the largest independent cancer research organisation in the world.

We are partnered with The Christie NHS Foundation Trust, one of the largest cancer treatment centres in Europe. These factors combine to provide an exceptional environment in which to pursue basic, translational and clinical research programmes.

How to apply?

To apply for this position please visit our website:
https://www.cruk.manchester.ac.uk/careers/

For any informal enquiries about this post, please contact Kate Brammer email: **kate.brammer@cruk.manchester.ac.uk**

Closing date: 03 December 2026

Please note this vacancy will close for applications at 18:00 hours on the closing date specified.

As an equal opportunity employer, we welcome applicants from all sections of the community regardless of age, sex, gender (or gender identity), ethnicity, disability, nationality, religion or belief, sexual orientation, marital or transgender status. All appointments are made on merit.

Job Description
After the closing date this job description will be removed from our website. Should you wish to refer to this information at a later date, please ensure that you save a copy of this document.

Disabilities and alternative formats

The University of Manchester is a disability confident Leader and is committed to supporting disabled people in recruitment, employment, and career development. We will make reasonable adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so. Therefore, if you have any additional support needs throughout the recruitment process or require documentation in alternative formats, please do not hesitate to contact the HR Department, for further information, on:

Tel: +44 (0)161 306 9752

Email: ***jobs@cruk.manchester.ac.uk***

The Disability Confident scheme, accredited by the Department for Work and Pensions (DWP), helps employers recruit, retain and train great people. Disability Confident organisations play a leading role in changing attitudes about, and increasing understanding of, disability. There are three levels of the scheme with Leader being the highest.

CANCER RESEARCH UK MANCHESTER INSTITUTE
JOB DESCRIPTION

JOB DETAILS

Job Title: Director's Office – Administration Officer

Grade: P1

Department: Operations – Director's Office

Division: Cancer Research UK Manchester Institute (CRUK MI)

ORGANISATIONAL ARRANGEMENTS

Accountable to: Executive Assistant (EA) to the Director

JOB PURPOSE

The Director's Office Operations Officer provides high-quality administrative and coordination support to the EA to the Director, helping to ensure the effective and efficient running of the Director's Office.

The role will take ownership of agreed administrative activity, coordination and follow-up, supporting the EA to focus on strategic diary management, inbox management, forward planning, relationship management, problem-solving and supporting the Director's priorities.

Working within agreed priorities and ways of working, the post holder will be required to manage the detail, keep activity moving and ensure that agreed arrangements and commitments are followed through accurately and efficiently.

BACKGROUND

This is a varied and visible role at the centre of the Director's Office. The post holder will provide the organisational and administrative infrastructure that enables the

office to operate smoothly, while working closely with the EA on agreed priorities and ways of working.

The role requires the post holder to be organised, have attention to detail, coordinating activity and delivering outcomes. The role provides exposure to a wide range of organisational activities and the opportunity to contribute to efficient office operations at the Institute.

DUTIES AND RESPONSIBILITIES

Core Administrative Support

- Act as the first point of contact for day-to-day administration office queries, escalating issues to the EA when necessary.
- Provide comprehensive administration support to the EA to the Director, ensuring the smooth day-to-day operation of the Director's Office.
- Take ownership of agreed administrative tasks and ensure they are completed accurately and on time.
- Maintain office systems, effective records, filing systems, trackers and administrative processes, ensuring that information is accessible and up to date.
- As advised by the EA, prepare, organise and distribute documents, correspondence, presentations and other materials as required.

Meetings and coordination

- Coordinate meeting logistics, including rooms, technology, attendees, papers and practical arrangements.
- Support the smooth running of the Director's meetings by overseeing meeting logistics, including refreshments, visitor management, catering arrangements, and room readiness.
- Proactively monitor all bookings and arrangements, ensuring every detail is in place to facilitate a seamless experience.
- Set up and maintain recurring meeting series and invitations once arrangements have been agreed with the EA.
- Gather and circulate meeting materials and information as directed.
- Maintain action logs and follow up agreed actions and deadlines.
- Support the organisation of events, away days and other activities.

Inbox and information administration

- Undertake agreed administrative actions arising from the Director's inboxes under the direction of the EA.

- Prepare routine responses, information or documents for review where appropriate.
- Ensure information and requests are routed to the appropriate person and followed up.
- Maintain appropriate confidentiality and information-handling standards.
- Support communication and coordination between the Director's Office, Scientific Operations Team and other colleagues, and external partners.

Expenses, travel and practical support

- Process and maintain records of expenses and supporting documentation.
- Coordinate agreed travel and associated administrative arrangements.
- Provide practical administrative support for visits, meetings and other engagements.

Processes and continuous improvement

- Maintain agreed ways of working and administrative processes within the Director's Office.
- Identify practical opportunities to improve organisation, efficiency and consistency.
- Support the implementation of new systems, processes and ways of working, taking forward proposed changes once these have been agreed with the EA.
- Take ownership of specific administrative projects or pieces of work as agreed.
- Carry out any other duties appropriate to the grade of the post, supporting the effective operation of the Director's Office and wider Institute as required.

STANDARDS OF PERFORMANCE

- Work efficiently, cost-effectively and in a flexible manner.
- To meet objectives within pre-determined timescales.
- Effective communication to be maintained with staff at all levels.
- Strict adherence to protocols and Institute policies.
- To comply with Health & Safety requirements, including having an awareness of personal responsibilities to maintain a safe working environment.
- To contribute to an environment that is conducive to positive mental health and wellbeing.
- To contribute to the University's agenda for social responsibility, including sustainability.
- To maintain confidentiality of information in line with data protection requirements and University.
- Familiarise themselves with the University's Equality and Diversity policies and to actively support these wherever possible.
- Be a team player.
- To strive to accomplish high quality of work.
- To complete a security screening as and when required.

PERSON SPECIFICATION

The person specification should set out the qualifications, experience, skills, knowledge, personal attributes, competencies and other requirements which the post holder requires to perform the job to a satisfactory level.

Job Title: Director's Office – Administration Officer (P1)

	ESSENTIAL **The qualities without which a post holder could not be appointed**	***DESIRABLE*** **Extra qualities which can be used to choose between candidates who meet all the essential criteria**	***METHOD OF ASSESSMENT***
QUALIFICATIONS	• Educated to degree level (or equivalent relevant experience)		CV/ application form and Presentation of certificate
EXPERIENCE	• Experience of organising and prioritising a varied workload, and of reordering it when circumstances change. • Experience of producing accurate written work, records or documents to a deadline. • Experience of working with other people to complete a piece of work, including following up with colleagues outside your own team. • Experience of handling information that should not be shared more widely.	• Experience of servicing meetings, including papers, notes and tracking actions to completion. • Experience of arranging travel and processing expense claims. • Experience of coordinating events, visits or visitors. • Experience of working across more than one organisation, site or IT environment.	CV/ application form references, publications and interview
SKILLS	• Confident user of Microsoft 365, including Outlook, Word, Excel, Teams and SharePoint. • Able to troubleshoot routine problems with meeting technology, including hybrid meetings. • Willingness to make appropriate use of digital and AI enabled tools, in line with Institute policy and governance requirements. • A problem-solving approach, with the willingness to work alongside colleagues across an		CV/ application form, references, publications and interview

	organisation to resolve unfamiliar problems. • Sound judgement about when to resolve something independently, when to raise it, and who to involve. • Takes responsibility for work through to completion, following up with others and resolving obstacles rather than only reporting them. • Works accurately and at pace, including at short notice, without losing track of what has been committed. • Communicates clearly and credibly with senior colleagues inside and outside the organisation, in writing, by telephone and in person. • A high standard of accuracy and attention to detail in documents, records and claims. • Discretion and sound judgement in handling confidential information about people, science and institutional business. • A collaborative approach, contributing to the work of the wider office and offering help to colleagues where it is needed, including with routine and practical tasks. • Willingness to work in a post whose responsibilities will develop as the office grows, and to take on additional responsibility over time. • Interest in the work of the Institute and commitment to supporting its mission. • Ability to handle confidential data appropriately • Accurate, comprehensive record-keeping • Effective organisational skills and ability to multi-task		

	• Proven problem-solving capabilities, innovative approach to problem solving • To set goals, respond to challenges and take the initiative.		
KNOWLEDGE	• Microsoft 365, including Outlook, Word, Excel, Teams and SharePoint		CV/ application form, References and Interview
OTHER	• Willingness to travel • Interest in the work of the Institute and commitment to supporting its mission. • To show commitment to equality and fairness and integrity in dealing with others • Ability to work to strict deadlines • Ability to work well within a team framework as well as on an individual project • Willingness to implement new management approaches • Self-motivated, meticulous, interactive and organised • To be willing to work across organisational boundaries • To seek new knowledge and share ideas • To be open and responsive to change and innovation		Interview and References

THE CITY OF MANCHESTER AND THE REGION

Manchester is one of the great European cities and the Cancer Research UK Manchester Institute is located a short distance from the city centre and is serviced by regular public transport to the city centre. The city's architecture represents one of the high points of Victorian achievement. The modern city is a major centre of banking, commerce and manufacturing.



It is consistently ranked as the best liveable city in the UK by the Economist Intelligence Unit. In 2021, Manchester was ranked in the top 3 of the TimeOut World's Best Cities list with the comment, "the friendliest city with the best community spirit and top-notch nightlife including its Gay Village and Northern Quarter in the heart of the city." It has a highly cosmopolitan atmosphere, and its cultural life is internationally renowned.

Manchester offers extensive provision for research. Library facilities include the John Rylands University Library (the major library in the North West and the third largest in the country) and the Manchester Central Reference Library.



Housing is varied, plentiful and the price ranges can start moderately priced and are as varied as the requirements. Schooling ranges from world-famous private schools to excellent sixth-form colleges and comprehensives.

Manchester is well served by a major international airport, with direct scheduled flights to many destinations in Europe as well as North America and Asia. Some of the most beautiful countryside in Europe is just short of an hour's drive from the Institute in the Peak District National Park, while the Lake District and Snowdonia in Wales are also within easy reach.

Manchester Piccadilly railway station has been refurbished and is served by inter-city and other train services – with a direct link to Manchester Airport. The network of Metrolink tram services offers an alternative mode of public transport from certain parts of the conurbation and includes connections near to the Institute.

There are three outstanding professional theatre companies, the halls of the Hallé and BBC Philharmonic orchestras, the Cornerhouse as well as other cinemas, and Europe's fastest-growing Chinatown.



Amongst the developments enriching the area's cultural life have been the opening of the Lowry Centre and Media City at Salford Quays; the opening of the Bridgewater Concert Hall; the refurbishment of the City Art Gallery; the opening of Urbis in the centre of Manchester and of the Imperial War Museum North, designed by Daniel Libeskind, in Trafford.

Trafford, specifically Old Trafford, is known internationally for sport, it is a venue for Test cricket and the home of Manchester United FC. The Commonwealth Games were held in Manchester in 2002 and were highly acclaimed. The Commonwealth Stadium became the home of Manchester City FC in 2003.

OUR BENEFITS PACKAGE

Facilities and General Discounts

We have a wide range of fantastic facilities for you including coffee shops, cafes, and restaurants in various buildings on Oxford Road, library, museum, art gallery, theatre (providing music and drama) and the world-famous radio telescope at Jodrell Bank. You can attend a varied programme of events at these, many of which are free to staff. Staff also have a plethora of discounts available to them on fitness, entertainment, restaurants, hotels, supermarkets, and online retailers.

Health and Fitness

We have a fantastic range of sports and fitness programmes across three of the best sports facilities in the city of Manchester. Each of our facilities provides something for everyone and are in convenient locations across Oxford Road, Fallowfield and all the way into the City Centre. Staff have a discounted membership to these facilities.

Wellbeing

The Institute is committed to supporting staff wellbeing and have a range of resources available. This includes a free 24/7 helpline through our Employee Assistance Programme which allows staff to talk in confidence to trained counsellors and advisers on areas like emotional, physical, and mental health.

The University's counselling service offers confidential help with any personal issues affecting work, self-esteem, relationships, sexuality, mental health and general well-being. It is accessible to all staff and is part of a wider network of help and support; and can advise on where else to seek help and make referrals to NHS mental health services.

The University's Occupational Health service provides confidential services to protect the health of staff and ensures that all health issues are effectively managed. Additionally, the Institute has wellbeing working groups and employee champions to support staff.

We offer a generous annual leave allowance of 32 days per year, (pro rata for part time staff) plus bank holidays for England. The Institute gifts an additional day's leave on Christmas Eve.

Travel

The Institute is committed to reducing its environmental impact and actively supports and promotes travel by sustainable means. We work closely with The Christie NHS Foundation Hospital to have a green travel plan that aims to provide a package of measures that increase the travel options available to staff. These options include as a Cycle to Work Scheme and annual interest-free travel loans with Northern Rail, Stagecoach and Metrolink.

Family Friendly Support

If you have childcare responsibilities the Institute can provide you with a range of support to assist you in balancing your work and home life commitments. Information is available on the government's Tax Free Childcare Scheme and The University's Workplace Nursery Scheme. We also have a range of family friendly policies and staff have the right to request to work flexibly.

Equality, Diversity, and Inclusion (EDI)

The Institute is committed to creating an environment where diversity is celebrated and everyone is treated fairly, regardless of gender, gender identity, disability, ethnicity, religion or belief, sexual orientation, marital or transgender status, age, or nationality. The Institute has an EDI committee which provides leadership, drive and strategic direction on equality, diversity, and inclusion across all parts of the Institute. The committee will seek to promote cultural change and ensure that the EDI action plan is embedded across all functions of the Institute.

Personal Development

Whether you are a research scientist, technical or operational staff, you will receive excellent on the job training and an opportunity to share skills experience and expertise in a collaborative environment. The Institute has a range of training available for support and professional development.

Disability

The Institute is committed to providing a positive working environment free from discrimination, harassment, or victimisation due to a disability where all staff are treated with respect and dignity. The Institute has access to a Disability Advisory and Support Service (DASS) which has a dedicated disability adviser for staff to provide advice, guidance and support about a range of practical adjustments in the workplace.

Pension

We have two generous pension* schemes to provide benefits for you and your family. For more details, please contact the HR department.

**the pension scheme applicable for this role can be found in the Terms and Conditions section found at the end of this document.*

ADDITIONAL RECRUITMENT AND SELECTION PARTICULARS

Shortlisted Candidates:

1. We will reimburse reasonable travel expenses. You need to retain all your receipts, as you will need to submit these with your expense claim form. This form will be given to you when you attend your interview.

2. If candidates require accommodation the Institute can arrange this for you. Please notify the HR Department as soon as possible so that this can be arranged on:
   Tel: +44 (0)161 306 9752 or
   Email: ***jobs@cruk.manchester.ac.uk***.

   *Please note that reimbursement for accommodation may **not** apply.*

3. If candidates have any additional support needs to enable them to attend an interview, they will be able to request/discuss this with the HR department when arranging the interview.

4. Shortlisted candidates may be expected to complete a presentation as part of the selection process. Information regarding the duration and title of the presentation will be provided in the invitation to interview correspondence. We supply both laptop and projector for presentations.

5. All dates and times stated in correspondence from the Institute refer to UK GMT (Greenwich Mean Time).

6. Candidates need to bring along their passport to interview, a copy of which will be taken for our records, when you visit the Institute. If candidates have difficulty in producing their passport, please contact the HR Department prior to the interview on:
   Tel: +44 (0)161 306 9752 or email: ***jobs@cruk.manchester.ac.uk***

7. MS Teams interview **with or without presentation:**
   Instances may arise where we propose to hold an online interview as a (first stage) selection process. If this is the preferred method of interview, this will be stated on your invite to interview email. You will be provided with a link and

password to attend the interview at a specified time on a specified date. This link will redirect you to your MS Teams interview. 24 hours prior to interview we will require:

- A contact telephone number emailed to ***jobs@cruk.manchester.ac.uk*** along with a scanned copy of passport for ID purposes
- Where applicable, a copy of your presentation emailed to: ***jobs@cruk.manchester.ac.uk***.

***Please note*:** You do need to have a working microphone and camera connected to your electronic device, for this interview to go ahead.

The criteria will be consistent with all other candidates.

STANDARD CRUK MANCHESTER INSTITUTE TERMS AND CONDITIONS

The following is a basic summary of the standard terms and conditions applicable to the post you have applied for:

- The post of Director's Office Administration Officer is on a Cancer Research UK pay scale. It's on an P1 grade with a circa salary of £32,000 per annum (dependent upon experience).

- Your employment will be with The University of Manchester appointed under the Cancer Research UK Manchester Institute terms and conditions.

- Salary is paid monthly on the penultimate last working day of the month.

- There are 32 days holiday per year plus Bank Holidays for England.

- Duration of contract is: Permanent

- Working hours are 35 hours per week.

- There is a probationary period attached to this post of 6months. It's standard for many organisations now and consists of two 3-monthly reviews with your line manager.

- You are eligible to join The University of Manchester Pension Saver Scheme (https://www.legalandgeneral.com/workplace/u/university-of-manchester)

- Any offer made by the Cancer Research UK Manchester Institute would require the successful candidate to undergo a medical clearance. This is arranged with Occupational Health department at The University of Manchester prior to starting employment and consists of a basic medical. This is to address and gain clearance for any potential hazards identified for the role on offer.

- Offer is subject to receipt of satisfactory references and proof of your highest qualification.

- Offer is subject to documented evidence of your right to work in the UK under the Home Office UK Border Agency Regulations.

- Please note this role is not eligible for sponsorship under the Skilled Worker route of the Points Based System. Candidates will need to be able to demonstrate their right to work in the UK in order to be eligible to take up the post.

- Overseas candidates should determine, when applying for the position, the likelihood of obtaining a Certificate of Sponsorship (CoS) for the post by assessing their own circumstances against the criteria specified on the gov.uk website

- The successful candidate is required to complete a Rehabilitation of Offenders/Criminal Records declaration form at the offer stage of the process. *Please note a criminal record will not necessarily be a bar to obtaining a position.*

- The Institute is promoting a green travel plan and there are staff benefits promoting this including a cycle to work scheme and the use of public transport. There are strong links to bus routes and trains to all CRUK Manchester Institute locations. More information about this can be found on our 'Our Benefits Package' page or by contacting the HR Department.

  Please note there are car parking restrictions imposed around these sites.

DON'T FORGET TO FOLLOW US ON SOCIAL MEDIA

#LifeAtCRUKMI

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THANK YOU!

Cancer Research UK Manchester Institute is a Research Institute within The University of Manchester and is core funded by Cancer Research UK