

# Person Specification

Job Title: Research Administrator – Band 3

Department: Research & Development



**North Bristol**  
NHS Trust

Criteria	Where Found (Application Form, Interview References)	Essential	Desirable
<b>Education/Training/Qualifications</b>			
ECDL or equivalent qualification or experience	Application form, Interview, References	√	
NVQ Business Administration level 3 or equivalent experience	Application form, Interview, References		√
<b>Work Experience</b>			
Experience of working in the NHS	Application form, Interview, References		√
Previous administrative experience requiring adherence to protocols and following SOP's	Application form, Interview	√	
Experience of working in Clinical Research	Application form, Interview		√
<b>Knowledge/Skills/Abilities</b>			
A good working knowledge of the full range of Microsoft Office applications (Word, PowerPoint, Access, Excel, TEAMS etc.)	Application form, Interview, References	√	
Experience of working with databases	Application form, Interview, References		√
Knowledge of a range of administrative procedures (minute taking, diary management, arrangement of meetings etc)	Application form, Interview, References	√	
Excellent organisation skills	Application form, Interview	√	
Excellent communication skills, both written and verbal	Application form, Interview	√	
Awareness of NHS research issues	Application form, Interview		√

<b>Personal Qualities/Special Circumstances</b>			
Ability to work with a diverse range of people across organisation boundaries	Application form, Interview	√	
Evidence of personal growth and development	Application form, Interview		√
Team player with experience of working effectively as part of a team	Application form, Interview	√	
Flexible to work across the department with a variety of different teams	Application form, Interview	√	