

Access Associate Administrator

Location: Park Square, Cheadle, Stockport

Salary: £22,600-£25,150

Job Type: Permanent full-time posts,
35 hours per week

**Who is UK Biobank?**

UK Biobank is a major international health resource, with the aim of improving the prevention, diagnosis and treatment of a wide range of serious and life-threatening illnesses. UK Biobank follows the health and well-being of 500,000 volunteer participants, collecting health information which is globally accessible to academic and health researchers.

The role

UK Biobank is seeking a suitably experienced person to manage research access requests in accordance with UK Biobank procedures and systems. The main responsibilities will include administrating researcher registrations and applications, ensuring audit trails are maintained for all communications and actions and that quality objectives are met by adhering to Access team service level agreements. You will provide support to the Lead Access Associate and other Access Associates with regards to a wider range of activities which may include user acceptance testing of software developments, generating reports on use of the resource and developing materials for the UK Biobank website.

The post will be based within the UK Biobank Coordinating Centre in Cheadle, although regular liaison with UK Biobank staff based at the University of Oxford will be required. You will work closely with a multidisciplinary team of data analysts, epidemiologists, software developers, systems architects, research, and administrative staff to ensure that research access to the UK Biobank resource is maximised.

What your day will look like:

- You will interact with researchers, reviewing their registrations and new research institutions, processing applications to access data, and responding to researcher queries
- You will generate requests for payment and draft, send, and process contractual documents
- You will work closely with data analysts, epidemiologists, legal and finance teams to help researchers access the data they need, whilst constantly developing your own skill set in researcher assistance
- Your day will be challenging, varied, and never dull

This is what we're looking for:

- Experience in delivering excellent customer service and/or service delivery in a fast-paced administration environment
- Excellent organisation skills and ability to multi-task and prioritise work effectively with minimal supervision
- Must take pride in own work; work well on own initiative, setting and achieving high standards for self, whilst being a good team player
- Fluent in English communication both written and spoken

It would also be great if you had experience in:

- A good knowledge of the research processes in an academic and/or commercial organisation.
- A first degree qualification in a health-related science discipline

Benefits for working at UK Biobank

- 26 Days Annual Leave + Bank Holidays, including a Christmas Closure period
- USS pension scheme (9.8% employee contribution & 21.6% employer contribution)
- Enhanced maternity/paternity/adoption/shared parental leave
- Enhanced company sick pay scheme

- Cycle to work scheme
- Health and wellbeing initiatives including an Employee Assistance Programme (EAP) □ Annual Flu vaccination
- Perkbox employee discount platform scheme
- An active social committee who organises several events throughout the year
- Flexible work-life balance policy
- Free onsite car parking
- Onsite café
- Gym facilities, we even have a putting green!

By working for UK Biobank you are part of an organisation whose mission is to contribute to improving the health of future generations.

Our passion for diversity and equality means creating a work environment for all employees that is welcoming, respectful, engaging, and enriched with opportunities for personal and professional development.

Please click on the links for more information about [working for UK Biobank](#), [recruitment guidance for candidates](#) and privacy notice.

The closing date for applications is 31st July 2022, subject to early closure upon receipt of suitable applications.

To apply

Please email your CV to jobs@ukbiobank.ac.uk