



JOB DESCRIPTION			
Job title	Operations Administrator	Department	Nuffield Council on Bioethics
Job holder	Vacant	Reports to	Operations Manager
Job type	Full time, part time will be considered	Date created	April 2026
Job aim	<p>To ensure the efficient functioning of the Nuffield Council on Bioethics (NCOB) by providing administrative support. This involves close working with the Operations Manager to manage processes related to governance, finance, human resources, grants, and information administration. The role will build strong relationships with the Nuffield Foundation's HR, Finance and IT functions to help ensure shared processes are administered.</p> <p>The Operations Administrator will provide support to projects, working closely with staff across the NCOB, and help make sure it is a collaborative and supportive place to work.</p>		
Responsibilities, including but not limited to:			
1. Operations and Administration			
	<p>Provide administrative support to the senior leadership and wider NCOB team. Including:</p> <ul style="list-style-type: none"> • Act as a first point on contact on matters of administration and operation to the leadership team, supporting them to work efficiently and effectively, escalating to the Operations Manager as required. • Administering financial processes such as the coding and processing of invoices, managing honorarium payments and helping with contracts. • Helping with HR and recruitment processes, including the recruitment of Council members. • Monitoring grant administration and reporting cycles, providing advance notice of upcoming reporting requirements to research teams. • Oversee and spot opportunities to improve administrative and office systems across NCOB, to ensure smooth running and excellent communication. 		
2. Information Management			
	<ul style="list-style-type: none"> • Maintain the NCOB contact database with GDPR compliance, and in particular: collect and coordinate contact data across the team's activities, including events, research projects, meetings, workshops, collaborations, etc., and liaise with Nuffield Foundation to ensure compliance with cross-organisational policies and Salesforce protocol. 		

	<ul style="list-style-type: none"> • Oversee, manage and maintain the NCOB’s work tracker in order to contribute to smooth organisational delivery and reporting • Conduct regular checks and audits of stored information, working with research teams to ensure that information is up-to-date and compliant with GDPR. • Work closely with the Nuffield Foundation’s IT team to escalate issues and help to ensure Nuffield Foundation processes are followed.
3. Scheduling and Events	
	<p>Provide scheduling and events support to the leadership team and other staff, including:</p> <ul style="list-style-type: none"> • Providing diary management for the Director. • Arranging and coordinating meetings on behalf of the Senior Leadership Team and the wider team as needed. • Support the Operations Manager in the management of the Governing Board and Council meetings, scheduling meetings and practical arrangements such as dinners. • Organise dates, room bookings, AV and logistics for meetings and Away Days. • Taking minutes or notes at meetings, as required • Working closely with the Nuffield Foundation Front of House team to ensure a good flow of information in regard to events and meetings and office matters. • Supporting in the organisation and management of events and meetings.
4. Supporting Team Development	
	<p>Provide support to the Operations Manager in matters of team development, including:</p> <ul style="list-style-type: none"> • Spotting opportunities to ensure that the NCOB is a supportive and inclusive place to work. • Helping to organise social events and team building occasions.
5. Other	
	<ul style="list-style-type: none"> • Support NCOB workstreams and initiatives that contribute to the delivery of the wider Nuffield Foundation’s Equity, Diversity and Inclusion Action Plan. • The above list of key responsibilities (and associated activities) is not exhaustive. The NCOB team is small and flexible, and it may be necessary to carry out other work within the scope of the role, as reasonably requested.



Person Specification: Operations Administrator	Essential (E), Desirable (D)
Experience	
▪ Experience of administrative roles, planning and organising	E
▪ Working in a team supporting multiple people	E
▪ Experience of synthesising and analysing information and data	D
▪ Experience of processing financial transactions, including invoices and expenses.	D
▪ Experience of administering contracts and the contracting process	D
Knowledge and Skills	
▪ Knowledge of office systems and processes	E
▪ Excellent administrative and organisational skills	E
▪ Strong written and verbal communication skills	E
▪ High-level IT skills (including Word, Excel, PowerPoint and Outlook)	E
▪ Good numeracy skills	E
▪ Ability to work to a high level of detail and accuracy	E
▪ Ability to work flexibly juggling tasks and prioritising where necessary	E
▪ An understanding of equity, diversity and inclusion in the workplace and an enthusiasm for embedding this into your work	E
▪ Ability to spot opportunities for improvement in processes and ways of doing things	D
Personal Qualities	
▪ Proactive and willing to 'muck in'	E
▪ A collaborative and inclusive working style	E
▪ Demonstrates a commitment to the Nuffield Council on Bioethics' values	E