

Job description

Post title and post number	Senior Administrator - 49610
Organisation advertising Description	College of Medical and Dental Sciences
Post number	49610
Full-time/Part-time	Full-time
Duration of post	Fixed term until 31 January 2016
Post is open to:	Internal candidates
Grade	Band 500
Salary	Starting salary is normally in the range £21,666 to £23,276. With potential progression once in post to £26,946 a year. New staff are eligible to join the University's new defined contribution pension scheme. Existing staff may continue to receive their current benefits
Terms and conditions	Support
Closing date	2 October 2015

Job summary

As a member of the Education Development Team in the College of Medical and Dental Sciences, the post holder will be required to work closely with Team members to ensure the quality of service to staff and students across the College is of the highest quality. Working closely with Programme Administrative Teams, academic staff, and other administrative staff in the College, the post holder will be expected to assist all members of the Team with the support of education and business systems and be authoritative in understanding how staff and students interact with these systems. This may take the form of giving direct assistance in managing the University VLE (canvas), providing advice on accessing the staff and student administrative portals and supporting lecture capture (panopto).

The post holder will be required to have excellent IT and communication skills to ensure that Team services can be professionally managed and good client relationships maintained. They will also be expected to use excellent analytical skills to help gather performance data, test new applications and liaise between staff, students and other members of the Team to troubleshoot issues. This is an ideal opportunity for an individual with a strong desire to experience a wide variety of web administration tasks within an ambitious and innovative Team.

Main duties

To support the management of the College online learning resources in the Institutional Virtual Learning Environment (iVLE) – currently Canvas, by:

- preparing and publishing of web-based teaching, learning and administration content;
- supporting the management of various multi-media resources, such as quizzes, assignments and surveys;
- assisting with the uploading of teaching materials to the iVLE;
- assisting with the administration of iVLE users, through direct liaison with students, programme administrative teams and curriculum teams;
- developing close working relationships with programme administration teams to ensure online resources are accurate and up to date;
- coordinating iVLE surveys across the College;
- producing basic statistical reports on iVLE use for end of year reports;

To be responsible for aspects of training and support for the iVLE and other electronic media/resources as directed by the Senior AMD Developer , by:

- assisting with the delivery of face-to-face and virtual staff and student induction;
- helping to prepare technical guides and training documentation;
- assisting the delivery of training and support sessions;
- providing face-to-face, telephone and e-mail technical support to associated academic, secretarial and administrative staff ;
- dealing with technical enquiries from students and staff via the Educational Development Team email;
- responding to technical enquiries associated with particular online programmes via dedicated discussion/bulletin boards;

To support the online MyMDS portal development and maintenance, by:

- having a clear understanding of the student and staff online portals, the purpose of the applications and how each cohort uses them;
- monitoring student queries to the Team mailbox and responding directly or forwarding to the relevant team or individual;
- managing administrator accounts and providing dedicated support as required;
- coordinating notifications of bugs in portal applications and liaising closely with Team developers to isolate the problem;
- assisting the Team developers with evaluating and testing of new applications;
- producing statistics reports on portal use for end of year reports;

To assist with the coordination and management of Team projects, by:

- ensuring accurate collation of all project documentation;
- amending the documentation as necessary and ensuring all stakeholders are kept fully informed of updates and curriculum changes;
- organise meetings, as appropriate for the project, between Team developers and project partners;
- updating the Team project planning software with deadlines and progress updates;

- building a full knowledge of all other areas of the college and being able to adapt to and operate in other teams as required;
- assisting with the evaluation and testing of new web applications and software;
- managing the purchasing of new supplies and equipment for the Team;

To support lecture recording in the College, by:

- ensuring that consent forms are disseminated and completed before recordings are processed;
- building a full knowledge of setting up and monitoring lecture recordings in Panopto;
- disseminating relevant documentation to staff being recorded to advise on using the system and on best practice;

To coordinate equipment loans and servicing in the Team, by:

- managing a log of equipment loans to College staff;
- regularly update support documentation and publish to the web;
- providing advice on using the software toolkit on the laptops;
- liaising with IT Services and LRAT on upgrades, servicing and replacements;
- ensuring that appropriate loan forms are completed on withdrawal and return;

To liaise between the College and Academic Services on matters relating to centrally-supported student services, by:

- building and maintain excellent relationships with College-based stakeholders
- ascertaining and reporting on the views of all College-based stakeholders on matters relating to centrally-supported student information services
- collating and report issues hampering the effective use of centrally-supported student information services, including software bugs and accessibility issues
- making recommendations on the selection and implementation of centrally-supported student information services
- disseminating plans affecting centrally-supported student information services

To follow Educational Technology guidelines for the production of work, by:

- producing and gaining agreement on user requirements before work commences.
- undertaking work against the user requirement whilst ensuring appropriate change control procedures are in place and that projects are signed off on completion.
- following appropriate procedures to ensure work is delivered to a quality as defined by the Team Manager, informing superiors immediately in the event of any proposed or actual departure from these.

To participate actively in dissemination of the work of the Education Development Team, by:

- participating in regional and national working groups as appropriate;
- attending conferences and other related events;
- submitting and delivering conference papers where opportunities arise;
- contributing to internal forums and publications;

To provide cover for members of the Education Development Team as required

To undertake other such duties as may be required from time to time in furtherance of the work of College of Medical and Dental Sciences

Person specification

- Educated to at least GCSE “A” level or equivalent relevant experience
- Knowledge (and preferably recent experience) of further or higher education curriculum/IT support.
- A wide range of ICT skills – required to maintain learning and teaching support materials.
- Experience and knowledge of (and skill with) the use of the computer applications required to develop and maintain the web sites (from, Microsoft Office applications and a variety of graphics packages).
- Experience and knowledge of (and skill with) the use of the computer applications required for day-to-day administration and teaching and learning in higher education (currently: Microsoft Office, including Internet Explorer, Excel, Word, PowerPoint, Outlook, Access; PebblePad; Panopto; Survey Monkey).
- Good written and oral communication skills for a wide variety of situations (see below).

Dimensions

The post provides administrative support to Education Development Unit within Education Services and Support. They are expected to participate as an active and key member of the team supporting the service, developing a knowledge and understanding of the context of the team and how it interrelates with the College and wider University. They also need to understand and appreciate the impact of own actions on colleagues, students and other stakeholders, building and enhancing own knowledge of all other areas of support for the programme.

Customer:

The post holder is required to establish, build and maintain professional working relationships with the following customers:

- UG and PG Students
- Line Manager
- MDS academic staff
- College Operations Managers and Managers in all areas of MDS eg. Student Services, Education Development, Assessment, Timetabling, Quality, HR etc.
- Professional Services staff in Schools, Student Services, Registry and other wider University areas.

Planning and Organising

The post holder would be expected to solve most day to day administrative queries without reference to others.

Problem solving/Decision Making

i) without reference to others

- Analyse and solve problems while supporting students and University staff in their use of ICT and associated teaching and learning resources.
- Resolve basic day-to-day problems of a technical/software nature.
- Resolve maintenance problems pertaining to teaching and learning resources / web sites / iVLE.
- Keep abreast of developments in all aspects of the roles within the job description.
- Respond to queries and direct, when necessary, to appropriate personnel in the Team or College

(ii) after consulting others

- Develop and maintain support information for staff and students.
- Generate reports on usage of Team applications
- Develop materials with other Team members for education and training.
- Ordering of new and/or replacement software and peripherals
- Be authoritative in services and projects conducted by the Team

iii) or that would be referred to someone else.

- Technical problems with Team applications, the iVLE and other University licensed software to be reported to the University e-helpdesk.
- Repairs to ICT and other equipment/resources – reported to appropriate technician team or external agent.
- Final decisions on radical changes to the design and content of e-Learning resources to be referred to the relevant Team member and/or lead academic.

Internal and external Relationships

Academic/Clinical staff

Teaching support through the provision and use of ICT and/or resources and equipment relevant to their subject. Communicating the use of the resource and ensuring the equipment and/or media is fit for purpose. Mostly face-to-face, but some use of e-mail and telephone

Any College staff

Supporting, inducting and training in the use of the Team supported applications, iVLE and the staff intranet; using mostly one-to-one face-to-face communications, but some use of group training in an IT suite using presentation and other IT tools.

Managers, academics and other support staff.

Scheduling and prioritising tasks, general administration via telephone, e-mail and face-to-face. Being an intermediary between University central service department staff, College staff and clinical staff.

Suppliers and other external agents, including other educational institutions.

Making enquiries and other administration tasks; mostly, via telephone and e-mail.

The public; in particular visitors to the College's Team site.

Written English with emphasis on clear, accurate and consistent formatting of text, sometimes with associated illustrative graphics.

The University

With more than 7,000 staff and 30,000 students, we were the first – and are now one of the largest - civic universities in the UK. Our heritage as the original 'redbrick', is combined with one of the most compelling and ambitious agendas in higher education. Quite simply, at Birmingham we make things happen. Home to world-class researchers - whose work in everything from developing next generation engine technologies to harnessing quantum technology to solve everyday problems makes a real difference to people's lives - we provide innovative solutions to big problems. We think, recruit and compete worldwide.

Being named the *Times and Sunday Times* University of the Year 2013-14 recognised a transformative time in our history characterised by our bold, ambitious strategy and innovative approach to the challenges facing the sector. The University is a pioneer in sector-leading initiatives, including our 'Birmingham Fellows' programme, which has so far seen around 70 of the world's best early career academics join us; and the much-emulated unconditional offers strategy for exceptional students. We have a clear vision for the future, ambitious leadership, world-leading academic strengths and a secure financial base. With an annual turnover of more than £520 million, we use our financial strength to invest in the intellectual and physical future of the University. Judicious planning has enabled us to embark on a £500 million capital development programme. Over the past three years, some £250 million has been invested in the Birmingham campus including a new library, a major sports centre, outstanding new student accommodation and a state-of-the-art student services hub. We have been encouraging bold, independent thinking and providing exceptional academic programmes that stretch and challenge for more than a century, and the new University of Birmingham School will continue this tradition; providing an outstanding academic education for the city's young people and serving as a centre of teacher education in the region.

Birmingham is a leading member of the Russell Group and a founder member of the Universitas 21 global network of research universities (<http://www.universitas21.com/>) and our Vice-Chancellor is the current Chair of both groups.

Exceptional Research

The University is one of the UK's most successful institutions in terms of attracting research funding. We have a portfolio of over 2600 live projects with an award value to the University of £594 million.

Our research record speaks for itself. More than 80 per cent of all research carried out at Birmingham is rated as internationally excellent or world-leading, according to the latest UK-wide research quality survey (REF 2014). The results also showed that 87 per cent of our research activity has a global impact, confirming our position among the world's top universities for research in a broad range of areas, from History and Education to Chemical Engineering and Psychology.

Long established as a pioneer in the field of medicine, Birmingham scientists were the brains behind the first heart pacemaker, the use of aspirin and the synthesis of Vitamin C. 'Great minds, in the right location' sums up our unique combination of cutting-edge laboratory work, clinical expertise and first-class surgical facilities all housed on one vast life sciences campus. The Institute of Translational Medicine (ITM), which is scheduled to open later this year, will build on Birmingham's excellent track record in clinical trials and help to progress the very latest scientific research findings from the University into enhanced treatments for patients across a range of major health issues including cancer and liver disease. Bringing together the University, the University Hospitals Birmingham NHS Foundation Trust, and Birmingham Children's Hospital, it will increase capacity and enable more patients to be co-located alongside clinicians and researchers. It will also make it easier for firms to engage with clinicians and academics, bringing additional investment into the city. This vision is reflected in Birmingham's ambitious project to create a four hectare science park specifically for the life sciences adjacent to the University and Hospital to attract cutting edge health and pharmaceutical research firms into the city, driving economic growth alongside medical and scientific innovation.

These investments reinforce the University's position today as a world leader in, for example, the development of new treatments for cancer, heart, and liver disease, as well as innovative transplant technologies and new drugs to combat antibiotic resistance.

This strength in life sciences is reflected throughout our College of Life and Environmental Sciences which is home to one of the best stand-alone Psychology schools in the country as well as one of the top three centres for research into Sport, Exercise and Rehabilitation Science. Supported by a major gift from a philanthropist, the University is developing a unique institute for forest research which will investigate the effect of rapid climate change on tree canopy development and pathogens.

The University's arts and humanities researchers are among the very best in the UK, highlighting our world-class research programme. Philosophy, History, Classics, Theology and Religion, and West African Studies are amongst the top ranked departments in the country and recognised for bringing significant benefits to society.

In the Physical Sciences we boast outstanding academic and research credentials, including in Chemical Engineering, in which we were recognised with a Queen's Anniversary Prize in the Jubilee year, and in Physics, where we have just received investment of £80 million to develop Quantum Technologies. Our substantive links with industry include receiving a £60 million investment from Rolls-Royce and the Higher Education Funding Council for England (HEFCE) for the world-leading High Temperature Research Centre.

In the Social Sciences we have developed a broad range of initiatives, focused on enhancing, supporting and developing public sector services across the city and

nationally. The Public Service Academy (PSA) brings together the University's teaching, research, consultancy and knowledge transfer expertise in public services. Working with a range of key public service partners, including Birmingham City Council, our work is focused on key themes including cohesion, health and wellbeing and localisation. Our Health Services Management Centre provides a combination of research, teaching, professional development and consultancy to health and social care agencies and has established a unique reputation as a 'critical friend' of the healthcare community. The Institute of Local Government Studies (INLOGOV) is the leading UK centre for the study of local public service management, policy and governance. With more than 40 years of experience working within local government and the public sector, it shapes the very latest thinking for public servants.

Our research helps to shape the national political agenda too. The ground-breaking Birmingham Policy Commissions bring together key figures from the public, private and third sectors with our academics to generate new thinking on contemporary issues of global, national and civic concern. Commissions to date have included reports on the shape and nature of local public services in a 'big society', the future of nuclear energy in the UK and the security impact of drones.

Outstanding Students

At Birmingham we encourage bold, independent thinking and provide exceptional academic programmes that stretch and challenge. We understand that every student is an individual with a unique learning style and have invested in the latest learning facilities and technologies. As a result we attract students with the finest academic credentials and year on year applications for our undergraduate places are growing rapidly and more impressively than they are nationally or for comparable universities. This year we will welcome approximately 8,000 undergraduate and postgraduate students. We are committed to delivering a first-class experience for our students in every aspect of their university life. This is also why the University was ranked 11th in the Times Higher Education Student Experience Survey 2013 and 17th out of 123 UK universities in The Complete University Guide for 2015 and in The Guardian University Guide 2015. These latest league table results further strengthen Birmingham's position as a Top 20 university and reflect our recent performance in other highly-regarded league tables, such as the The Times and Sunday Times Good University Guide 2014, which ranked the University in 16th place overall.

Global Outlook

Rated 64th in the QS World University Rankings 2014-15, the University has a significant international presence. The breadth of our research in China, and particularly in the Guangzhou region, is testament to the success of our collaboration with the local government and universities there. In Brazil, the Universities of Birmingham and Nottingham are working together in a unique collaboration to develop a network of strategic partnerships with Brazilian universities, as well as the oil and gas industry. In North America, the University has a major collaboration with the University of Illinois at Urbana Champaign underpinned by a flourishing network of faculty-faculty relationships. Our partnerships in India continue to develop and have been strengthened by our Chancellor, Indian-born entrepreneur and Cross-Bench Peer Lord Bilimoria of Chelsea. We also have partnership agreements with many of the world's leading universities; an office in New Delhi and a presence in Brussels. More information about our strategic global engagements and international research focus can be found on our website (<http://www.birmingham.ac.uk/International/global-engagement/index.aspx>)

Cultural Assets

The University's many cultural assets take in the Shakespeare Institute at Stratford-upon-Avon, which has direct working links with the Royal Shakespeare Company; the Ironbridge Institute in Shropshire, and the Barber Institute of Fine Arts - our own art gallery that houses works by many of the greatest artists in the western tradition. The Edgbaston campus also includes Winterbourne House and Garden, a unique Edwardian heritage attraction that is home to more than 6,000 plant species from around the world. Our cultural profile was significantly enhanced with the opening of the Bramall Music Building in 2013. This houses the Elgar Concert Hall, named after our first Professor of Music, Sir Edward Elgar, and is a striking venue that complements our global reputation in music, attracting some of the most talented musicians from across the world to study here.

Sport

Sport is integral to life at Birmingham and we are ranked third in the UK for the quality of student sport. Our new sports development, also due to open early next year, will include the city of Birmingham's first 50-metre swimming pool – an asset not only for our students and staff but for the wider community.

Future Investment

Our plans for the future are underpinned by long-established financial probity. We contribute £1 billion a year to our region's economy. Our surpluses and substantial philanthropic support are re-invested into the intellectual and physical fabric of the institution, enabling us to plan with confidence for the future and to continue to invest in the facilities and services that are required for high-quality research, and an outstanding student learning experience.

Led by our Vice-Chancellor, Professor Sir David Eastwood, the University is structured for swift decision-making, enabling us to capitalise on our academic range and financial strength as well as the opportunities that emerge in the fast-changing global HE environment.

The City of Birmingham

Birmingham is the UK's second city and a major European centre as well as being the only place in the UK listed in the *Rough Guide's* Top 10 places in the world to visit in 2015. It is a city of historical interest and contemporary vision and has a rich and diverse community that creates a vibrant, multicultural and exciting place to live and work. In the recent Sunday Times/Zoopla report 'Best Places to live in Britain' three areas of Birmingham, Harborne, the Jewellery Quarter and Moseley all made the top 50 best places to live in Britain with Moseley being voted the overall winner.

It is home to the internationally renowned Birmingham Royal Ballet and one of the world's greatest concert venues, the Symphony Hall. The City Museum and Art Gallery houses the world's finest collection of Pre-Raphaelite paintings, alongside a major collection of Old Masters, Modern and Contemporary pictures, while the iconic Bullring is one of the largest dedicated shopping facilities in Europe. Sports and recreation are also well served; the city offers international Test cricket, top-flight football, international championship golf and top-class rugby. As a multicultural city, Birmingham is also renowned for the breadth of its cuisine and has more Michelin starred restaurants than any other English city outside London.

Birmingham is within an hour's drive of Stratford-upon-Avon and the Cotswolds. From Birmingham International Airport, more than 50 different airlines operate scheduled services to 100 destinations worldwide. The University has its own dedicated railway station, while 50 million passengers a year use Birmingham New Street Station, which will be at the centre of the proposed high-speed rail network. London is 80 minutes away by shuttle service, with trains every 20 minutes.

The College of Medical and Dental Sciences

College Overview

The University is structured into five Colleges, and the College of Medical and Dental Sciences (MDS) is the largest with over 1400 members of staff covering the whole range of pre-clinical and clinical disciplines.

From 1st October 2015, MDS will be changing its academic structure from the current five Schools to eight Institutes as below:

- Institute of Cancer and Genomic Sciences
- Institute of Cardiovascular Sciences
- Institute of Applied Health Research
- Institute of Immunology and Immunotherapy
- Institute of Inflammation and Ageing
- Institute of Metabolism and Systems Research
- Institute of Microbiology and Infection
- Institute of Clinical Sciences

The seven Research Institutes are focused academic units in identified areas of high-performing research excellence, each with an ambitious strategy and empowered leadership. Drawing together outstanding researchers around coherent and highly collaborative themes, they will be responsible for driving the further development and delivery of the institutional Life Sciences research strategy, championing interdisciplinary collaboration across the University's Colleges and in partnership with our local NHS Trusts. Each will support a broad translational pipeline, supporting fundamental research excellence through to clinical and applied health programmes, ensuring that our research delivers clear impact in health and wealth. Co-location and core focal points for each of the Research Institutes will ensure access to key facilities and resources and promote collaboration, as well as enabling further potential efficiencies in provision of high quality professional services support; particularly that associated with core academic administration and in support of teaching and research delivery.

While each of our Research Institutes will contribute to the delivery of outstanding teaching, our dedicated ***Institute of Clinical Sciences*** will provide the clear focus for integrating our education and training programmes, co-ordinating all teaching, student engagement and related activity across the College and including a number of operational and management sub-units. The Education Institute will deliver an

improved, high quality student experience, support increased recognition of the value of education and teaching contribution and allow an enhanced emphasis on pedagogy within MDS.

A diverse range of committed and high-performing Professional Services staff, managed through integrated College-wide teams, underpin and provide support to the academic activity of the College. The current model of central management with localised focus and delivery provides high-quality support both understanding of and directed according to academic need, which will continue and be refined in the new academic structure.

University of Birmingham Life Sciences Strategy

The Life Sciences Strategy (LSS) has been developed following detailed engagement both internally and externally. The LSS aims to establish the University as an outstanding, distinctive centre for Life Sciences research and education focused specifically on areas relevant to human health including clinical and biomedical sciences and human biology.

The LSS is focused on consolidating and building upon our research and teaching activities in this area across the whole campus. It will help to deliver the region's ambition for establishing Birmingham as the UK capital for the Life Sciences sector, and the national vision to improve healthcare, contribute to economic growth and make the UK the best place to invest in life sciences research.

College Location

The principal base of the College lies immediately between the main campus of the University in Edgbaston and the new Queen Elizabeth Hospital Birmingham (QEHB), University Hospitals Birmingham NHS Foundation Trust (UHBFT) with a number of other key buildings both on and off campus. Other NHS Trust partners are also on the same campus including Birmingham Women's Hospital and the Barberry (Psychiatric) Hospital.

Research

MDS is the largest of the University's five Colleges and, with over 900 researchers and around £60M research funding per year, it represents a major international centre for biomedical research.

Our overall research objective is to develop and promote excellence in basic and clinical science with an ultimate goal of delivering improvements in human health. We take pride in a truly translational pipeline, delivering cutting edge clinical trials and patient studies, underpinned by cell and molecular biology research on both model organisms and humans.

Our research is supported by peer-reviewed multi-million-pound funding from Research Councils UK, medical research charities such as Wellcome Trust, Cancer Research UK, Leukaemia & Lymphoma Research and the British Heart Foundation,

the National Institute for Health Research (NIHR) and Department of Health as well as the European Union, together with strategically important support from other government bodies (HPA, DSTL) and industrial partners (e.g. GSK, Novartis) including SMEs (e.g. Oxford Immuntotec, Inhibtex).

The new research institutes focus around our scientific strengths and are targeted to areas of major clinical significance.

The ***Institute of Cancer and Genomic Sciences*** represents our major academic strengths in fundamental cancer research, particularly around cell biology, haematology, genetics and genomics, and cancer clinical trials. The latter of these is driven through our CRUK Cancer Clinical Trials Unit, which is the national lead for paediatric cancer trials. Additional key infrastructure includes an Experimental Cancer Medicine Centre, and the success of academic Haematology has provided a model for the development of an LLR-funded Trials Acceleration Programme (TAP) via Birmingham that links research nurses in 13 UK leukaemia centres, part of our wider status as a national LLR Centre of Excellence. A key driver for our future development will be the award of the West Midlands Genomic Medicine Centre, the largest in the UK and linking all 18 regional NHS Trusts, with academic leadership based within this Institute.

Our ***Institute of Cardiovascular Sciences*** is a developing area of strength, focused around two key themes: Vascular Inflammation, Thrombosis & Angiogenesis; and Clinical & Integrative Cardiovascular Sciences. With a BHF Chair and a number of senior BHF Fellows, this is a highly collaborative cluster of activity, particularly championing interdisciplinary strengths through partnerships such as the EPSRC Physical Sciences for Health integrated Centre for Doctoral Training and the NIHR Surgical Reconstruction & Microbiology Research Centre (SRMRC).

The ***Institute of Applied Health Research*** is focused in two broad areas: (i) primary care & population health research; (ii) healthcare evaluation & methodology, and there is expertise in the main community focused clinical disciplines: public health, primary care and occupational medicine, and methodological expertise in biostatistics, health economics, clinical trials, evidence synthesis, medical ethics and qualitative research. Leading both the Birmingham Clinical Trials Unit (BCTU) and the Primary Care Clinical Research and Trials Unit (PC-CRTU), internationally-recognised expertise is driving not only their specific disciplines but also providing an exceptional collaborative framework for developing and delivering translational outputs from UoB's wider research portfolio.

The ***Institute of Immunology and Immunotherapy*** builds on the longstanding success of our MRC Centre for Immune Regulation, now driving translational outputs through closer integration with leading cancer immunology expertise. The NIHR Biomedical Research Unit (BRU) in Liver Disease forms another key focus around which we are leading both nationally and internationally, with the establishment of our Advanced Therapies Facility providing state of the art cell and gene therapy suites with pharmacy facilities designed for gene, cell and biological therapies. Our Clinical Immunology Service supports a range of national cancer trials, and is the beneficiary

of a recent £7.3M MRC Clinical Infrastructure award to provide 'deep' phenotyping of patients involving immunological, metabolomic and DNA sequence analysis.

Our ***Institute of Inflammation and Ageing*** benefits from a highly collaborative leadership team focused on translational outputs, based within a dedicated wing of the new QEHB. The strength of their vision is represented by a number of major national awards, including the MRC-Arthritis Research UK (ARUK) Centre for Musculoskeletal Ageing (with Nottingham); ARUK Centre of Excellence in the Pathogenesis of RA (with Glasgow and Newcastle); ARUK Experimental Arthritis Treatment Centre; NIHR SRMRC; NIHR Healthcare Technology Cooperative (Trauma); and the Healing Foundation Burns Centre, as well as our key role in the NIHR Translational Research Partnership on Joint & Related Inflammatory Disease and NIHR SRMRC "Trauma" Centre along with collaborators in cardiovascular and microbiology research.

The ***Institute of Metabolism and Systems Research*** is another rapidly-developing area, drawing on longstanding strengths in endocrinology and reproductive health as well as metabolomics to create an integrated translational environment. As well as a key role in the MRC-ARUK Centre for Musculoskeletal Ageing Research, excellence in rare disease is recognised through our leadership of the UK paediatrics theme in the NIHR NOCRI Translational Research Collaboration 'Rare Diseases'. The Institute also provides much of the academic drive for our NIHR-Wellcome Trust Clinical Research Facility, with facilities both at University Hospitals Birmingham and Birmingham Children's Hospital, and recipient of the largest national NIHR award in the last round of funding.

The ***Institute of Microbiology and Infection*** draws together one of the largest groupings of academic expertise in this area nationally, expert microbiologists, immunologists, biochemists and chemists, with technical expertise in next generation sequencing, genomics, proteomics, molecular and structural biology, biotechnology and modelling. Diverse research programmes encompass fundamental science of model organisms to the biochemical and biophysical analysis of microbial components to translational research on key pathogens of medical and veterinary importance. Major interests include pathogenomics, chromosome architecture and gene regulation, plasmids and mobile DNA, physiology and adaptive response, cell wall structure and membrane proteins, pathogenesis and host-pathogen interactions, infection and host-immune response, antibiotic and antimicrobial resistance and environmental biotechnology.

Institute of Clinical Sciences

Each year the College trains over 370 medical students including the Graduate Entry course (around 120 medical students are able to intercalate on a choice of programmes after the second, third or fourth year of their course), 70 dental students, 20 biomedical materials science students, 140 biomedical science students, 125 nursing students, 70 pharmacy students and 60 physician associate students. Medical student teaching takes place at all hospitals in Birmingham and many of the hospitals in the Black Country.

There are also approximately 450 postgraduate taught students and 400 research students in the College, managed by a cross-College Graduate School. The College has excellent library and reference facilities including the newly refurbished Barnes library and Doug Ellis Learning Hub.

Partnerships

Our partnerships with our local NHS Trusts are exemplified through [Birmingham Health Partners \(BHP\)](#), an exciting collaborative platform between the University, Birmingham Children's Hospital (BCH) and UHBFT that enables rapid movement from laboratory discovery to patient benefit, fostering new therapeutic and healthcare innovations by creating a truly integrated environment for researchers and clinicians. This University-NHS strategic alliance led to the largest single renewal grant from NIHR of £12.8m for the Birmingham NIHR Wellcome Trust Clinical Research Facility (NIHR-WT CRF), which supports a paediatric facility at BCH, a satellite facility in the Centre for Translational Inflammation Research (CTIR; located within the QEHB) and gene and cell therapy programmes within our Advanced Therapies Facility (ATF).

The ATF also houses the Human Biomaterials Resource Centre (HBRC) which works with a large number of NHS Trusts in the region and acts as the hub for a number of collaborative initiatives such as the 100,000 Genomes Project which draws upon our unique population demographic through a collaboration of 18 NHS Trusts. This collaboration also showcases our partnership with the West Midlands Academic Health Science Network (WM AHSN), which brings together NHS commissioners, providers of NHS services, industry, academia and representatives of the people of the West Midlands to support the spread and adoption of innovation across the region.

We have a growing portfolio of projects with international partners including a large number of Horizon 2020 awards and more specialist strategic collaborations such as Universitas 21 and Sun Yat Sen University, China. We also partner with many other Universities both in the UK and overseas on collaborative research projects and more recently, split site PhD opportunities. These partnerships maximise our research outputs, and provide PhD students with opportunities to broaden their knowledge and skills across multiple world leading institutions.

In addition to the NHS Trusts in our immediate vicinity, the College works closely with many of the [teaching hospitals](#), clinical commissioning groups (CCGs), and training practices across the West Midlands. Students are encouraged to broaden their knowledge and experience by working across a wide range of organisations and experiencing the varied cultures and demographics of the West Midlands.

In addition to external partnerships, our cross campus collaborations within the University are vital, to share expertise and knowledge across disciplines, as well as facilities, equipment and resources. We have strong relationships with all four University Colleges, most notably with the College of Life and Environmental

Sciences in connection with the Life Sciences Strategy as noted above. Other strong links are with the Business School, within the College of Social Sciences for education delivery, and with the College of Engineering and Physical Sciences for both teaching and research activity.

Facilities

The College has an impressive range of facilities and continues to develop, expand and improve them to support education delivery and research activity.

This includes the £35m Institute of Biomedical Research, the £11.8m [Wolfson Centre for Medical Education](#), and a prosectorium facility for anatomy teaching incorporating 10 ventilated tables and high tech AV teaching aids.

Recent investments include the refurbishment of the Medical School building foyer and Barnes library providing impressive visitor and student services facilities. As noted above, the College has also developed the state-of-the-art ATF which includes a purpose built HTA-compliant biorepository (HBRC) and a Cell and Gene Therapy Pharmacy which is directly connected to our [NIHR/Wellcome Trust Clinical Research Facility \(CRF\)](#). The College also has a Health Research Bus, a mobile clinical research facility funded via Birmingham Science City. This was the first of its kind and a great development for clinical research in the College.

The [Biomedical Innovation Hub](#) opened in early 2015 on campus within the Birmingham Research Park. This new £6.8m facility, offers fully serviced laboratory and office space for growing life sciences businesses. Just 500 metres from the new ITM, it will support a growing portfolio of medical spin-out companies from the University, deliver a further 35 new business and more than 500 new technology jobs.

2015 will see the opening of the £24m [Institute of Translational Medicine \(ITM\)](#), located adjacent to the University and QEHB. This investment (co-funded by the Department for Business, Innovation & Skills (BIS) and BHP) is an innovative development bringing together world class clinicians, scientists and clinical trials teams to accelerate access to new diagnostics, drugs and medical devices and enable patients to benefit more rapidly from breakthrough therapies and technologies. It will incorporate a new £7.5m MRC funded stratified medicine facility for deliver deep immunophenotyping, metabolomics and single cell genotyping of immunological diseases and an early-phase trial unit and hub to host pharmaceutical companies and SMEs. It is expected to general 600 new jobs in the first five years.

In autumn 2015 we will also see the opening of a new £50m [Birmingham Dental Hospital and School of Dentistry](#). The hospital and school, at Pebble Mill, just a mile from the central campus, is the first integrated, stand-alone dental hospital and dental school to be built in the UK for almost 40 years and will be fantastic opportunity for our Dentistry staff and students to learn and practice.

Finally, we look forward to the opening of the Birmingham City Council's Life Science Campus adjacent to the University in 2017. The Life Sciences Campus will become the principal location nationally for parts of the Life Sciences sector providing a basis for growth bringing high value jobs to the city. It will provide a world class environment for business to start up and grow, as well as those which are expanding or wishing to relocate. The space will be suitable for research and development, clinical trials, pharmaceutical manufacturing, and regional headquarters, providing opportunities for export rich growth and employment.

These outstanding facilities and partnership working, combined with multi-disciplinary academic excellence across the University and a diverse regional population of over five million provide Birmingham with an outstanding opportunity to occupy a world-leading position in the rapidly evolving Life Sciences sector.