



Sainsbury Wellcome Centre

**HR Administration Manager
Information for Candidates**



Sainsbury Wellcome Centre for Neural Circuits and Behaviour at UCL

Supported by



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JOB DESCRIPTION

Vacancy Reference:	1797458
Job Title:	HR Administration Manager
Department:	Sainsbury Wellcome Centre
Salary:	£43,884 - £51,769 per annum inclusive of London Allowance. For an exceptional candidate we may offer additional salary contributions in the discretionary range of the Grade 8 salary scale.
Grade:	8
Hours:	36.5 per week (full-time, 1.00 FTE)
Reports to:	Centre Manager
Responsible for:	HR Administration Team

About the Sainsbury Wellcome Centre

The [Sainsbury Wellcome Centre \(SWC\)](#) brings together world-leading scientists to investigate how brain circuits process information to generate perception, form memories and guide behaviour. Developed through the vision and partnership of the Gatsby Charitable Foundation and Wellcome, and with substantial investment from these partners, the mission of the SWC is to generate experimentally testable theories of brain function.

The Centre will comprise around 14 highly interdisciplinary experimental research groups accommodated in a new, purpose-designed building, offering an outstanding and unparalleled research environment. SWC scientists use a broad spectrum of the latest advances in molecular and cellular biology, imaging, electrophysiology and behavioural techniques and enjoy state-of-the-art research laboratories, cutting-edge scientific equipment, technologically-advanced prototyping and fabrication laboratories and custom in-house high-performance computing facilities. The full complement of scientists in the Centre is expected to reach around 150 together with circa 50 dedicated support staff.

Further details about the Sainsbury Wellcome Centre can be found at www.sainsburywellcome.org.

The Sainsbury Wellcome Centre is part of the UCL School of Life and Medical Sciences (SLMS). SLMS brings together four UCL Faculties to create one of the largest and most prestigious aggregations of academics in biomedical, life and population health sciences worldwide; there are nine Nobel Prize winners associated with Life Sciences at UCL. The School has a global reputation for teaching, informed by cutting-edge research. A full profile of the School can be found at: <http://www.ucl.ac.uk/slms/about-us>. The School is structured into four Faculties: Brain Sciences; Life Sciences; Medical Sciences; and Population Health Sciences. SWC is most closely linked with the Faculties of Brain Science and Life Sciences.

Further details about UCL can be found at www.ucl.ac.uk.

Professional Services at the Sainsbury Wellcome Centre

The Sainsbury Wellcome Centre has a specialist and experienced professional services team led by the Centre Manager. It is structured to efficiently support research activity and deliver effective management and operational leadership of the SWC.

SWC prides itself on offering a high quality administrative, technical and operational support function, and fully supports the professional development and progression of its staff, actively encouraging colleagues to learn new skills and broaden their experience. The SWC is supported in this aim by UCL's Organisational Development team (<https://www.ucl.ac.uk/human-resources/learning-and-development>), who run a wide range of training programmes for all staff types and grades.

SWC offers staff an award-winning work environment in the heart of Fitzrovia with an on-site brasserie, access to lockers and changing facilities, secure bicycle storage, and access to pleasant outdoor spaces. The Centre also offers the full range of UCL staff benefits, including a generous annual leave entitlement, occupational pension schemes, excellent family-friendly policies such as occupational shared parental pay, a work-life balance policy, and a range of financial benefits such as a season ticket loan scheme and staff discounts. Further information can be found online: <https://www.ucl.ac.uk/human-resources/pay-and-staff-benefits>.

The Role of the HR Administration Manager

We are seeking to appoint an experienced HR Administration Manager to lead on and deliver a high calibre HR service for the Centre. The SWC HR Administration team is responsible for the administration of both staffing and the Centre's research students. The HR Administration Manager will lead the HR Administration team, currently consisting of a HR Officer and a PhD Programme Coordinator. The role holder will lead on all aspects of HR and student administration, including recruitment activities, immigration compliance, employee relations, diversity management and reward and retention.

This post is funded until 31 July 2021 in the first instance; the Centre is externally funded with funding awarded in five-year tranches subject to periodic funder review. Subject to successful grant renewal, it is anticipated that staff posts will be extended in line with successive funding periods.

Main Duties and Responsibilities

Core Duties`

- Manage and deliver the HR service for SWC, ensuring this service provides effective support and assistance to staff at all levels with particular emphasis on supporting managers and team leaders with recruitment and appointment processes, staff management and appraisal, promotion and progression, employee relations, etc.; to undertake periodic reviews of the effectiveness of SWC HR practices and procedures to identify areas for improvement and implement change as necessary.
- Line-manage the HR administrative team, undertaking related staff review and ensuring appropriate team and individual development and training.
- Oversee staff recruitment within SWC in line with UCL policies and procedures including preparing job descriptions (in consultation with recruiting managers), seeking role evaluations for professional services roles, preparing and posting adverts, arranging interviews and interview panels, seeking Certificates of Sponsorship and supporting visa applications, requesting references and arranging pre-employment checks and arranging for employment contracts to be issued through UCL central HR.
- Provide, within the HR function, efficient and effective research student administration covering all stages of the student cycle from recruitment and selection to examination; coordination and administration of SWC PhD programmes and the progression of students through these programmes.
- Develop and implement Centre-specific HR strategies and policies that will support SWC in recruiting, mentoring, and retaining world-leading scientists and highly qualified and experienced

professional services staff. This includes periodic reviews of practices and procedures, and maintenance of the SWC HR wiki, to identify areas for improvement, implementing change as necessary.

- Manage internal immigration and compliance activities, including supporting staff, students and visitors in making visa applications under the points-based system, monitoring visa expiry dates, ensuring CoS and CAS extension requests are made in good time, and undertaking appropriate monitoring activities on behalf of UCL.
- Review and implement appropriate induction and onboarding processes for new staff, students and visitors, ensuring they have the information and resources required to effectively commence their roles and that all necessary arrangements are in place to ensure they are registered with UCL HR, UCL Student and Registry Services and UCL Security Systems as appropriate.
- Ensure that staff are aware of and attend the appropriate mandatory training courses and that training records are kept up-to-date.
- Lead the Centre's applications for external accreditation of its commitment to equality, diversity and inclusion including an application for an Athena Swan award, and work with the Centre's Senior Management team on the development of strategies to increase diversity.
- Lead on complex HR administration matters such as performance management, capability and long-term sickness, in consultation as appropriate with UCL HR Business Partnering team, Faculty Tutors or the UCL Dean of Students.
- Support the annual reward and promotions rounds, including junior and senior promotions, professorial rebandings and staff rewards cycles, including undertaking grading and re-grading requests, additional salary increment and honoraria applications, and negotiating starting salary and retention packages.
- Provide an effective interface with relevant UCL divisions and personnel, importantly establishing good working relationships with the Heads of UCL's central HR divisions, and with relevant external stakeholders such as the Centre's funding partners.
- Maintain an up-to-date knowledge of developments and legislative changes affecting HR and student administration (e.g. pension changes, visa and immigration policy changes), updating relevant staff within the Centre as appropriate.
- Be responsible for interpreting, communicating, implementing and ensuring compliance with UCL policies and procedures, advising the Centre Manager, Director, line managers and student supervisors in all matters involving HR administration.
- Monitor contract end dates, probation review and end dates, appraisal dates, MPhil/PhD upgrade dates, PhD submission due dates, etc, providing advice on necessary improvements in local HR and education administration practice and for dealing with ad hoc issues.
- Deputise for the Centre Manager in matters appropriate to the HR Administration Manager role.

The above description is not exhaustive and the post-holder will be required to undertake any other duties as may reasonably be requested within the scope, spirit and purpose of the post. Job descriptions are reviewed on a regular basis including at the annual appraisal. As duties and responsibilities change, the job description may be amended in consultation with the post-holder.



JOB DESCRIPTION

The post-holder will be expected to actively follow all UCL policies and procedures including Equal Opportunities, maintain an awareness of Fire and Health & Safety Regulations, attend management meetings and undertake such training and development as may be required for the post.

All staff are required to act professionally, co-operatively and flexibly in line with the requirements of the post.

Selection Criteria

The selection criteria outline the skills, knowledge and experience required in order to perform this role. Applicants will be selected based on how well they demonstrate that they meet the essential, and if appropriate, desirable criteria for this particular role.

	Essential	Desirable
Qualifications		
Educated to degree level, CIPD qualified, or with equivalent experience and training.	X	
Knowledge and experience		
Extensive experience of HR administration/management of HR administration in a higher education institution or comparable environment.	X	
Experience in managing, guiding, appraising, training and developing staff.	X	
Solid understanding of HR administration as it may affect a scientific laboratory-based higher education environment together with detailed knowledge of current HR policies and legislation (e.g. relating to equal opportunities, parental leave, UKVI, etc.).	X	
Experience of interpreting, implementing, communicating and ensuring compliance with detailed policies and procedures.	X	
Skills		
High degree of computer literacy, including advanced use of Excel and Word, experience of using HR systems and databases, HR reporting tools; experience of using a content management system is desirable.	X	
Able to work effectively both individually and as a member of a cross-functional team.	X	
Meticulous attention to detail with excellent oral and written communication skills and a high standard of English.	X	
Able to use your initiative and knowledge to proactively identify problems and areas of risk and devise effective solutions.	X	
Excellent interpersonal skills and the ability to build effective working relationships with colleagues at all levels and from a wide range of backgrounds.	X	
Excellent organisational skills and the ability to manage competing demands and prioritise tasks effectively.	X	
Able to demonstrate clear leadership and an ability to engage and persuade academic and professional services staff.	X	
Other Requirements		
Discretion and sensitivity and a high level of professionalism in dealing with confidential information.	X	
An understanding and appreciation of the mission and research environment of the SWC, and a commitment to the establishment of the SWC as a world-leading research centre.	X	
Able and willing to work flexibly including, on occasions, late working if required for example to meet payroll, promotions or other deadlines.	X	

Contact Us

If you have any queries relating to the vacancy or how to apply please contact the SWC HR team, swc.hr@ucl.ac.uk, +44 (0)20 3108 8011.

Applying for the Role

To begin the online application process, please access the advertisement by searching for it on the UCL vacancy search page (<http://www.ucl.ac.uk/hr/jobs/>) using the vacancy reference number, and click on the “Apply Now” button at the bottom of the vacancy advertisement.

Please complete the online application form, and use the supporting statement section to outline how you meet the selection criteria. Applications will be shortlisted based on the strength of the examples used to demonstrate that the applicant meets the selection criteria.

Please note that there is a limit of 2,500 words to explain how you meet the essential criteria, and a limit of 2,500 words to explain how you meet the desirable criteria.

All candidates will be notified of the outcome of their application.



TERMS OF APPOINTMENT

Pre-employment Checks

Confirmation of appointment will be subject to receipt of satisfactory references, verification of proof of right to work in the UK and to satisfactory pre-employment health and security screening.

Salary

Starting salary will be on the Grade 8 scale according to relevant skills, knowledge, experience and achievement. Staff incrementally progress along the salary scale; the effective date of incremental progression is 01 August each year. You must have completed the period of service stipulated in your contract of employment (typically your probationary period) to be eligible to increment. Incremental progression does not include the discretionary contribution points on the salary scale. Cost of living pay awards are negotiated nationally and are normally effective from 1 August each year.

Pension

Post-holders will be eligible to join the Universities Superannuation Scheme (USS), subject to the Scheme's rules and eligibility conditions.

Conditions of Service

Conditions of Service for Research, Teaching and Professional Services Staff can be found at:

<https://www.ucl.ac.uk/human-resources/conditions-service-research-teaching-and-professional-services-staff>.

Probation

Appointments are subject to a probationary period of 9 months.

Hours of Work and Overtime

UCL's full time working week is 36.5 hours per week. SWC is willing to consider flexible-working arrangements, subject to discussion and agreement with your line manager.

Pre-agreed overtime will be offered as equivalent time off in lieu.

Annual Leave

Staff are entitled to 27 days annual leave per year (pro rata for part-time staff). In addition, staff are entitled to 8 days public and statutory holidays, and around 6 UCL closure days with pay per year.

Location

The Sainsbury Wellcome Centre is located in the heart of London around five minutes' walk from the main UCL campus. The mainline railway stations at Euston, King's Cross, St Pancras, Marylebone and Paddington are within easy reach as are the London Underground stations located at Warren Street and Goodge Street.

Equal Opportunities

SWC is committed to the promotion of equality, diversity and inclusion for its staff, students and visitors and is fully supportive of UCL's policy; the full equality policy statement is available online:

https://www.ucl.ac.uk/human-resources/sites/human-resources/files/equal_opportunity_policy_statement.pdf.

SWC is currently working towards an [Athena SWAN](#) award.