



# Sainsbury Wellcome Centre

## HR Officer Information for Candidates



Sainsbury Wellcome Centre for Neural Circuits and Behaviour at UCL



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## JOB DESCRIPTION

<b>Vacancy Reference:</b>	1884406
<b>Job Title:</b>	HR Officer
<b>Department:</b>	Sainsbury Wellcome Centre
<b>Salary:</b>	£36,770 - £44,388 per annum inclusive of London Allowance.
<b>Grade:</b>	7
<b>Hours:</b>	36.5 per week (full-time, 1.00 FTE)
<b>Reports to:</b>	HR Manager
<b>Available until:</b>	Funded until 31 October 2025 in the first instance

### 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 comprises 12 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.

SWC is part of the UCL [School of Life and Medical Sciences](#) (LMS). LMS 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. The School has a global reputation for teaching, informed by cutting-edge research. 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, and is aligned administratively with Life Sciences. The Faculty of Life Sciences leadership team works closely with the SWC leadership to support and enable their mission and facilitate research excellence.

### Professional Services at the Sainsbury Wellcome Centre

SWC has a specialist and experienced professional services team. It is structured to efficiently support research activity and deliver effective management and operational leadership of the SWC.

The Centre 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. SWC is supported in this aim by UCL's [Organisational Development team](#) who run a wide range of training programmes for all staff types and grades.

### Work Environment

SWC offers staff an award-winning work environment in the heart of Fitzrovia with access to pleasant outdoor spaces. The Centre also offers the full range of [UCL staff benefits](#), such as a season ticket loan scheme and staff discounts.



## JOB DESCRIPTION

### The Role of the HR Officer

As a generalist HR practitioner based in a research centre, you will have the opportunity to build on your experience in a range of areas, including recruitment and selection, employee relations, employee engagement, talent management and reward. You'll gain knowledge of doctoral student recruitment and administration, helping to support the next generation of scientists within the London Neuroscience community. You will deliver successful staff recruitment to a range of senior and specialist roles, and ensure a positive candidate experience through the administration of bespoke staff on-boarding, induction, probation and appraisal activities. Creativity and innovation in your approach to HR administration is essential, and there will be opportunity for personal and career development through formal training, mentoring, and collaboration with central HR colleagues.

You will work with staff and managers, exploring and understanding their needs and ensuring that you provide a responsive advisory and administration service. You will use your initiative to find solutions to HR problems such as staffing issues, recruitment to niche roles and retention of key staff. Your strong organisational and time management skills will mean that you are able to balance multiple recruitments with centrally-set deadlines (such as payroll, promotion, probation, etc.), while ensuring HR processes are completed in a timely manner.

Above all you will use strong communication and interpersonal skills to represent the SWC HR team, both internally and externally, as experts in Higher Education HR service provision, supporting the reputation of the SWC as a world-leading research centre.

### Main Duties and Responsibilities

#### Provision of guidance and support on HR policy and procedure

- Maintain up-to-date knowledge of terms and conditions of employment, associated HR and Academic Services policies and procedures, employment legislation, immigration compliance and HR best practice. Ensure that policies are

communicated to SWC staff and students in an effective way.

- Provide SWC staff and students with clear and accurate advice and guidance on all UCL HR policies and procedures including: staff recruitment & selection, training and development, staff probation and appraisal, annual leave, sickness reporting, salary increments, grievance and disciplinary, capability, parental leave, work/life balance and all other HR Policies.
- Support the HR Manager in the drafting and maintenance of SWC-specific HR policies, procedures and HR documentation.
- Ensure the SWC HR wiki is kept up-to-date through periodic review.
- Support the HR Manager in the design and delivery of new HR initiatives for the SWC relating to recruitment and selection, employee engagement, training and development, and diversity and inclusion
- Support staff and students by providing pastoral care, advice and guidance, particularly in relation to confidential or sensitive matters.
- Provide comprehensive guidance on immigration compliance including advice on recruitment and selection activities, staff and student visa requirements, record keeping, and visa application processes.
- Support the Director, Associate Director, Chief Scientific Officer and Centre Manager with the provision of professional guidance and advice on HR matters relating to recruitment, terms and conditions of service, disciplinary, grievance, harassment cases, capability, performance and sickness absence issues.

#### Recruitment, selection and on-boarding activities

- Plan and run recruitment exercises, drafting recruitment documentation in consultation with recruiting managers, and advising on appropriate selection criteria,

effective selection methods and advertising recruitment strategy appropriate to the range of roles offered at SWC. This includes ensuring that recruitment exercises are appropriately managed through UCL's systems and liaising with the UCL HR Services team and external advertising agencies as appropriate.

- Responsibility for arranging Certificates of Sponsorship for new staff, visitors and visiting students.
- Support candidates applying for SWC vacancies at each stage of the recruitment process, ensuring a positive recruitment experience.
- Manage the offer process, including reviewing shortlisting matrices and interview notes for consistency and agreeing job offers, including recommending appropriate starting salaries and putting together business cases for market supplements or non-standard starting salary offers.
- Ensure a smooth transition for new staff and students by completing pre-employment/enrolment administration (i.e. right to work checks, references, etc), keeping in contact, and ensuring administrative arrangements (i.e. contract, IT account, ID pass, etc) are ready in advance of their start date.
- Provide additional tailored support to staff and students relocating to London, including pastoral care, support with relocation arrangements and expenses and advising on immigration issues (where appropriate) and providing support with the integration into the SWC.
- Review and refine SWC onboarding procedures to ensure all new starters feel welcomed and supported on arrival, including coordinating induction activities, planning a structured first week in role, providing a HR-specific induction.

### Operational HR support

- Administrate contractual changes for staff, such as changes to working hours, parental leave, changes to funding, extensions and leavers, and advise staff with queries relating to these areas.
- Administrate additional and one-off payments to staff and workers, including calculating payments due and setting staff up as self-employed individuals with central UCL Finance as appropriate.
- Ensure that accurate employee records are kept, including updating leave and sickness absence if required, and are maintained in line with data protection legislation.
- Issue confirmation of employment letters for staff and students.
- Support the HR Manager with UKVI compliance activities for all points-based immigration routes.
- Manage the administration, support and induction of visitors, including Affiliates and Honorary staff.
- Oversee staff training records, and ensure that staff have completed the mandatory training, and complete preparatory training before undertaking certain activities (i.e. recruitment and selection, doctoral student supervision).
- Undertake regular monitoring of the SWC's probation and appraisal completion rates, and support line managers to complete these activities to deadline.
- Run regular reports on contracts on limited funding or staff on limited leave to remain, ensuring that appropriate notice is served to staff at risk of redundancy, or that the required extensions to contract or visas are actioned.
- Support the HR Manager with annual activities such as the Reward and Junior Promotions rounds and Senior Promotions.

## JOB DESCRIPTION

- Liaise effectively with central HR and Finance staff, as well as colleagues across UCL, to build strong working relationships; this includes participation in focus groups, recruitment activities, working groups, etc. to facilitate SWC HR input into changes to central UCL processes and systems.
- Support the Athena Swan SAT and the Athena Swan Award application process in the collection and analysis of data and the preparation of application materials.
- Deputise for the HR Manager in their absence and maintain the SWC HR team service provision.

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.

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, carry out duties in a resource efficient way as well as actively support UCL's Sustainability policies and objectives, 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.



## PERSON SPECIFICATION

## 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
<b>Qualifications</b>		
CIPD qualified, or working towards a HR qualification.		Desirable
<b>Knowledge and experience</b>		
Experience of delivering multiple successful recruitment campaigns within a Higher Education or Research Institute.	Essential	
Experience of advising colleagues on a range of different staffing and HR issues.	Essential	
Good working knowledge of Equality and Immigration legislation and how it impacts on HR administration and recruitment activities.	Essential	
Experience of managing a range of different and competing deadlines relating to recruitment and operational HR activities while ensuring timely outcomes.	Essential	
Experience of working collaboratively as a member of a small team to deliver an excellent HR service.	Essential	
Experience of reviewing, updating and successfully implementing HR processes and policies in light of feedback or local need.	Essential	
<b>Skills</b>		
Able to recognise and solve problems or areas of ineffective working using your own initiative and without supervision.	Essential	
Able to assimilate and interpret complex information relating to HR processes, employment legislation and immigration compliance and present this back in a more accessible format to colleagues and external stakeholders.	Essential	
Demonstrable ability to deliver an excellent HR experience to internal and external contacts through strong interpersonal skills.	Essential	
Excellent attention to detail, able to spot errors and draft accurate correspondence under pressure.	Essential	
Able to maintain confidentiality when dealing with sensitive information or personal data.	Essential	
Strong IT skills, particularly in relation to the Microsoft Office suite of programmes and HR databases and recruitment systems.	Essential	
<b>Personal Attributes</b>		
A commitment to your own personal and professional development, and the ability to ensure your knowledge in relevant areas remains current.	Essential	
Demonstrable ability to deliver an excellent HR experience to internal and external contacts through strong interpersonal skills.	Essential	
<b>UCL Ways of Working for Professional Services</b>		
Personal Excellence: Committed to providing a responsive and helpful service.	Essential	
Working Together: Promoting personal and professional development.	Essential	
Achieving our Mission: Anticipating issues and adjusting approaches when necessary.	Essential	



## HOW TO APPLY

### Contact Us

If you have any queries relating to the vacancy or the application process, please contact Rose Haigh: [Rose.haigh@ucl.ac.uk](mailto:Rose.haigh@ucl.ac.uk)

### Applying for the Role

#### Redeployment candidates

To begin the online application process, please access the advertisement by searching for it via the UCL [Redeployment Service](#) using the vacancy reference number.

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.

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

#### External candidates

To begin the online application process, please access the advertisement by searching for it on the [UCL vacancy search page](#) 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 7 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 online [here](#).

### 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 Godge 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 [here](#).

SWC holds an [Athena SWAN Bronze](#) award.