



Sainsbury Wellcome Centre

Job Description

Centre Coordinator

Department: Sainsbury Wellcome Centre

Grade: 7

Salary: £43,374 - £51,860 per annum inclusive of London Allowance

Hours: Full time – 36.5 hours per week

Reports to: SWC Centre Manager



Context

SWC prides itself on offering a high quality administrative, and operational support function. As part of the Professional Services Team you will work closely with the Centre Manager, the Finance Manager and the SWC HR team to provide administrative support across the teams, helping to deliver SWC's world-class portfolio in neuroscience and transformative models of research culture.

Main purpose of the job

The Centre Coordinator will work across SWC's Professional Services teams, exploring and understanding centre-wide needs.

You will work closely with the Centre Manager, providing support for the regular activities of the Executive Team, Governing Board and UCL's Faculty of Life Sciences. You will also work alongside the Finance and HR teams, supporting grants and purchasing across the Centre and supporting operational HR administration.

The role includes generalist tasks across administration, HR and Finance, giving you the opportunity to use and develop skills and experience in a range of different areas. Creativity and innovation are encouraged, and we offer the opportunity for personal and career development through formal training, mentoring, and collaboration with colleagues within and outside SWC. The role

will draw on your strong interpersonal and organisational skills, and offers opportunities to grow the role in directions that interest you whilst providing a reliable and responsive service.

Duties and responsibilities

Centre Administration

- Arrange regular and ad hoc meetings as required:
 - Assist with preparation of papers and other information for the SWC Governing Board, Scientific Advisory Board, and additional meetings.
 - Provide cover when needed for monthly Faculty Meetings, including preparing the agenda, and taking and distributing confidential minutes.
- Provide administrative support for the major international collaboration, the "Gatsby Initiative for Brain Development and Psychiatry," including meeting organisation, minute taking, and other support as required.
- Arrange the annual International Winter Neuroscience Conference, including managing the event booking system, updating the website and arranging keynote speaker travel.
- Make travel arrangements for the Executive Team, using UCL's Clarity booking system,



arranging insurance cover, and processing expenses claims

- Other ad hoc administrative duties, including:
 - Ensure that all publications are recorded in a timely fashion on UCL's repository and other systems as required.
 - Ensure relevant pages of the SWC intranet are kept up-to-date through timely review.
 - General office administration as necessary for the effective and efficient management of the working environment

Finance

- Work with the Finance Manager to prepare and submit grant applications, including preparing costings via the WorkTribe system.
- Assist with post-award management of research grants, including liaising with UCL Research Services; providing SWC Group Leaders with regular balances and spend forecasts; and supporting grant closure processes.
- Support the Finance Manager with UCL's Month End and End of Year budget processes.
- Other ad hoc financial duties, including:
 - Maintain and update financial records as required
 - Raise and approve requisitions and purchase orders, and receipt goods
 - Request setup of new suppliers
 - Approve student stipend requests on the Portico system
 - Ensure completion of timesheets for staff/students funded on EC grants

HR

- Manage the internal and external Visitors process, including entering on systems, arranging inductions and Workplace Health screening.
- Assist the SWC HR team with staff and PhD student recruitment and appraisals processes as required.

- Maintain all Centre electronic mailing lists.
- Deliver day-to-day operational activities as required, including contract variations, Right to Work checks, running reports, and ensuring that staff mandatory training is up to date

General

- Carry out any other duties within the scope, spirit and purpose of the job as requested by the line manager.
- Actively follow and promote all UCL policies including those on Equality, Diversity and Inclusion.
- Maintain an awareness and observation of Fire and Health & Safety Regulations.
- There may, on occasion, be a requirement to work extended hours.
- Follow and actively promote the [UCL Ways of Working](#).
- This job description may be reviewed and be subject to amendment in consultation with the post holder.
- All staff are expected to act professionally, co-operatively and flexibly in line with the post.
- UCL's Sustainability policies and objectives, attend management meetings and undertake such training and development as may be required for the post.

Person Specification

Applicants should copy and paste the following essential criteria (which are assessed on the application form) into the “Statement in support of your application” and describe underneath each criterion how they meet it, giving examples.

Essential Criteria	Assessment method (Application/ Interview/Practical Test)
Qualifications, experience and knowledge	
Minimum of 5 GCSEs at Grade C or above (including Maths and English) or equivalent, or having acquired relevant experience.	A
Experience of working in a research administration role within Higher Education or a comparable environment.	A
Experience working across teams and/or managing varied workloads and deadlines.	A/I
Skills and abilities	
IT proficiency at advanced user level (Spreadsheet, Word Processing, Database, Email, Web based applications).	A/I
Excellent oral and written communication skills, with strong attention to detail.	A/I/T
Effective planning, organisational and time management skills, with the ability to prioritise a varied workload, meet deadlines and solve problems as they arise.	A/I/T
Strong interpersonal skills and the ability to work collaboratively and build effective working relationships with people across different levels within an organisation, and stakeholder groups external to the organisation.	A/I
Approachable, enthusiastic, flexible and with a willingness to accept new challenges and learn new skills.	A/I
Able to use initiative and knowledge to proactively identify problems and devise effective solutions.	A/I
UCL Ways of Working	
Personal Excellence: Committed to providing a responsive and helpful service.	A/I
Working Together: Documenting and sharing solutions.	A/I

Achieving our Mission: Anticipating issues and adjusting approaches when necessary.	A/I
Desirable Criteria	
<p>Applicants should copy and paste the following desirable criteria into the “Statement in support of your application” under the Desirable criteria section and describe underneath each criterion how they meet it, giving examples.</p> <p>Desirable criteria will only be scored if there is a tie break for shortlisting.</p>	Application
An interest in research management and a commitment to supporting high quality research	A
Commitment to and knowledge of advancing equality, diversity and inclusion.	A

Apply

To apply for this position visit:

ucl.ac.uk/work-at-ucl/search-ucl-jobs

Please complete the online application form and use the supporting statement section to outline your interest in joining SWC and how you meet the essential and desirable criteria for the role.

If you have any queries regarding the application process, please email: swc.hr@ucl.ac.uk

For informal enquiries about the role please contact: emma.bennett@ucl.ac.uk

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

Probation

Appointments are subject to receipt of satisfactory references and a probationary period of 9 months.

Hybrid working arrangements

The nature of this role is that it can be performed both remotely and on-site (Hybrid Worker). You are expected to spend between 20% to 40% of your working hours on site using an activity-led approach rather than a strict % baseline.

Annual leave

Annual leave is 27 working days for a full-time member of staff + 6 UCL closure days in addition to 8 Bank Holidays.

Pension

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

Hours of Work

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.

Other benefits

UCL is a dynamic, global university based in one of the most exciting capital cities in the world. Not only does working at UCL offer the opportunity to work with some of the greatest intellects in the world, it also offers competitive terms, conditions and benefits to its staff.

As part of the UCL community you can access free lunch hour lectures, exhibitions and museums and collections. On campus UCL has the Bloomsbury theatre hosting a range of performances and a series

of bars, cafes, and other facilities, which UCL staff can use.

In addition to 41 days annual leave (inclusive of public holidays and closure days) and generous pension schemes, UCL provides a number of other staff benefits which are linked from the page below:

✓ <https://www.ucl.ac.uk/human-resources/pay-benefits/staff-benefits>

UCL benefits and policies apply equally, whatever the sexual orientation and/or gender identity of employees. Benefits and policies relating to employees partners, includes both different sex and same sex partners.