

# Job pack



## Message from the President and Principal

Thank you for your interest in this role and in Queen Mary University of London. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history.

Our founding institutions, the London Hospital Medical College, St Bartholomew's Medical College, Westfield College and Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research.

The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you to our unique University and working with you to realise our ambitions.

Professor Colin Bailey, President and Principal

## Our strategy 2030

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of its kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal:

We are **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.

We are **proud** of the difference we can all make when we work collectively.

We are **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.

We are **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.

We are **ethical**, acting with the highest standards, and with integrity, in all that we do.

To enable our staff to flourish and to reach their full potential throughout their employment at Queen Mary, we offer a range of benefits:

### Staff benefits

- Annual leave – the full-time annual leave annual entitlement is 30 working days (not including bank holidays).
- [Season ticket loan scheme](#)
- [Pension scheme](#)
- [Reward and recognition schemes](#)
- [Cycle to work scheme](#)
- [Qmotion sport fitness centre](#)
- [Employee Assistance Programme](#)
- [Family friendly policies](#)
- [Flexible working practices](#)
- [On-site day nursery](#)

## Job description

| Job details                          |   |
|--------------------------------------|---|
| Job title                            | Centre Manager, Genomics and Child Health |
| School/Dept/Institute Centre/Faculty | Blizard Institute                         |
| Reports to                           | Deputy Institute Manager                  |
| Grade and salary                     | Grade 5, £38,084 - £44,807                |
| Hours per week                       | Full time                                 |
| Appointment period                   | Indefinite                                |
| Current location                     | Whitechapel                               |
| Work activity type                   | Admin/Operational/Technical and Support   |

### Job context

Ranked in the top 10 in the 2014 Research Excellence Framework, Queen Mary University of London, is one of the UK's leading research-intensive higher education institutions, delivering world class education and knowledge transfer across a wide range of subjects in the Humanities and Social Sciences, Medicine & Dentistry and Science & Engineering.

The School of Medicine and Dentistry (SMD) is a significant constituent of Queen Mary University of London. It is organised into 7 separate Institutes, of which the Blizard Institute is the largest, with personnel of c400, financial turnover of c£45 million per annum; and research expenditure of over c£12 million per annum.

The Institute is organised into 5 separate Centres, which though complementary and following the Institute strategic plan, also have Centre-specific objectives and requirements.

In addition to the usual academic staff of a university, the Institute also employs a significant number of clinical academic staff who are intrinsic to the delivery of clinical practice, primarily within Barts Health NHS Trust, but also in other NHS Trusts (eg Homerton). This clinical dimension adds a significant degree of complexity, bringing with it, for example, a requirement to understand NHS workings, clinical career and training paths and GMC/medical Royal Colleges/DoH regulations and requirements in the employment and training of clinical staff.

The post holder will be expected to assist the Education Administrators in a variety of operational tasks as required, including responding to student and staff emails and gathering data for report generation, setting up teaching delivery and processing financial transactions.

### Job purpose

To manage the efficient day to day running of the Centre for Genomics and Child Health with support, as necessary, from Centre Lead and Group Leaders. To provide administrative support, including finance management, for the Centre and to work as part of an administrative team, being mutually supportive and covering duties as necessary during colleague's absences and at times of additional pressure, as directed.

This is a key post which would suit a candidate with commitment, a professional attitude to work and good experience in higher education or NHS administration.

The post holder must be able to work independently across a wide range of issues with a capacity to work effectively under pressure to meet tight deadlines.

### **Main duties and responsibilities**

#### **Research:**

To support the Centre Lead and Institute Management in the implementation of the Institute's research strategy, including coordinating the communication of new policies and funding opportunities to researchers within the Centre.

To advise and support staff in the Centre in the preparation of grant proposals and research grant administration.

To support and inform exercises seeking to characterise and assess the quality of research and teaching undertaken within the Centre, including REF preparation.

#### **Finance:**

- To be responsible for monitoring and promptly distributing summary financial reports and transaction reports to the Centre's grant holders and Centre Lead.
- To work with grant holders in jointly managing their budgets and advice on appropriate expenditure.
- To verify that Research Grants Administration invoice funders to schedule and that they hold current and up to date information relating to the grants, e.g. communicating extensions.
- To be responsible for the day to day administrative and financial management of research grants, HEFCE and EDA accounts within the Centre.
- Responsible for overseeing the purchasing within the Centre, ensuring VAT exemption is claimed as appropriate, as directed by Finance Department guidelines/policies.
- Advise grant holders on College purchasing procedures, including use of the Agresso ordering system and University Purchasing Group agreements as appropriate.
- To act as the Authoriser for all POs raised by the Centre Administrator as per the QMUL Scheme of Delegation of Financial Authority Agresso Workflow policy
- To ensure that Centre staff follow the College's financial regulations.
- In liaison with the JRMO and Institute Management as necessary, to assist researchers in preparing detailed costings for staff and all other non-pay expenditure for grant applications, ensuring that all necessary paperwork is completed and authorised prior to submission.

#### **Human Resources:**

- In liaison with the Principal Investigators, HR department and Institute Management, to manage the recruitment of Centre staff. This will include the development of job descriptions, person specifications and advertisements, as well as managing the vacancy via the iGrasp electronic recruitment software.
- Ensuring the efficient coordination of temporary, visiting and honorary contracts for the Centre, including extensions of these.
- Responsible for coordinating and managing the annual appraisal process as well as the probation procedures for Centre staff as appropriate.
- To maintain updated lists of Centre staff, funding and training.

**General:**

- Provide administrative support/management to academic and research staff as required.
- Direct line management responsibility for Centre Administrator and Admin Assistant within the Centre.
- Maintain close liaison with Centre Lead and Institute Management.
- Support the Centre Lead and Institute Management in ensuring the smooth running of day to day activities of the Centre.
- Support the Centre Lead and Institute Management in the strategic planning for the Centre, including research applications, space allocations etc
- To be the main administrative point of contact for the Centre, both internally and externally.
- To ensure that information of the Centre webpages is up to date and accurate
- In liaison with the Institute's Safety Officers, to ensure all office areas occupied by the Centre comply to all health and safety regulations.
- Any other duties as may be reasonably required.
- To carry out responsibilities with due regard to the College's Equal Opportunities and Health and Safety policies.
- The above is not an exhaustive list and may be altered to meet the changing needs of the post. The post holder will be expected to be co-operative and flexible, undertaking duties not outlined in this description as may from time to time be reasonably expected of a member of university staff of this grade.
- These duties will be subject to review in line with the changing requirements of the Centre, Institute, School or College and with the development needs of the post holder as identified through the regular review/appraisal process.
- This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
- Reviews and revises current procedures within the Centre e.g. ordering and finance procedures
- To advise staff and students at all levels on all administrative procedures of the Centre e.g. HR, finance etc.
- To advise departments on solutions and interventions in light of results from practice-based research
- Be responsible for day to day management of all administrative procedures of the Centre
- Developing, maintaining and implementing administrative policies and procedures and promptly implementing those established by the college

- To develop appropriate policies, procedures and staff to facilitate School activity
- To help with the maintenance and development of the Centre pages on the Blizzard website
- To prioritise workloads to ensure deadlines are met using skill and judgement with reference to academic staff priorities and through delegation to administrative staff.
- To deal with day to day office management using skill and judgement.
- Ensure that systems are in place to enable effective and efficient office management (e.g. filing systems)
- Produce a range of management information in a readily usable form
- To maintain the quality and reliability of key accounting records for the University.
- To manage all aspects of departmental administrative support, including regular review and monitoring of the effectiveness of the departmental support staff structures and working practices
- To regularly review departmental policies and procedures in line with College guidelines and legislative requirements
- Centre level decision making in relation to centre administration and management, finance and resource allocation in consultation with the Centre Lead and Institute Management as appropriate.
- To prioritise own workload.
- Working within established College policies and procedures.
- To exercise initiative, judgement and adaptability to react to circumstances involving complex situations e.g. financial, human resources etc, that will impact on the Centre.
- Required to deal with communications and confidential matters tactfully, and to consult as necessary with Centre Lead and Institute Management.
- To work as part of a multidisciplinary team of clinicians, scientists, administrators and support staff, developing good working relationships within the team, to establish and maintain excellent communication links.
- Working Relationships:
  - Within the Blizzard Institute:* Institute Management/Director's Office, Centre Lead, Principal Investigators and researchers, academic staff, administrative staff, support staff and students.
  - Within QMUL:* Finance department, management accounts, JRMO, HR Estates, H&S
  - Externally:* Funding bodies and NHS Trust contacts
- Provide information and resolve queries from other departments when required.
- Respond to requests for information from senior management within the deadlines given.
- Provide assistance to external and internal auditors when required
- To collaborate with staff and students in the Centre for Genomics and Health to ensure that a collaborative and coherent approach is taken to all administrative procedures.
- Advise staff of the Centre on matters concerning implementation of central policies, e.g. HR and Finance, and on college regulations relating to these.
- To liaise and negotiate with senior management on matters as necessary.
- Responsible for the administration of research grants, HEFCE budgets and EDAs to a total of approximately £4 million.
- Signatory to £10,000 on Centre budget codes
- Holder of college purchasing card

**Other Duties:**

1. Any other duties as may be required.
2. To carry out responsibilities with due regard to the College's Equal Opportunities and Health and Safety Policies.
3. The above is not an exhaustive list and may be altered to meet the changing needs of the post.

The postholder is expected to be co-operative and flexible in accordance with the requirements of the centre and institute.

**The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.**

**This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.**

**Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at a different site within Queen Mary. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.**

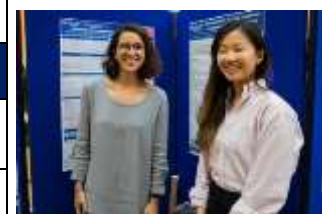
## Person specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

**Essential:** Requirements without which the job could not be done.

**Desirable:** Requirements that would enable the candidate to perform the job well.

| Qualifications   | Essential                           | Desirable                           |
|--|-------------------------------------|-------------------------------------|
| University degree or equivalent vocational experience  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Postgraduate management qualification  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Scientific background  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Experience/Knowledge   |                                     |                                     |
| Administration/management in an NHS/higher education (HE) setting  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Managing and balancing budgets   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Line management experience   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Writing minutes and reports  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Recruiting staff and managing probation and appraisals   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Familiarity with accounting conventions  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Skills/Abilities   |                                     |                                     |
| Ability to work independently without reference to a supervisor, organising time in line with competing priorities | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Excellent numeracy   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Excellent interpersonal skills   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Good computer/IT skills  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Well organised, flexible and able to work across a broad range of issues   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Excellent communication skills, both orally and in writing   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Ability to promote, plan and implement sound solutions to problems and challenges                                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Capacity to work effectively to tight deadlines in a pressured working environment                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| An effective decision maker capable of following through objectives.   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| An effective decision maker capable of following through objectives  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |





|  |                                     |                          |
|--|-------------------------------------|--------------------------|
| Self-motivated with a professional and flexible approach to work and a commitment to seeing tasks through. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Ability to work independently and as part of a team.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Pragmatic problem solver   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Ability to listen to the views of others and to be diplomatic  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| <b>Other</b>   |                                     |                          |
| Willingness to work on multiple sites  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

\* The University has a legal responsibility to ensure that all potential employees can provide documentary evidence of their legal right to work in the UK prior to commencing employment. Candidates shortlisted for interview will be asked to bring their passport or another acceptable [form of evidence](#) to verify their right to work.

### Visa Sponsorship

For those who do not have a right to work in the UK, the University is a UKVI licensed sponsor and is able to issue a Certificate of Sponsorship (CoS) to successful candidates who are offered skilled roles and meet the eligibility criteria. The CoS enables candidates to apply for a Skilled Worker visa. Further information on the Skilled Worker visa can be found via: [www.gov.uk/skilled-worker-visa](http://www.gov.uk/skilled-worker-visa)

### Global Talent Visa Route

The Global Talent visa is an alternative route to sponsorship, directly applied for by the applicant. It is open to those wishing to work in the UK and who are a leader or potential leader in the fields of academia or research, arts and culture, and digital technology. Further information on the Global Talent Route can be found via: <https://www.gov.uk/global-talent>

For **additional** information on both visa sponsorship and non-sponsorship **visa** routes, please visit the UK Visas and Immigration website: <https://www.gov.uk/browse/visas-immigration/work-visas>

### Academic Technology Approval Scheme (ATAS)

Academics and Researchers applying for Skilled Worker visas and Sponsored Researchers applying for Government Authorised Exchange visas who will be undertaking research activities, at PhD level or above, in the one of the ATAS listed subject areas will be required to obtain an ATAS certificate before they can apply for a visa to work in the UK.

Exemptions will exist for nationals from the EEA, Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland and USA and those applying for Global Talent Visas. For further information on this, please visit the UK Visas and Immigration website: <https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate>



## Equal Opportunities

Queen Mary University of London is a Russell Group University with a difference. Our vision is to be recognised across the world as the most inclusive research-intensive University. We will strive to achieve that goal.

To all the communities at Queen Mary, inclusivity is key to who we are and to achieving all our ambitions.

We are a multi-faculty institution teaching undergraduates and postgraduates across all the major disciplines. We offer more than 280 undergraduate courses. We have world-leading research across disciplines and were ranked 5th in the UK in the last Research Excellence Framework (REF) for the quality of our research outputs, and continually challenge ourselves to ensure we have an environment where everyone feels included and can flourish.

We are very proud of our teaching and learning and were awarded a 'silver' in the Teaching Excellence Framework (TEF) (2016-17). We are also deeply embedded in the local community and were the first UK University to be awarded an Engage Watermark Gold award for public engagement by the National Coordinating Centre for Public Engagement.

Unlike many other Russell Group universities, we attract a very diverse student population. Of our 25,000+ students, over 30 per cent are from non-EU overseas countries, and 9 per cent are from the EU. Our international students are drawn from over 160 countries. 90 per cent of our home students are from state schools, 59 per cent are Black Asian Minority Ethnic (BAME), 42 per cent are the first in their families to go into higher education and over 30 per cent are from households where the household income, as assessed by Student Finance England, is less than £15,000.

We attract a lot of local students, owing to our strong relationships with schools in the surrounding boroughs, coupled with a strong reputation for inclusivity. 37 per cent of our students commute to our campuses daily. Our staff body is also diverse and is drawn from over 162 countries.

Inclusivity is one of our fundamental core values at Queen Mary: it is intrinsic to who we are. Our diversity of cultures and backgrounds is key to the vibrancy of our community and to the knowledge and ideas we are able to generate and pass on; without that diversity, we would not be who we are. We are extremely proud that we attract such a diverse staff and student body, and are fully committed to providing an environment where everyone is supported to flourish and fulfil their potential, irrespective of their background.

To be truly inclusive requires sustained, proactive, hard work, and we know there are areas where we have work to do. Our core objectives are focused on reducing the BAME attainment gap and increasing the proportion of female and BAME staff at the higher grades, both for academics and for Professional Services. We are looking to see how we can 'hard-wire' inclusivity throughout all our policies and practices: we do not see this work as belonging to one team or unit, but rather as being embedded in all that we do.

Being inclusive makes us better at everything we do, it improves our daily lives and the delivery and impact of our work.

## EDI Initiatives

Queen Mary is committed to advancing Equality, Diversity and Inclusion (EDI) and champions a number of EDI initiatives across the University. Queen Mary holds a Silver Institutional [Athena SWAN](#) award for advancing gender equality, and is also a [Stonewall Diversity Champion](#) and commits to advancing LGBTQ+ inclusion by submitting to the [Stonewall Workplace Equality Index](#). We also offer a number of development programmes including [Springboard](#), [Aurora](#) and [B-MEntor](#). We are committed to championing EDI relating to all protected characteristics and other underrepresented and marginalised groups under the Equality Act 2010. We offer 'Introducing Inclusion' training for staff to give them an understanding of EDI related issues and provide them with the tools needed to champion inclusivity and embed best inclusive practice in all the work they do. EDI is built into everything we do at Queen Mary, and is championed through a well-established governance structure. If you are interested in learning more about Equality, Diversity and Inclusion at Queen Mary and how to get involved then please contact [hr-equality@qmul.ac.uk](mailto:hr-equality@qmul.ac.uk).

### Flexible working:

Queen Mary is proud of the diversity of its staff and students. We encourage inclusive practices in everything that we do, to ensure that everyone who works here feels valued and enabled to have a positive working experience. We are therefore open to considering applications from candidates wishing to work flexibly, balanced against business need. Our [Flexible Working Policy](#) includes examples of some of the flexible working arrangements that could be considered. If you feel that this is something that may be of benefit to you, please do ask.

### Family Friendly Policies:

Queen Mary recognises the commitments that staff have to their family and the importance of work-life balance. To support this Queen Mary offers a range of [family friendly policies](#) with enhanced rates of pay available for family-related leave, following a qualifying period of service.



## Further Information

Details about the school can be found at:

<https://www.qmul.ac.uk/blizard/>

Informal enquiries should be made to:

**Name: Rachael Parker**

**Tel: +44(0)20 7882 2299**

**Email: [rachael.parker@qmul.ac.uk](mailto:rachael.parker@qmul.ac.uk)**

## General Information

Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The Queen Mary salary structure includes automatic pay progression within the published grades, subject to service, funding and performance. In addition to this, there are performance related annual pay review schemes in place

