

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 Administrator – Cell Biology and Cutaneous Research
School/Dept/Institute Centre/Faculty	Blizard Institute
Reports to	Centre Manager
Grade and salary	Grade 3, £27,742 - £34,220 (pro rata)
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.

Job purpose

To provide administrative, budgetary and secretarial support to the Centre Lead and Centre Manager and other assigned members of staff in their execution of Centre-

related tasks, and assisting in the planning and organisation of the centre's activities.

To support the planning, coordination and organisation of the centre's activities, including administering HR and Finance processes, providing support for research-related activity and maintaining a supportive environment for staff and students.

To service Centre committee meetings, taking responsibility for the preparation of agendas, pre-circulating relevant documentation, taking minutes and acting on action points accordingly.

To work as a member of the Institute's administrative team, being mutually supportive and covering duties as necessary during colleagues' absences and at times of additional pressure, as directed.

The post-holder must be able to work independently and to deputise for the Centre Manager in their absence.

Main duties and responsibilities

General Duties

- Support the Centre Manager and Centre Lead in managing the day-to-day running of the Centre, taking responsibility for management of tasks or projects when directed.
- Act as the main administrative point of contact for the Centre, both internally and externally.
- Deputise for the Centre Manager's duties as necessary during absence including liaising with HR regarding staff contracts and issues, advising Centre staff on HR and financial procedures, supervising the centre administrative assistant and liaising with JRMO and Finance on budgetary issues.
- Disseminate information to staff within the Centre, the most usual medium for which will be email.
- Respond to routine correspondence.
- Ensure confidential records are maintained and kept up to date.
- Maintain, develop and manage filing systems for the Centre staff including storage archives.
- Answer telephone calls and take messages.
- Deal with enquiries from other departments in the medical school and hospital trust, i.e. visitors and honorary staff offsite.

- Provide information and resolve queries from other departments when required (HR, Finance, IT, Line Manager, academic staff, researchers).
- Advise staff and students at all levels on all administrative procedures of the Centre e.g. HR, Finance.

Administrative Duties

- Provide administrative, budgetary and secretarial support to the Centre Manager, Centre Lead and Senior Academic and Laboratory staff in the Centre. Supporting them with their management responsibilities and tasks.
- Collaborate with staff and students in the Centre to ensure that a collaborative and coherent approach is taken to all administrative procedures.
- Organise and attend Centre senior meetings, including booking rooms, AV, refreshments, etc. Preparing agendas, circulating meeting notification and papers, and taking minutes.
- Organise and provide support for monthly Centre seminars, workshops, and ad-hoc meetings when required.
- Ensure confidential records are kept up to date and filed securely according to data protection regulations.
- Organise travel and accommodation for UK and overseas conferences for PIs and academics including travel insurance cover.
- Collate information and written material for newsletters, brochures and for the Centre website or intranet to communicate key information.
- Be an active member of the Web Management Team for the Centre's website, ensuring that web content is maintained and up-to-date. Collate centre academic staff information and amend and set-up profiles on the Centre website.
- Liaise with Teaching Leads in coordinating the completion of the centre MBBS teaching allocations e.g. OSCE's and PBLs, during the academic year. Directing examiners to training sessions, dealing with issues, cancellations and general enquiries. Keep updated list of examiners names and contact details.
- Support the centre manager with space allocations for the centre.

Finance

- Support Centre financial activities, including generation and payment of invoices.

- Administer statements of College Purchasing Cards within the Centre. Process and approve expenses claims for the Centre.
- Ensure the centre has adequate office and lab supplies, including liaising with suppliers and the College's Purchasing Office to ensure cost-effectiveness. Raising purchase orders, processing payments, maintaining accurate financial records, monitoring telephone and postal expenditure.
- Support the Centre Manager in monitoring budget performance, including identifying any errors or inconsistencies.
- Provide and distribute summary financial/grant reports to the Centre's grant holders and Centre Lead.
- Work closely with grant holders in the Centre and advise on appropriate expenditure, and manage student project grant allocations.
- Advise grant holders how to proceed with College purchasing, including use of Agresso and ensuring VAT exemptions are applied as appropriate, as directed by Finance Department guidelines/ policies.
- Arrange the set-up of new suppliers on Agresso as needed.

Human Resources

- Manage visiting workers and honorary staff paperwork including extensions, ensuring official records in relation to these are maintained.
- Be responsible for arranging temporary staff contracts and extensions of fixed term contracts.
- Support the Centre Manager coordinating recruitment including arranging interviews and termination of contracts.
- Coordinate post-offer HR processes e.g. setting up offer page, uploading of references, and verification of passport/visa.
- Be responsible for coordinating and arranging building and lab inductions including ID access cards, IT equipment and IT user accounts for new and existing staff.
- Coordinate staff appraisals, probations, and peer observation of teaching.
- Assist the Centre Manager in monitoring sick leave and annual leave arrangements for staff within the Centre.
- Be responsible for keeping the Centre's staff information database and staff directory up to date.

- Maintain a list of Centre staff trained in interviewing skills and ensure that staff who may need to interview attend training.

Health and safety

- Act as Centre Health and Safety Officer, ensuring that regular monitoring of office areas is carried out. Liaise with the Institute Health and Safety Coordinator to ensure all office areas occupied by the Centre comply with health and safety regulations.

Work Placements

- Coordinate and liaise with the Director's Office regarding the Blizzard work placement scheme.

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

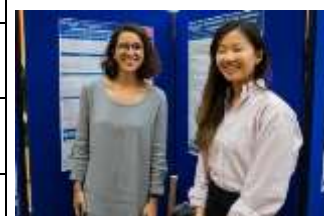
This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

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
Degree or equivalent vocational experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience/Knowledge		
Substantial experience in a similar administrative role	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of servicing a committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of planning and progressing work activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of working in Higher Education or the NHS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of financial and other record keeping	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of HR and recruitment procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Skills/Abilities		
Excellent organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to prioritise a varied workload and plan ahead to meet deadlines, with minimal supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good IT skills, including spreadsheets, email, word processing and databases (Microsoft Office)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good numerical skills with a methodical approach and attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent interpersonal skills and ability to interact with a diverse range of staff at all levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent organisational skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other		
Ability to work within a team and contribute to effective team working	<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

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.

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: Samantha Matthew

Tel: +44 (0)20 7882 7173

Email: s.matthew@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

