Executive Assistant
Information for Candidates

Sainsbury Wellcome Centre for Neural Circuits and Behaviour at UCL

Supported by
JOB DESCRIPTION

Vacancy Reference: 1614726

Job Title: Executive Assistant

Department: Sainsbury Wellcome Centre

Salary: £34,056 - £41,163 per annum inclusive of London Allowance

Grade: 7

Hours: 36.5 per week (full-time, 1.00 FTE)

Reports to: Director/Associate Director

Available until: Funded until 31 July 2019 in the first instance

About the Sainsbury Wellcome Centre

The Sainsbury Wellcome Centre (SWC) commenced research operations in Spring 2016 bringing 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 and test experimentally tractable 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.ucl.ac.uk/swc](http://www.ucl.ac.uk/swc).

Further details about UCL can be found at [www.ucl.ac.uk](http://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.

The 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 ([http://www.ucl.ac.uk/hr/od/](http://www.ucl.ac.uk/hr/od/)), who run a wide range of training programmes for all staff types and grades.

The SWC offers staff an award-winning work environment in the heart of Bloomsbury 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: [http://www.ucl.ac.uk/hr/benefits/employee_benefits.php](http://www.ucl.ac.uk/hr/benefits/employee_benefits.php).

**The Role of the Executive Assistant**

You will provide a highly professional administrative support function to the SWC Director and Associate Director, and will be a key member of the Centre’s core professional services team. You are the primary contact point for all those wishing to communicate with the Director or Associate Director, and will be responsible for diary management, drafting correspondence and managing travel arrangements amongst other duties.

This post is funded until 31 July 2019 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, staff posts will be extended in line with successive funding periods.

**Main Duties and Responsibilities**

- Provide full, efficient and professional executive assistance to the Director and Associate Director, interacting extensively with senior staff within and external to SWC and UCL, including the Centre’s funding partners and members of its boards of governance.

- Provide administrative support (such as assistance with travel arrangements or expenses claims etc) for up to 12 Group Leaders.

- Ensure efficient management of incoming and outgoing mail (paper and electronic), telephone calls and other communications, prioritising as appropriate while providing a timely response, and ensuring that the Director and Associate Director are proactively and regularly kept informed of business in hand.

- Provide effective time and diary management ensuring appropriate prioritisation of urgent matters, handling complex situations arising from conflicting demands and ensuring flexibility as required within a demanding schedule.

- Prepare correspondence on behalf of the Director/Associate Director with minimal supervision, and provide assistance with the preparation and submission of grant applications.

- Proactively prepare and provide information for governance, management and scientific meetings, and schedule and administer SWC Governing Board, Scientific Advisory Board (SAB) and SWC management meetings, including collation of agenda items, circulation of paperwork and taking and progressing minutes as required.

- Make domestic and international travel arrangements including planning itineraries, and efficiently manage and process expense claims, travel reimbursements and place orders (e.g. for travel or office supplies) via the UCL finance system.

- Provide support with management of visitors including arranging hotel bookings and reimbursing agreed travel costs.

- Provide support as required with seminars and events hosted by SWC.

- Liaise and coordinate work with other members of the administrative or laboratory teams.

- Undertake general office administration as necessary for the effective and efficient management of the working environment.
• Assist in covering the work of other professional services staff during periods of annual or sickness leave, in particular providing cross-cover with the Executive Assistant & Centre and Events Coordinator, as required.

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, 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.

Qualifications

- Maths and English GCSE at Grade A - C

Knowledge and Experience

- Experience of providing executive assistance at a senior level; experience of providing this within a Higher Education or similar environment is desirable
- Experience of complex diary management and the ability to coordinate the workload and timetable of one or more busy senior professionals
- Experience of minute-taking and preparing minutes to final draft
- Experience of organising events, meetings, and making travel arrangements and bookings
- Experience of organising own workload, managing competing deadlines, and prioritising work through good time management

Skills and Abilities

- Able to draft accurate, professional formal correspondence and responses to enquiries without supervision
- Excellent attention to detail and the ability to proof-read and edit documentation
- Strong written and verbal communication skills, with the ability to build relationships with a wide range of internal and external stakeholders at varying levels of seniority
- Able to use own initiative to undertake tasks or solve problems.
- Excellent IT skills, including a high level of proficiency with Microsoft Office, particularly Outlook, Word, Excel and PowerPoint. Experience of using online finance systems, content management systems or web design software is desirable

Other Requirements

- Tact and discretion when dealing with sensitive or confidential information
- 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
- Able and willing to work flexibly to meet the needs of the Centre
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.
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. 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 and Professional Services Staff can be found at: http://www.ucl.ac.uk/hr/salary_scales/Support_Research_tcs.php.

Probation
Appointments are subject to a probationary period of 9 months.

Hours of Work and Overtime
Appointments will be full time. UCL’s weekly hours of work for a full-time post are an annual average of 36.5 hours.

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 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
UCL’s equal opportunity policy is that in the recruitment, selection, education and assessment of students, and in the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme or course or post. The requirements being met, no student or employee will be discriminated against on the basis of their sex, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs on matters such as religion and politics.

UCL is committed to providing a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from discrimination, prejudice, intimidation and all forms of harassment including bullying. This Policy means that all students and employees of UCL have the right to study or work in an environment free from discrimination, prejudice and all forms of harassment or bullying. UCL is committed to a programme of action to ensure that this and other equalities policies are implemented and monitored at an organisational and individual level.