



Job Description

Part time Personal Assistant

Grade: 6-7

Department: Institute of Cognitive Neuroscience

Location: Queen Sq, London

Reports to

Prof Nilli Lavie

- Any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the line manager

Context

At UCL Institute of Cognitive Neuroscience we undertake world-leading research in human mind and brain, in both health and disease. We bring together researchers from different disciplines such as psychology, neurology and anatomy. The ICN is an integral part of UCL Neuroscience, which is one of the best neuroscience institutes in the world, ranked second in the world and first in Europe by ISI Essential Science Indicators. Prof Lavie is seeking to appoint a part time PA to assist her with some of the daily tasks involved in management of research and enterprise projects.

Main purpose of the job

Prof Nilli Lavie is looking for a part time PA to assist her with some of the daily tasks involved in management of research and enterprise projects. The time spent on this position is typically no more than 20 hrs per month and would be adjusted flexibly to suit the position requirements, as and when these arise.

Duties and responsibilities

- Provide administrative and secretarial support to Prof Nilli Lavie
- Daily tasks associated to the ongoing management of research and enterprise projects
- Diary management
- Create and maintain electronic information

Person Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
Qualifications, experience and knowledge		
Education to A level standard (Grade B or above) or having acquired relevant experience in terms of writing and analysis	E	A
Experience with working with MyFinance system or a similar Oracle accounts system.	D	A
An awareness and an understanding of the importance of data protection procedures	D	A/I
Skills and abilities		
Excellent communication skills, both written and oral, and experience of communicating complex issues to a variety of audiences	E	A/I
Proficient in the use of Microsoft Office packages (e.g. Word, Excel and PowerPoint)	E	A/I
Diplomacy and tact when dealing with confidential information	E	A/I
Meticulous attention to detail and accuracy in all activities undertaken	E	I
Excellent organisational and time management skills, including the ability to work on numerous projects simultaneously	E	A/I
UCL Ways of Working for professional services		
Planning effectively so that work is delivered and others are not delayed	E	I
Working methodically, prioritising and managing tasks	E	I