



St George's, University of London

**Institute Business & Research Manager
Cardiovascular and Genomics Research Institute (CGRI)**

Ref: 102-24-R-R

JOB DESCRIPTION

Post Title	Institute Business & Research Manager - CGRI
Grade	SGUL 6
Contract type	Permanent, 0.4FTE
Responsible to	Associate Director of Research Operations and Institute Director
Accountable to	Deputy Vice Chancellor (Research and Enterprise)
Responsible for	Research Administrative Officer
Liases with	Academic and research staff from Research Institutes, and professional services staff at St George's, University of London and St George's University Hospitals NHS Trust.

Overall purpose of job

The Institute Business and Research Manager for the Cardiovascular and Genomics Research Institute (CGRI) will join the University at an important and exciting time. St George's, University of London is working to deliver its ambitious research strategy, focussed on potential for excellence and global impact. The role is critical to ensuring and delivering the Research Institute strategies.

The post is crucial in supporting the research institutes to implement strategic research objectives. You will be part of a team of Institute Managers, working together to provide effective support across the four Research Institutes. You will have specific responsibility for an institute and will be expected to provide services to other institutes as required as part of the team.

Working with the Institute Directors and Section Heads, you will be responsible for driving new initiatives to facilitate research collaborations, assist with fostering a research-intensive and business-minded culture to increase income, and raise the profile of the Institute. You will work



with our academics to shape and support the development and delivery of projects and research proposals that address funders' priorities and advance the mission of the Institute. You will play a leading role in ensuring research from the Institute is translational and public facing.

You will be expected to adapt to changing requirements of service delivery, proactively supporting academic colleagues in all aspects of daily business and assisting with a range of administrative and management tasks.

Institute Business and Research Managers will lead on one key area of operations across the Research Institutes.

We are looking for an experienced administrator who will have responsibility for all aspects of the Institute's operations. The successful candidate will be a highly motivated individual with strong management, finance, organisational, HR, and communications skills. You will have the ability to manage and resolve complex situations.

Cardiovascular and Genomics Research Institute (CGRI)

The Cardiovascular and Genomics Research Institute comprises of four separate research sections: Clinical and Experimental Cardiology; Vascular Biology; and Genomics. Our principal investigators cover a wide range of clinical and basic science with a heavy emphasis on translation to clinical impact. The Institute has internationally respected and recognised expertise in cardiovascular genomics, sports cardiology, cardiac pathology, cellular and small animal modelling focusing on the development of novel therapeutics, diagnostics and risk stratification, in particular for sudden cardiac death. We have strong links with the clinical services in St. George's University Hospitals NHS Foundation Trust where much of our translational research occurs, supporting a strong portfolio of clinical trials and studies.

1. Main Duties and Responsibilities

Business Management

- Working collaboratively with the Institute Director, Section Heads, academic staff, and Joint Research & Enterprise Services (JRES) to facilitate research through all aspects of its lifecycle (pre- and post-award) including horizon scanning for external funding, liaising with external sponsors, coordination of funding bids and contract approvals, and oversight of project reporting and budget management.
- Overseeing all internal and external communications and engagement activities for the Institute. This will include management of the Institute's webpages and social media accounts.
- Fostering an ethos of continuous improvement.
- Working alongside colleagues in Professional Services, as required to identify opportunities, monitor the development of grant applications, and deliver research.
- Ensuring the quality control of grant applications, by facilitating internal peer reviews, keeping records and monitoring success.
- Presenting regular updates on research grant activities to the Institute Management Group.



Operational Responsibilities

- Working closely with the Institute Director, Associate Director of Research Operations, and senior staff to ensure the effective implementation of the Research Institute strategic objectives.
- In conjunction with the Institute Director, manage the core budget and running costs in collaboration with Research Funding Manager.
- Manage office allocation and space planning for the Institute.
- Manage the links between HR and incoming Institute members. This includes preparing job descriptions and recruitment panels, managing visitor applications, and being responsible for the orientation and induction of new starters.
- Managing Institute events, ranging from small internal gatherings to large-scale public events which may be in-person, virtual or hybrid.
- Preparing reports, responses and other papers and data on behalf of the Institute (e.g., those needed for HR, Time Allocations surveys, Higher Education Statistics Agency, ResearchFish, FOI requests etc.)
- Working within university policies and procedures to undertake day-to-day management of operational matters.
- Being responsible for the assessment and management of risk including Business Continuity Planning within the Institute.
- Being responsible for collating information on IG/GDPR compliance, whilst working closely with the academic staff member with designated responsibility for this area of work.
- Attending relevant committees representing the Institute and Operational teams.
- Lead liaison with Joint Research and Enterprise Services (JRES), Finance, Communications and engagement, IT, Health and Safety and Human Resources. To provide leadership on relevant operational requirements within the Institute.
- Developing business cases for new capital developments and managing the development and approval of cases for minor capital investment

Line management

- Direct line management of the Administrative Officer
- Leading an administration team within the research operations team. Involving delegation of task to the Administrative Officer/Assistants to provide effective and consistent delivery of services across the institutes.
- Assisting with management of any Institute research administrators funded by the Trust, liaising with the Trust.

You will also be expected to undertake other activities appropriate to the grade as directed by your managers. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. St George's aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to develop their careers further.

2. Special Factors

You may be expected to work occasionally outside of normal working hours.



Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications	<i>Honours degree or equivalent relevant experience</i>	E	PQ/AF
	<i>Relevant professional or postgraduate qualification or equivalent</i>	D	PQ/AF
Experience	<i>Experience of administrative management in a research/academic setting or business setting.</i>	E	SS1, INT
	<i>Experience of research project co-ordination including monitoring the preparation of and management of funding applications, budgets, and reporting requirements</i>	D	SS2,INT
	<i>Experience of interpreting, manipulating and querying data</i>	D	INT
	<i>Project management experience</i>	D	INT
	<i>Experience of managing social media and websites for academic institutes or a comparable field</i>	D	SS3, AF
Knowledge/ Skills	<i>Knowledge of financial/budgetary management and reporting systems, with ability to interpret and summarise data accurately</i>	E	SS4, INT
	<i>Highly developed organisational skills with the ability to work independently, adapt quickly, prioritise tasks, manage conflicting deadlines, and resolve problems</i>	E	SS5, INT
	<i>Ability to work, communicate and collaborate with individuals from varying disciplines</i>	E	INT
	<i>Excellent written and verbal communication skills including presentation skills</i>	E	ST, AF

	<i>Understanding of HR related issues and procedures</i>	D	AF
	<i>Knowledge of health and safety in the workplace</i>	D	AF
Personal Attributes	<i>Committed to embedding practices which embrace diversity and promote equality of opportunity</i>	E	INT
	<i>Committed to Continuing Professional Development (CPD)</i>	E	INT

Key:

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae,
SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 and Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.

3. Date

June 2024



About us

St George's, University of London is the UK's only University dedicated to medical, biomedical and allied health education, training and research. Sharing a clinical environment with a major London teaching hospital in southwest London, our innovative approach to education results in well-rounded and highly skilled clinicians, scientists, and health and social care professionals.

An independent member of the University of London, we have a long and illustrious history of training healthcare professionals, dating back more than 270 years. We are well known for our innovative approach to medical education, being the first UK institution to launch a Graduate Entry Medicine Programme, a four-year fast-track medical degree course open to graduates in any discipline. St George's is the number one university in the UK for Graduate Prospects (on track), according to the Complete University Guide 2024 and second for Graduate Prospects in the 2024 Times UK University Rankings.

Our internationally recognised research delivers cutting-edge scientific discovery through four specialist Research Institutes, directly helping patients through our close links to the clinical frontline and London's diverse community. We were ranked joint 8th in the UK by the Times Higher Education in their Research Excellence Framework (REF) 2021 Impact Scores. 36% of St George's research was assessed as 'world-leading' and 100% of our impact cases were judged to be either 'world-leading' or 'internationally excellent.' Our Institutes focus on biomedical and scientific discovery, advancing the prevention and treatment of disease in the fields of population health, neuroscience, heart disease and infection - four of the greatest challenges to global health in the 21st century. Our values keep St George's, University of London striving to deliver its mission and demonstrate how we aspire to CARE for ourselves and others:

- Collaboration - We work as a community and engage external partners to deliver our mission.
- Ambition - We strive to achieve the best for ourselves and others, responding dynamically to new challenges.
- Respect - We are open-minded, listening to others and valuing different perspectives.
- Equity - We are inclusive, tackling inequity in all its forms.

The diversity of the people within our community at St George's, University of London is one of our strengths. The university benefits hugely from the range of perspectives that come from the different backgrounds, opinions and beliefs of our staff and students and, in recognising that, we want to put our approach to diversity and inclusion firmly at our core.

More information about St George's, University of London can be found at www.sgul.ac.uk.

City, University of London and St George's, University of London have signed an agreement to merge, creating a powerful multi-faculty, multi-site, institution from 1 August 2024. The combined university will become one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students. If you have any questions, you can email hrhelp@sgul.ac.uk with enquiries.



Salary: £40,555 pa, including London Allowance (pro-rated for part-time staff). The salary range for **SGUL 6** is £40,555 – £47,719 including London Allowance, but appointment is usually made at the minimum point.

Hours: 14 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.

Annual leave: 32 days per annum. Plus eight UK public holidays and three days when St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.

Pension: Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

Flexible working Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.

Travel St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).

Gift Aid If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.

Sports and Leisure Facilities Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by St George's, University of London staff.

Within walking distance from the University is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers SGUL staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).

Shops and facilities There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.



Informal enquiries

Informal enquiries may be made via email to: cwatson@sgul.ac.uk

Making an application

All applicants are encouraged to apply on line at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: **12 August 2024**

Interview date to be confirmed. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **102-24-R-R**

We are delighted that you are interested in working at St George's, University of London. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

