



St George's School of Health and Medical Sciences

City St George's, University of London

Education Strategy Education Office

Centre for Technology in Education

Project Support Officer (Maternity Cover)

Ref: 522-24 - R

JOB DESCRIPTION

Post Title	Project Support Officer (Maternity Cover)
Grade	CSG Grade 5
Contract type	Fixed term – Maternity Cover
Responsible to	Head of eLearning Unit
Accountable to	Head of Centre for Technology in Education (CTiE)
Responsible for	N/A
Liaises with	Staff across the Centre for Technology in Education

Overall purpose of job

The post-holder will provide support for projects within the Centre for Technology in Education, particularly in ensuring that key education technology innovation and E-Learning projects and activities are appropriately planned and supported. This include carrying out a range of daily administrative activities to support the wider Centre. The post-holder will report to the Head of E-Learning Unit, as well as support other managers within the Centre based on project(s) needs.



1. Main Duties and Responsibilities

Project support

- Provide support for internal projects across the Centre for Technology in Education (CTiE).
- Support the E-Learning Unit and partner institutions on the development of new funding bid proposals – ensuring all legal institutional information is provided and signed off as needed.
- Support colleagues (and where appropriate, partner institutions) in the development of project deliverable timelines e.g., final dates for key deliverables and activities; timing of planning and debrief meetings
- To arrange meetings and take minutes for projects, including the arrangements of rooms, times, catering, equipment, materials, and other things required for the meeting.
- Ensure budget of proposals are developed and shared adequately amongst the project partners for the implementation of the activities described in proposals.
- Liaise with internal and external partners to provide updates on projects.
- Prepare project financial reports for all relevant stakeholders and maintain all project budgets.
- To support in the creation of evaluation instruments, collate survey forms, survey feedback, and reports of data collected from stakeholders and participants.
- Provide general project administration and support as appropriate.

Administration and support

- Support the day-to-day administration of budgets across CTiE, including updating budgets, supporting requisition, and invoicing processes.
- Liaise with existing suppliers and support the process for finding new suppliers.
- Maintain and update CTiE website and project websites, ensuring currency of information, advice, and guidance.
- Process expenses within CTiE, ensuring alignment with expenses policy.
- Provide general project administration and support as appropriate.
- Support teams as appropriate in the design, maintenance, dissemination of materials for the relevant audience.

General

- Where required, support learning design and technology user groups.
- Work collaboratively with colleagues across the centre to support priority projects.
- Contribute to general planning.
- Undertake personal development activities appropriate to the post.
- Fulfil other duties appropriate to the role.
- Provide regular reports and updates as required.

It is expected that staff working with St George's School of Health and Medical Sciences, will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. 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. City St George's, University of London aims to provide



opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

St George's School of Health & Medical Sciences, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.

2. Special Factors

The role holder may be required to travel to meetings and dissemination events/conferences in support of grant-funded projects and collaborations.



Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications	An Honours degree or equivalent qualification in relevant subject.	D	AF
	Project management qualification	D	AF
Knowledge/ Skills	Administrative/secretarial work, taking minutes	E	SS1 , INT
	Working on funded projects with international partners	D	AF, INT
	Excellent project and task management skills with ability to work to tight deadlines on multiple projects	E	SS2 , INT
	Organising meetings, events, and travel arrangements	E	AF, INT
	Excellent communication skills including being able to communicate effectively with stakeholders on progress	E	SS3 , AF, INT
	Managing and reporting on budgets for fixed term projects	E	SS4 , AF, INT
Personal Attributes	Willingness to work flexibly	E	INT
	Ability to work to tight deadlines while maintaining quality standards through attention to detail.	E	INT
	Enthusiastic and willingness to train and develop new skills where appropriate	E	INT
	Committed to embedding practices which embrace diversity and promote equality of opportunity	E	INT
	Committed to Continuing Professional Development	E	SS5 , 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

September 2024



About us

St George's School of Health and Medical Sciences is 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.

St George's has 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. Now part of City St George's, University of London, St George's was 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. St George's was 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 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 is one of our strengths. We benefit 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 School of Health and Medical Sciences can be found at www.sgul.ac.uk.

City, University of London and St George's, University of London completed a merger on 1 August 2024, creating a powerful multi-faculty, multi-site, institution. 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.



St George's School of Health and Medical Sciences currently offers a range of employee benefits:

Salary: £32,682 pa, (pro-rated for part-time staff). The salary range for **CSG Grade 5** is £32,982 – £40,521 and appointment is usually made at the minimum point.

Hours: 35 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: 30 days per annum. Plus eight UK public holidays and four days when City 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 \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[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 City 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 City St George's, University of London staff.

Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers 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: Luke Woodham woodham@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: **19 September 2024**

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

Please quote reference **522-24-R**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. 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.

