



**St George's School of Health and Medical Sciences**

**City St George's, University of London**

**IMBAE**

**Anatomy Suite Manager**

**Ref: 503-24-R**

**JOB DESCRIPTION**

<b>Post Title</b>	Anatomy Suite Manager
<b>Grade</b>	CSG Grade 7
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Head of Anatomical Sciences Section
<b>Accountable to</b>	Head of Medical, Biomedical and Allied Health Education (IMBAE)
<b>Responsible for</b>	Provision, preparation, management and maintenance of cadavers and relevant material within the Anatomy Suite (AS) management of HTA licensed activity and contribution to teaching delivery in the DR
<b>Liases with</b>	Technical Team Administrator Head of Anatomical Sciences

**Overall purpose of job**

The post holder will, under the supervision and in collaboration with the Head of the Anatomy Section, co-ordinate the operation of the multi-disciplinary anatomical section to provide appropriate service to support the delivery of all under- and postgraduate curricula delivered by the facility, postgraduate training and where applicable, research programmes.

The post holder will manage members of the technical, prosector and administrative team and work closely with the head of section and academic module leaders of the courses.



The post holder will be responsible for ensuring that the facility is fit for purpose and ensure compliance with the Human Tissue Act 2004 (as Designated Individual) and health and safety legislation.

The post holder will also be responsible for the preparation, maintenance and management of practical teaching materials necessary for delivery within the section.

## **Anatomical Sciences Section**

The Section is central to the delivery of both undergraduate and postgraduate anatomy and clinical anatomy teaching, and is heavily used throughout the year by students of medicine, physiotherapy, radiography and biomedical science, as well as by national and international trainee surgeons, clinicians and specialist healthcare professionals.

### **1. Main Duties and Responsibilities**

#### **Managerial**

- Line management of the technical team, prosector and section administrator to include training plans and appraisal and personal development review (PDR)
- Management and recording of weekly operational DR meetings for academic and technical staff
- Oversee management of course coordination and data management in collaboration with the anatomy administrator to ensure the smooth running of processes within the section
- Responsibility for the management of embalming, preparation and provision of all cadaveric and supportive materials used for teaching, training and research in the AS as per curriculum requirements
- Oversight of the facilities booking management
- Delegation and management of the maintenance of all areas within the AS
- Oversight of management of the cataloguing, maintenance and storage of databases/inventories for all teaching resources
- Oversight of the management of Core Medical Trainees (CT2) Demonstrators in liaison with the section administrator

#### **Designated Individual (DI)**

- Be the Designated Individual (DI) for Anatomy under the Human Tissue Act (2004).
- As DI, be legally responsible for all bodies and cadaveric material held in the Anatomy Section at the university.
- Work with Anatomy staff to ensure that the provisions of the HT Act are complied with at all times, that all cadavers and prosected specimens are identifiable, and that records and databases are kept up to date.
- Liaise as necessary with the Human Tissue Authority and ensure that the Anatomy records, Dissecting Room premises and equipment, SOPs, Risk Assessments, training records, service logs etc. are complete and up-to-date for presentation to the HTA Inspectors during inspections of the premises.
- Oversee DR technical team liaison with the London Anatomy Office to arrange acceptance of donated cadavers and be responsible for completion of necessary forms when arranging for cremation of donated bodies.
- Be a member of the Human Tissue Licence Review Group (a university committee), and will represent the university at the London and South-East Committee of Anatomists, and at meetings of the HTA.



- Keep up-to-date with legal and ethical developments that affect anatomical donations, such as changes to the list of exclusion criteria for donations.

Training and mentorship for this role will be provided as necessary.

### **Administrative**

- Maintain and modify, as required, administrative systems to ensure smooth running of technical duties
- Oversight of timetabling of the facility and teaching resources in liaison with and led by the section administrator
- Management of budgeting and invoicing relating to development and embalming funds and ensuring expenditure and distribution of funds is carried out in accordance with institutional procedures
- Monitor and manage devolving budgets in conjunction with director of IMBAE operations and IMBAE finance to ensure financial targets are achieved
- Direct and manage the ordering and receipt of consumables, chemicals and equipment where appropriate

### **Health and Safety**

- Undertake the role of Anatomy Section Safety Coordinator, ensuring that all procedures carried out by staff, students and visitors are compliant with current health and safety regulation and documented accordingly
- Provision of advice and training for staff; responsibility for ensuring that all safety documentation, including risk assessments and COSHH, are up-to-date and maintained for audit and inspection purposes
- Provide guidance and support to colleagues/students in own area, on the use of basic equipment and techniques
- Develop and refine standard operating procedures (SOPs) in collaboration with the head of section for the conduct of the protocols within the facility
- Responsible for implementation and management of lone working policy for the facility
- Management and coordination of building refurbishment programmes and equipment maintenance within the facility in conjunction with Estates & Facilities.
- Contribute to the health and safety committees within the institute as a member of the Education Health, Safety and Wellbeing committee
- Oversee recording and management of safe work exposure limits of formaldehyde within the facility and manage evacuation in accordance with SOP

### **Teaching support**

- Set up, operate and maintain all audio visual and camera equipment for AS sessions
- Advise and assist with the development of teaching material for courses based on resources available and knowledge of human anatomy
- Liaison with internal and external academics and clinicians, and feedback to the prosector, with reference to preparation and dissection of specimens to co-ordinate with teaching and course requirements

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 Anatomy Suite manager will be expected to work with formaldehyde-fixed cadaveric specimens and wear appropriate PPE, including respirators. The role may involve heavy lifting.



### Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
<b>Qualifications</b>	Basic degree in anatomically related subject	E	PQ, AF
	Postgraduate qualification (Masters) in anatomically related subject	D	AF
<b>Experience</b>	Proven experience of staff management within an Anatomy/Teaching facility and experience of Human Resource procedures	E	SS1, AF, INT, ST
	Knowledge and understanding of human anatomy	E	AF, INT, ST
	Laboratory experience (preferably within a university setting)	E	SS2, AF, INT, ST
	Working knowledge and experience of implementation of HTA Codes of Standards and Practice and regulatory procedures, to include management of processes related to human tissue in use for anatomical examination	E	SS3, AF, INT, ST
	Experience of design and implementation of SOPs and protocols relating to health and safety and HTA legislation	E	SS4, AF, INT, ST
	Knowledge of chemical, hazardous waste, and environmental safety standards, linked to health and safety regulations and legislation	E	SS5, AF, INT, ST
	Experience of database design, management and maintenance	E	AF, INT, ST
	Knowledge of inventory management and procurement practices	E	AF, INT, ST
	Experience of utilising IT software to provide management information reports	D	AF, INT, ST



<b>Knowledge/ Skills</b>	Strong leadership and motivational skills	E	AF, INT, ST
	Excellent problem-solving skills	E	AF, INT, ST
	Ability to complete work to an agreed quality standard	E	AF, INT, ST
	Ability to work with critical attention to details and high levels of accuracy	E	AF, INT, ST
	Excellent organisations and time management skills to effectively handle conflicting priorities to ensure proposed and self- imposed deadlines are met	E	AF, INT, ST
	Ability to maintain confidentiality	E	AF, INT, ST
	Excellent communication, negotiation, presentation and inter–personal skills	E	AF, INT, ST
	Numerate	E	AF, INT, ST
	Ability to work flexibly and to respond the changing priorities under pressure	E	AF, INT, ST
	Ability to produce concise written material	E	AF, INT, ST
	Experience in supervising and managing individuals and groups of students	D	AF, INT, ST
<b>Personal Attributes</b>	High degree of tact, diplomacy and patience	E	AF, INT, ST
	Reliable and conscientious	E	AF, INT, ST
	An open and positive attitude to working in a constantly changing environment	E	AF, INT, ST
	Ability to establish good working relationships with a large number of colleagues and students in varying capacities	E	AF, INT, ST



**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**

November 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](http://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](mailto:hrhelp@sgul.ac.uk) with enquiries.





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

**Salary:** £50,694 pa, (pro-rated for part-time staff). The salary range for **Grade 7** is £50,694 – £60,321 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: [glonghur@sgul.ac.uk](mailto:glonghur@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](mailto:hrhelp@sgul.ac.uk)

Closing date: **Wednesday 08 January 2025**

**Interview date will be 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 **503-24-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.

