



St George's School of Health and Medical Sciences

City St George's, University of London

Cardiovascular and Genomics Research Institute

Cardiac Pathology Administrator

Ref: 107-24-R

JOB DESCRIPTION

Post Title	Cardiac Pathology Administrator
Grade	CSG 4
Contract type	2 Years Fixed Term (Renewable)
Responsible to	Professor Mary Sheppard, Professor of Cardiac Pathology
Accountable to	Director of Cardiovascular and Genomics Research Institute
Responsible for	Cardiac Pathology Administration
Liaises with	Professor Sheppard, Pathologists, Lab technicians, Coroner's officers, Police, Hospital consultants, CRY representatives

Overall purpose of job

This is a full-time position providing secretarial and administrative support for the CRY Cardiovascular Pathology Laboratories and maintaining working relationships with members of that Unit.

Cardiovascular Pathology Research Unit

Professor Mary Sheppard is a Consultant Histopathologist specialising in cardiothoracic disease and her research interests include sudden cardiac death, cardiomyopathy, ischaemic cardiac disease, valve disease and congenital heart disease. Acting as a national referral centre for cardiovascular pathology, Professor Sheppard has established a cardiovascular pathology research unit at St George's University of London (SGUL) with funding from the charity CRY (Cardiac Risk in the Young) to study sudden cardiac death. The unit has designated specialist technical and administrative personnel to deal with referrals from within and outside the UK.



Main Duties and Responsibilities

Secretarial/PA o Professor Sheppard

- To undertake a full range of PA/secretarial duties for Professor Sheppard which will include diary management, typing, scanning, filing, travel, and accommodation arrangements
- To deal with telephone calls, verbal messages and correspondence as required, and to ensure these are passed onto the appropriate person
- Monitoring and documenting of publications and updating references with relevant external publications using University's CRIS system
- Attending daily meetings with Professor Sheppard to prioritise work and agreeing a weekly to do list
- Ensuring Professor Sheppard's CV and profile is up to date within St George's University of London (SGUL)
- Doing Continual Professional Development within the Royal College of Pathologists systems weekly/monthly.
- To be the first point of contact with coroners, police, and hospital consultants regarding referral cases.

General Administration

- Knowledge of Outlook and updating calendars and contacts
- Organising meetings and preparing minutes, which will include weekly departmental meetings.
- General administrative tasks to include ordering stationery, receiving visitors and students to the unit, ensuring the correct paperwork has been completed.
- Help with recruitment forms within SGUL
- Updating contacts
- Handling enquiries from coroners officers within UK
- Getting clinical details including BMI from pathologists, mortuaries or coroner's officers
- Handling enquiries from families of bereaved
- Updating referral forms for individual cases
- Getting causes of death from coroners' officers
- Inputting of all cases referred to department into departmental database



- Sending out RNA later tubes to mortuaries
- Referrals – contacting referral centres and sending relevant documents to them.
- Creating patient reports and preparing paperwork for return of specimens
- Assist with the preparation of graphs and tables required for meetings, teaching, courses, and presentations.
- Liaise with Technicians concerning work flow within the Unit
- Delivery and collection of hearts from site services, university reception and central pathology
- Liaise with Technicians regarding enquiries and paperwork concerning referral cases
- Assist with the organization of events held at SGUL.
- Standard Operative Procedure within the Dept updating annually
- Undertake basic financial administration - produce purchase orders, invoices, and expense claims on SGUL's procurement system and document expenses within the set budget given
- Monitoring the Unit's grants and research projects.
- Assist Professor Sheppard with the preparation of reports (quarterly) for the sponsor organization CRY (Cardiac Risk in the Young).

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.

Nature and Scope of Job

This is a full-time position providing secretarial and administrative support for the CRY Cardiovascular Pathology Laboratories and maintaining working relationships with members of that Unit. The laboratories are a national referral centre for cardiovascular pathology and sudden cardiac death. We are a small lab which is funded by the charity CRY (Cardiac Risk in the Young) to study sudden cardiac death. One of the central purposes of the labs is to identify genetic heart diseases and to recommend that family members are screened for these



disease to try to prevent future deaths. The unit has designated specialist technical and administrative personnel to deal with referrals from within and outside the UK.



Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
Qualifications	Good Standard of education to a minimum of 'A' Level or comparable level NVQs	E	AF
	Sound knowledge of Microsoft Office Packages – Word, Excel, PowerPoint, and Publisher	E	AF/INT
Experience	Previous experience within an academic Higher Education and/or NHS administration environment	D	SS1/AF
	Experience of working in an office carrying out a wide variety of tasks	E	AF, INT
	Experience of using databases, inputting data to databases and basic data extraction	D	SS2/AF
Knowledge/ Skills	Excellent typing skills	E	SS3/AF
	Experience of taking minutes	D	SS4/AF
	Ability to work as part of a team and unsupervised	E	AF, INT
	Excellent organisational skills	E	AF, INT
Personal Attributes	Excellent communication skills, both verbal and written, with a wide range of people at all levels, with both internal and external customers	E	AF, INT
	Good time management skills and ability to prioritise and work under pressure to produce a varied workload whilst meeting deadlines and maintaining a high level of accuracy.	E	SS5/AF
	Ability to be tactful and diplomatic	E	SS6/AF/INT



	Ability to exercise initiative and motivation	E	INT/AF
	Commitment to equality and diversity policies	E	AF, INT
	Commitment to self-development	E	AF, INT
	Enthusiastic with friendly and approachable manner	E	AF, INT
	Flexibility in approach to the working day	E	INT
	Bright with positive approach to work.	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.

Updated December 2024



About City St George's, University of London

City St George's, University of London is the University of business, practice and the professions.

City St George's attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George's, University of London creating a powerful multi-faculty institution. The combined university is now 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.

City St George's campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last [REF \(2021\)](#) 86 per cent of City research was rated as world leading 4* (40%) and internationally excellent 3* (46%). St George's was ranked joint 8th in the country for research impact with 100% of impact cases judged as 'world-leading' or 'internationally excellent. As City St George's we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George's Alumni Network.

City St George's is led by Professor Sir Anthony Finkelstein.



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

Salary: £29,659 pa, (pro-rated for part-time staff). The salary range for **Grade 4** is £29,659 – £33,232 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: jwestaby@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: 31 December 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 **107-24-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.

