



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

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

**Research Operations**

**Research Events and Communications Administrative Assistant**

**Ref: 573-25-R**

**JOB DESCRIPTION**

<b>Post Title</b>	Research Events and Communications Administrative Assistant
<b>Grade</b>	4
<b>Contract type</b>	Fixed term, 12 months
<b>Responsible to</b>	Research Events and Communications Administrative Officer
<b>Accountable to</b>	Head of Administration
<b>Responsible for</b>	N/A
<b>Liaises with</b>	Academic, Research and Professional Services colleagues within the School of Health and Medical Sciences at City St George's, University of London

**Overall purpose of job**

The post is a part of the Research Operations Directorate Team based at City St George's, University of London – Tooting Campus. The post is responsible for a range of general administrative duties, with the emphasis on supporting events and communications and servicing the Research Institutes. Whilst supervision is provided, the ability to work independently and demonstrate initiative is expected.

The post holder will be working closely with the Research Events and Communications Administrative Officer, providing support in the smooth running of the Research Operations administrative team.



## Main Duties and Responsibilities

- Contributing to the Administrative Team within Research Operations Directorate by ensuring the effective, and efficient administration of events and communications.
- Arranging events, including research meetings, booking rooms, ordering catering, equipment and expenses for the Research Institutes.
- Organising weekly seminars for the Research Institutes, producing and distributing programmes, liaising with academic staff and speakers.
- Being the main point of contact for all events' queries; dealing with telephone calls, verbal messages and correspondence as required, and to ensure these are dealt with appropriately and in a timely manner.
- Liaising with researchers to establish requirements by researching options, making recommendations on various options and suitable events provision, and offer advice in relation to value for money, compatibility and fit for purpose.
- Liaising with suppliers as required, regarding quotes, options and provision of event.
- Collating information and producing newsletters for the Research Institutes by liaising with academic staff and distributing it to appropriate mailing lists.
- Administration of social media requirements for Research Institutes.
- Assisting with maintenance of webpages content relating to events and Research Operations.
- Meeting visitors and being an ambassador for City St George's, University of London.
- Providing all services in a professional manner, ensuring that all service levels and performance measurement targets are achieved on a regular basis.
- Maintain an efficient and effective electronic filing system as required.
- Ensuring that all amendments on purchase orders not agreeing with invoices received are dealt with and passed onto the Administrative Officer (Finance) for authorisation and that ordering practices comply with the University's purchasing processes and procedure.
- Assisting the Research Events and Communications Administrative Officer and the Institute Business and Research Managers with organisation of major local, national and international meetings/events as required. This includes but is not limited to events such as the annual Research Day, and Research Institutes' annual research named days.
- Maintaining and updating of the log of Research Day sponsors.
- Assisting the Research Events and Communications Administrative Officer with appropriate delegated duties.
- Providing cover for colleagues in other branches in the Research Operations Administrative Team in a flexible manner and according to the demand, to ensure a continuous delivery of administrative support to the research community

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.

### **Special Factors**

The post holder will be expected to work occasionally outside of normal working hours, in the evenings. The post holder will be remunerated with time off in lieu.



### Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
<b>Qualifications</b>	A good standard of education, including GCSE (or equivalent) English Language and Mathematics	E	AF
<b>Experience</b>	Experience of working in Higher Education or public sector environment	E	INT
	Experience of arranging events, meetings and seminars	E	SS1, INT
	Experience of collating information and designing and producing newsletters and promotional materials	E	SS2, INT
	Experience of website editing	D	INT
<b>Knowledge/ Skills</b>	Excellent organisational and time management skills	E	SS3, INT
	Ability to follow written/oral instructions methodically and with attention to detail and maintaining accurate records	E	INT
	Ability to communicate at all levels, orally and in writing	E	SS4, INT
	Excellent customer service skills	E	INT
	Competent and confident use of professional social media on all platforms	E	SS5, INT
	Competent use of Microsoft Office tools, specifically Word, Excel and Publisher	E	AF
<b>Personal Attributes</b>	Hard working and reliable with a friendly, courteous and helpful disposition	E	INT
	Ability to work as part of a team	E	INT
	Proactive approach	E	INT
	Punctual and reliable	E	INT

	Ability to deal with individuals with high levels of tact and diplomacy	E	INT
	Committed to equality and diversity. Committed to City St George's Health and Safety policies and procedures. Compliance to Data Protection Act 2018 and GDPR principles/ requirements	E	INT
	Committed to Continuing Professional Development	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 May 2025**



## 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:** £29,959 pa, (pro-rated for part-time staff). The salary range for **Grade 4** is £29,959 – £33,482 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: [hrhelp@sgul.ac.uk](mailto:hrhelp@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: **25 May 2025**

**Interview date 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 **573-25-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.

