

OPPORTUNITIES BULLETIN

www.london.ac.uk/jobs

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NOTE FOR ADVERTISERS AND READERS

Adverts appear by College and in broad categories (Academic/Administration/Technical/Other)



UNIVERSITY OF LONDON
Central Institutes and Activities



Administrative Manager
School of Advanced Study
INSTITUTE OF ADVANCED LEGAL STUDIES
£38,666 to £45,756 pa inc LW

The Institute was established in the University of London in 1947 to support and facilitate research in law. It has one of the world's great legal research libraries and plays a significant national and international role in the areas of legal research, academic co-ordination, and the development of academic and professional links. The Institute is housed in modern purpose-built accommodation extending over nine floors; has over 50 full and part-time staff, and an annual budget of about £3 million.

The Institute is looking for a senior Administrator to manage and supervise the work of a department of five to seven people and have direct involvement with internal accounts and financial procedures, research grant application and management, administration of research degree and postgraduate taught degree programmes, fellowship programmes, premises management, running of committees and reporting to the University and other bodies.

Applicants should have some knowledge of law / legal system / legal environment and the ability to manage others and their own workload, have some financial and administrative background and experience of working within the University sector.

For an application pack, please visit www.london.ac.uk/104.html, email Ulrecruit@lon.ac.uk or call 020 7862 8100 (24 hour), quoting reference 012/09-O. **The closing date for receipt of completed applications is 12 noon on Thursday, 12th March 2009.** Interviews are scheduled to take place on Friday, 27th March 2009.

The University offers a final salary pension scheme.
Pursuing equal opportunities and excellence in education.
www.london.ac.uk

**Vice-Chancellor and Director of Administration Division
Communications and Events Coordinator
£27,011–£30,133 pa inc LW**

We are seeking a proactive individual with a strong focus on operational efficiency, productivity and quality control to work with the Head of Communications in delivering a broad range of both internal and external communications activities.

A significant part of the role is to coordinate the University's annual Foundation Day ceremony where you will liaise with a diverse range of stakeholders, ranging from The Princess Royal's office to staff within the 19 Colleges of the federal University.

With previous event planning experience, you will have the ability to deal easily and confidently with people at all levels and from a wide variety of backgrounds. You will also be ideally educated to degree level or equivalent by experience or ability; you will have the proven ability to contribute ideas and suggestions by thinking creatively and imaginatively.

For an application pack, please visit www.london.ac.uk/104.html, email Ulrecruit@lon.ac.uk or call 020 7862 8100 (24 hour), quoting reference 013/09-O. **The closing date for receipt of completed applications is 12 noon on Monday, 16th March 2009.** Interviews are scheduled to take place on Tuesday 31st March 2009.

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The London Deanery is responsible for managing the postgraduate education of doctors and dentists in London. The Simulation and Technology-enhanced Learning Initiative (STeLI) is a world leading investment into harnessing and promoting the use of powerful educational technologies resulting in 'Excellence in Education' for London's Healthcare Professionals.

**STeLI Administrator (L6)
(£27,011 - £33,647)**

The Project Administrator will be based within the Deanery's Central Programme Office and will be responsible for providing support to the Associate Dean and Lead for STeLI in project delivery. This role has five key objectives:

- Conducting and analysis of simulation equipment and course provision audit.
- Co-ordination and support delivery of the STeLI Faculty Development strategy
- Co-ordination and support delivery of the STeLI Research and Development strategy
- Preparation, organisation, marketing and management of simulation events
- Maintenance of the STeLI website

Closing date: 16 March before midnight
Interview date: Week commencing 23 March

We are based in modern offices in Central London close to shops and amenities. A final salary pension scheme, generous annual leave and Christmas closure are some of the benefits on offer.

For a recruitment pack, visit our website:
www.londondeanery.ac.uk/careers/internal-vacancies or email
ldnrecruit@londondeanery.ac.uk or tel: 020 7866 3176.
Please note we are unable to consider CVs.



**STUDENT SUPPORT ADMINISTRATOR
(Distance Learning Programme)**

A Student Support Administrator is required for an immediate start within the School's Distance Learning Office. Applicants must have proven administrative experience, preferably within a student support or distance learning environment, organising a busy workload, assessing priorities and working closely within a team. The post involves acting as a first point of contact for queries from registered students throughout the world, maintenance of student records, administration of coursework and examinations, committee servicing and working with information of a confidential nature. The post involves dealing with significant amounts of e-mail correspondence and therefore a high standard of written and spoken English skills, and familiarity with using e-mail, is essential.

The starting salary range will be on the Professional Support Pathway scale £22,546 to £25,581 p.a. inclusive. For more information about the School visit www.lshtm.ac.uk Telephone 020-7927-2203 (24-hour answer phone) or e-mail to personnel@lshtm.ac.uk for further particulars, quoting reference DL24. Only applications submitted in the format outlined in the recruitment pack will be considered. The closing date for applications is Friday 13 March 2009. For more information about the School visit www.lshtm.ac.uk

The London School of Hygiene & Tropical Medicine is committed to being an equal opportunities employer.



**School of Biological & Chemical Sciences
Postdoctoral Research Assistant
(Ref: 09052/KR)**

Applications are invited for a postdoctoral researcher to work with Dr. Robert W. Janes on a new resource funded by the BBSRC: the Protein Circular Dichroism Data Bank (PCDDB). The main focus areas of this post will include creation and implementation of validation and autocuration software for circular dichroism spectra, protein structure analysis software and website interfaces.

Candidates should hold a PhD in bioinformatics, computer science, biophysics or a related field. Some postdoctoral experience is welcome. Experience in programming is essential and experience in experimental CD studies would also be desirable.

This is a full-time, fixed term post available for three years. The salary is in the range of £30,079 - £33,492 per annum, inclusive of London Allowance.

Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Asylum and Immigration Act 1999.

Further details and a BLUE application form can be obtained from the School's website: <http://www.sbcs.qmul.ac.uk/vacancies/>. Alternatively, please visit the Human Resources website on: <http://www.hr.qmul.ac.uk/vacancies>

Completed application forms together with a copy of your CV, quoting reference number 09052/KR, should be returned to Ms Sunita Devi-Paul, School of Biological & Chemical Sciences, Queen Mary, University of London, Mile End Road, London, E1 4NS, or by e-mail: sbcs-vacancies@qmul.ac.uk.

The closing date for applications is 26th March 2009 at 4pm. Interviews will be held on 24th April 2009. Applicants who are not contacted by end of April should assume that they were not successful.

Valuing Diversity & Committed to Equality

**Institute of Cell and Molecular Science (ICMS)
Centre for Diabetes and Metabolic Medicine
Postdoctoral Research Assistant
Fixed Term Contract – 3 years
Ref: 09073/CA**

Applications are invited for a Research Councils UK (RCUK) Academic Fellowship. These prestigious fellowships provide an attractive and stable path into academia by offering the appointee a permanent academic position following the end of the award (subject to the successful completion of a probationary period). The position will be based within Dr Vardhman Rakyan's group (www.icms.qmul.ac.uk/Profiles/Diabetes/Rakyan%20Vardhman.htm) at the ICMS, London, UK. Dr Rakyan's lab focuses on how environmental (e.g. diet, age) and stochastic factors influence the epigenome, and consequently complex phenotypes and diseases. All projects integrate molecular genetics and epigenetics, functional genomics, bioinformatics, model organisms and human cohorts.

Initially, the appointee will be expected to lead a BBSRC-funded project that will use a systems-biology approach to identify and study epialleles in mouse models and human cohorts. Epialleles are loci at which the epigenetic state (e.g. DNA methylation) varies as a result of genetic or environmental influences [Rakyan VK & Beck S (2006) *Curr Opin Genet Dev*]. There is increasing evidence that epialleles have important functional consequences for phenotypic outcomes. The project will involve the generation of large-scale datasets, predominantly ultra high-throughput sequencing-based epigenomic and transcriptomic profiles, which will then be integrated with extensive genetic, phenotypic, and epidemiologic data. The candidate will also be encouraged to be involved in other projects within the lab, and develop their own ideas and collaborations.

Applicants should have a PhD, background in epigenetics and a strong publication record (at least 1 first-author research article). Experience in functional genomics is desirable but not essential. Bioinformatics expertise is NOT required.

The ICMS, part of Barts and The London School of Medicine and Dentistry, provides a dynamic and supportive environment for basic and translational research including access to world-class functional genomics technologies. In the 2008 Research Assessment Exercise (RAE), Barts and The London was ranked as one of the UK's top four medical schools for the quality of research (based on 4* and 3* outputs).

Informal enquiries can be made to Dr Vardhman Rakyan, Centre for Diabetes and Metabolic Medicine (email: v.rakyan@qmul.ac.uk). This is a full-time fixed term post available until September 2012, with a salary at the appropriate point for experience on the Research scale (£30,079–£35,355 per annum inclusive of London Allowance). Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Asylum and Immigration Act 1999.

For an application form and further information, please visit the Human Resources website on <http://www.hr.qmul.ac.uk/vacancies>, or request details (quoting the above reference number) via email WCH-Recruit@qmul.ac.uk. Applicants wishing to make a non-electronic application may contact our 24 hour recruitment line on 020 7882 6109 for details. **The deadline for return of completed applications is 12 noon (BST) on 6th March 2009.** Applications (quoting the above reference number) should be returned via email to WCH-Recruit@qmul.ac.uk or alternatively by post to: Whitechapel Recruitment, Barts and The London School of Medicine & Dentistry, c/o SMD Management Offices, The Lodge House, Charterhouse Square, London EC1M 6BQ. Interviews are likely to be held in late-March 2009. Please note: completed applications must not be sent directly to the Centre for Diabetes and Metabolic Medicine or to Dr Rakyan.

Where applicants are short listed for interview, references will normally be taken up prior to interview. Applicants who do not wish any referees to be contacted should make this explicitly clear on their application. We are unfortunately unable to reply to those applicants who have not been short listed and invited for interview. However, we would like to thank all candidates for their applications and for their interest in working for the School of Medicine and Dentistry.

Valuing Diversity and Committed to Equality

**Institute of Cell and Molecular Science
Centre for Infectious Disease
Centre Administrator
Ref: 09072/CA**

An experienced administrator is required to support the Centre Lead in strategic planning and day to day operations of the Centre by providing effective administration with a focus on finance, human resources and research activities. Together with a part time administrative secretary, the Centre Administrator will also play an important role in the organisation of taught course administration and development.

You will have excellent interpersonal, organisational, communication and IT skills, with a proven ability to use tact and discretion, whilst remaining calm managing multiple deadlines. You must have the ability to use initiative and adopt a flexible approach to your work. Previous experience of working in senior administration is essential. Higher Education or NHS administration and staff management experience is highly desirable.

This is a full-time, permanent post at Professional Grade 4 of the Queen Mary pay and grading structure. Starting salary will be £30,079 per annum inclusive of London Allowance.

Informal enquiries can be made to Dr Lucinda Hall, Centre Lead for Infectious Disease (email: l.m.c.hall@qmul.ac.uk) or Ms Joanne Kirner, Institute Manager, (email: j.m.kirner@qmul.ac.uk).

Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Asylum and Immigration Act 1999.

For an application form and further information, please visit the Human Resources website on <http://www.hr.qmul.ac.uk/vacancies>, or request details (quoting the above reference number) via email WCH-Recruit@qmul.ac.uk.

The deadline for return of completed applications is 12 noon (BST) on Friday 13th March 2009. Applications (quoting the above reference number) should be returned via email to WCH-Recruit@qmul.ac.uk. Alternatively by post to Whitechapel Recruitment, Barts and The London School of Medicine & Dentistry, c/o SMD Management Offices, The Lodge House, Charterhouse Square, London EC1M 6BQ. Please note: completed applications must not be sent directly to the Institute of Cell and Molecular Science, Ms Kirner or Dr Hall.

Where applicants are short listed for interview, references will normally be taken up prior to interview. Applicants who do not wish any referees to be contacted should make this explicitly clear on their application. We are unfortunately unable to reply to those applicants who have not been short listed and invited for interview. However, we would like to thank all candidates for their applications and for their interest in working for the School of Medicine and Dentistry.

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**Institute of Cell and Molecular Science
Learning and Access Manager
Ref: 09077/CA**

Centre of the Cell is an interactive science centre for children, website and outreach project due to open in June 2009. The interactive centre is a world first combining theatre, digital interactives, microscopes and objects. It is the first science centre in the world to be located in working laboratories. Centre of the Cell online is packed with facts, pictures, games and films inspired by the ongoing work of more than 80 leading scientists and doctors at Queen Mary, University of London and Barts and The London School of Medicine and Dentistry. Our outreach programme is already well underway with 'Meet the Scientist' and 'Ethical Debate' workshops, science boxes in schools and a major evaluation programme of Centre of the Cell's content.

We are looking for an experienced professional to develop and implement our learning programme and to ensure that Centre of the Cell reaches its target audiences of school pupils, young people, community and family groups and the general public. The Learning and Access Manager will be the key member of staff in helping to ensure that Centre of the Cell reaches achieves this.

If you would like further information then please contact Adrian Lockwood, by email (a.lockwood@qmul.ac.uk) or phone (020 7882 2562). This is a full-time fixed term post for 1 year with a salary at the appropriate point for experience on the Professional scale (£33,492-£39,430 per annum inclusive of London Allowance).

Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Asylum and Immigration Act 1999.

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For an application form and further information, please visit the Human Resources website on <http://www.hr.qmul.ac.uk/vacancies>, or request details (quoting the above reference number) via email wch-recruit@qmul.ac.uk. Applicants wishing to make a non-electronic application may contact our 24 hour recruitment line on 020 7882 6109 for details.

The deadline for return of completed applications is on Wednesday 11th March 2009. Applications (quoting the above reference number) should be returned via email to wch-recruit@qmul.ac.uk or alternatively by post to: Whitechapel Recruitment, Barts and The London School of Medicine & Dentistry, c/o SMD Management Offices, The Lodge House, Charterhouse Square, London EC1M 6BQ. Please note: completed applications must not be sent directly to the Centre of the Cell or to Mr Lockwood.

Where applicants are short listed for interview, references will normally be taken up prior to interview. Applicants who do not wish any referees to be so contacted should make this explicitly clear on their application. We are unfortunately unable to reply to those applicants who have not been short listed and invited for interview. However, we would like to thank all candidates for their applications and for their interest in working for the School of Medicine and Dentistry.

Valuing Diversity and Committed to Equality

QUEEN MARY INNOVATION LTD

Queen Mary Innovation (QMI) is working to support over 200 academics in the nine Humanities and Social Science departments at Queen Mary, University of London (QMUL) through the development of collaborative research initiatives and knowledge transfer activities.

We are currently seeking applications for maternity cover for 14 months for the following post:

Research and Business Development Officer Up to £33,000 per annum inclusive of London Allowance

Working alongside the Business Development Manager for Arts and Culture at QMI, you will provide support to develop collaborative research and Knowledge Transfer activities. You will be involved in showcasing QMUL's expertise to potential external partners, as well as providing information and assistance to academics in accessing funds for collaborative research, Knowledge Transfer and events.

You will be responsible for organising events with and for external partners in the legal, financial, policy and cultural sectors to promote QMUL's potential for collaboration.

We are looking for someone who is keen to develop his or her Higher Education experience in this new and exciting direction. With excellent and proven oral and written communication skills you will be enthusiastic, well-organised and able to handle a varied workload with initiative and flair.

Closing date for applications is Friday 6th March 2009. Please include application form, cv and covering letter.

If this post interests you or you would like a further information pack please contact Lessia Dzakowska, at the e-mail address: innent-pa@qmul.ac.uk or tel: 020-7882-5391, quoting the reference number above. The completed application form, CV and covering letter should be returned, preferably by e-mail, to innent-pa@qmul.ac.uk.



Division of Clinical Developmental Sciences Professor of Clinical Genetics/Honorary Consultant Clinical Geneticist

St George's, University of London is seeking to appoint a researcher with a proven track record in research in the field of medical genetics, who will take a leading role in establishing a strong programme of original independent research within the new Genetics Research Centre and contribute to SGUL's teaching and learning programme, both in delivery and organisation.

OPPORTUNITIES

Applications are welcome from individuals whose research area complements current and anticipated work in the Division, and which may form the basis of collaborative studies with other SGUL Research Centres. The Division has major interests in gene mapping and translational genetic research in the medical setting. Research interests that dovetail with these would be an advantage but are not essential.

SGUL has a well equipped Biomics Centre and there is an opportunity to work closely with clinical colleagues in the Regional Genetics Service which serves a population of 3 million.

This post is aimed at Clinical Geneticists in the fore front of their field, and a suitable package from the institution in support of such a candidate would be available.

The appointments will be made to the appropriate point of the new Consultant Contract salary scale plus London allowance.

Please complete the online application form AND attach your CV including the names and addresses of three referees.

For further information, visit www.sgul.ac.uk/jobs or contact the Recruitment Team on 020 8725 5020 (24-hour answerphone) or email: recruitment@sgul.ac.uk

Please quote reference: 200- 09

Closing date: 27th March 2009

Interviews and presentations by candidates are scheduled to take place on Friday 29th May 2009

Division of Clinical Development Sciences

Child Health

Clinical Research Fellow

Full time, 12 months fixed-term

An opportunity exists for a suitably qualified clinician (at least to Specialist Trainee 1 level) to participate in paediatric vaccine studies. You will have a strong interest in paediatric infectious diseases, vaccinology, community paediatrics and/or public health. You will also participate in the other clinical and research activities of the Vaccine Institute, Division of Child Health and Paediatric Infectious Diseases Unit.

You should be self-motivated, possess excellent communication skills and be well organised, with the ability to work independently and as part of a wider team. Access to a car is essential as some home visits will be necessary.

The salary for this role will be within the range £32,393 - £36,885 inclusive.

For further information about this position, and to apply, visit <http://jobs.sgul.ac.uk>. General enquiries can be made to the Recruitment Team on 020 8725 5020 (24-hour answerphone) or jobs@sgul.ac.uk.

Please quote reference 201- 09.

Closing date: 14th March 2009

Division of Cardiac & Vascular Sciences

South East Stroke Research Network Lead Clinical Studies Nurse/

Co-ordinator

Fixed term until March 2011

This is an exciting opportunity for a nurse, Allied Healthcare professional, or a graduate with experience in clinical research to join the South East Stroke Research Network (SESRN). This has been set up as part of the UK Stroke Research Network and its aim is to facilitate and increase the throughput of clinical trials and other high quality studies in all areas of stroke including acute care, prevention and rehabilitation. SESRN is one of eight networks throughout the UK.

The SESRN was founded in 2006 and initially covered eight trusts within the South East - South London, Surrey, Sussex and Kent. Since then the network has expanded to cover 15 Trusts with another two currently in set up. Due to this expansion we have created an opportunity for a lead clinical nurse/ co-ordinator who will have two main elements to their role:

- Clinical Research Responsibilities– To work autonomously recruiting patients to stroke portfolio trials within South London and Surrey
- Lead for Staff Education and Training - To develop and implement a comprehensive education programme for stroke network staff covering both clinical stroke training and research training. To be responsible for the organisation of local and regional training events.

OPPORTUNITIES

The post holder will also assist in developing strategies for effective monitoring of clinical trials and will act as Lead for Public and Patient Involvement. The salary range for this post is £34,909 - £38,591 per annum inclusive of High Cost Area supplement.

Please quote reference: 406-09

Closing date: 8th March 2009

Information Services / Computing Services Systems Developer / Administrator Full time / Permanent

A systems developer is required to assist in the development of various systems (both UNIX and Windows based) across University's infrastructure. The role will consist of elements of technical development, consultation with 3rd parties and dissemination of information to the systems team. The role holder will report to the Network and Systems manager and will be required to be an active participant within the systems team.

Essential skills include a degree level education or equivalent experience. The post holder will need at least 3 years experience with enterprise operating systems and should demonstrate a willingness to innovate.

The salary will be in the range £26,222 - £31,612

For further information about this position, and to apply, visit <http://jobs.sgul.ac.uk>. General enquiries can be made to the Recruitment Team on 020 8725 5020 (24-hour answerphone) or jobs@sgul.ac.uk.

Please quote reference 906/09.

Closing date: Friday 13 March 2009
Interview date: Tuesday 31 March 2009

Division of Information Services Computing Services IT Systems Trainer Full time / Permanent

We are looking for someone to provide training on the various open source and proprietary information systems used at St George's, e.g. Zope / Plone, SITS. The role will involve both group and one-to-one training. You will also be required to develop relevant learning materials to support this training.

An IT training qualification and proven experience of designing and delivering similar training are essential. You will have excellent written, presentation and organizational skills, and up-to-date knowledge of the latest operation systems and software packages. Knowledge of either HE or NHS sectors would be advantageous.

The salary will be within the range £26,222 - £28,396

For further information about this position, and to apply, visit <http://jobs.sgul.ac.uk>. General enquiries can be made to the Recruitment Team on 020 8725 5020 (24-hour answerphone) or jobs@sgul.ac.uk.

Please quote reference 905/09.

Closing date: Friday 13 March 2009
Interview date: Wednesday 1 April 2009

Division of Information Services Computing Services Student Support Officer Full time / Permanent

We are looking for an enthusiastic individual for this brand new post with a focus on supporting student computing. You will provide help and advice on the telephone and in person as part of the Helpdesk, and then carry out software and hardware related jobs both at our main Tooting campus and satellite sites.

The successful applicant will be able to demonstrate a broad knowledge of Windows operating systems, applications and hardware with their ability to troubleshoot common 1st and 2nd line support issues and to communicate effectively with end users.

Experience with enterprise-level wired and wireless networking would be advantageous.

The salary will be in the range £22,418 - £24,231

For further information about this position, and to apply, visit <http://jobs.sgul.ac.uk>. General enquiries can be made to the Recruitment Team on 020 8725 5020 (24-hour answerphone) or jobs@sgul.ac.uk. Please quote reference 904/09.

Closing date: Friday 20 March 2009

Interview/ Test date: Tuesday 7 April 2009 (Technical Test), Tuesday 14 April (Interviews)

**Division of Information Services
Computing Services
PC Support Analyst
Full time / Permanent**

We are looking for a PC Support Analyst to join our small team providing IT support to University's staff and students. You will provide help and advice on the telephone and in person as part of the Helpdesk, and then carry out software and hardware related jobs requiring departmental visits.

The successful applicant will be able to demonstrate a broad knowledge of Windows operating systems, applications and hardware with their ability to troubleshoot common 1st and 2nd line support issues and to communicate effectively with end users. Experience with enterprise-level wired and wireless networking would be advantageous.

The salary will be in the range £22,418 – £23,607

For further information about this position, and to apply, visit <http://jobs.sgul.ac.uk>. General enquiries can be made to the Recruitment Team on 020 8725 5020 (24-hour answerphone) or jobs@sgul.ac.uk. Please quote reference 903/09.

Closing date: Friday 20 March 2009

Interview/ Test date: Tuesday 7 April 2009 (Technical Test), Tuesday 14 April (Interviews)

**Division of Information Services
Computing Services
Web Support
Full time / Permanent**

We require someone to provide web support to the University's varied user groups. The role entails developing and maintaining web sites in Plone in line with the University's corporate identity, and is not primarily a design role. You will also be required to assist the Webmaster in implementing new technologies and migrating pages from static sites to CMS.

Previous web development experience is essential. You should also have in-depth knowledge of CSS, Photoshop, Dreamweaver and source code editing. Awareness of content management systems and UNIX would be advantageous.

The salary will be within the range £26,222 - £28,396

For further information about this position, and to apply, visit <http://jobs.sgul.ac.uk>. General enquiries can be made to the Recruitment Team on 020 8725 5020 (24-hour answerphone) or jobs@sgul.ac.uk. Please quote reference 902/09.

Closing date: Friday 13 March 2009

Interview date: Thursday 2 April 2009

**Division of Community Health Sciences
Information Specialist/Trials Search Coordinator (maternity cover)
Part time (0.6 FTE)/fixed-term (9 months)**

As a member of the Cochrane Airways Group editorial team based at St George's, the successful candidate will work to develop and maintain a database of trial reports in obstructive airways diseases such as asthma, and to support authors of systematic reviews with designing search strategies and running literature searches.

The Cochrane Airways Group (www.airways.cochrane.org) is part of the Cochrane Collaboration, an international not-for-profit research organisation. The aim of the Cochrane Collaboration is to improve healthcare decision-making through the production of systematic reviews of healthcare interventions.

We are looking for a computer literate graduate with a background in library or information science. A qualification in librarianship or information science is preferred, but others with appropriate experience are encouraged to apply.

The starting salary will be on the scale SGUL Grade 6 (£29,704 to £33,432 plus £2,773 London weighting, pro rata) depending upon skills and experience.

For further information about this position, and to apply, visit <http://jobs.sgul.ac.uk>. General enquiries can be made to the Recruitment Team on 020 8725 5020 (24-hour answerphone) or jobs@sgul.ac.uk.

Please quote reference 505-09.

Closing date: 23rd March 2009

Interview date: 23rd April 2009

Division of Administration- Registry Assistant Registrar (Clinical Sciences) Fixed-term to December 2009

St George's, University of London is seeking to appoint an experienced senior administrator to lead a busy Clinical Sciences team within the Registry on a fixed term contract to cover maternity leave.

You will line manage a team of five responsible for the provision of the teaching, SSCs, problem based learning (PBL) tutorials, professional behaviour and relevant documentation for students during the first two and half years of the MBBS. Ensuring the efficient and effective day to day operations of all of the above activity the post will also liaise with senior academics, Registry colleagues academic/support service departments and students. You will also be expected to contribute significantly to the continuing development of the new MBBS course, particularly curriculum provision and development and any related policy and procedures.

You will have several years experience within a senior administrative role, have line management experience and ideally have worked within a medical school or university administration. Excellent interpersonal, organisational and administratively diverse skills are essential. In addition, you must be able to demonstrate that you can work flexibly, manage complex processes and work to tight deadlines.

Salary will be in the range £39,305 - £41,530 inclusive of London Weighting

For further information about this position, and to apply, visit <http://jobs.sgul.ac.uk>. General enquiries can be made to the Recruitment Team on 020 8725 5020 (24-hour answerphone) or jobs@sgul.ac.uk.

Please quote reference 805/09.

Closing date: Friday 13 March 2009

Interview date: Tuesday 24 March 2009

Division of Administration- Registry Student Recruitment and International Support Officer Full time, Permanent

The Widening Participation & Student Recruitment team based within the Registry at St. George's, University of London are offering a chance to join their dynamic and exciting team.

This role offers an excellent opportunity to take an operational lead in the recruitment of students, both undergraduate and postgraduate, UK and International. The successful applicant will also develop and implement procedures to support international students (both Overseas and Non-UK EU) through their application, enrolment, arrival and continued studies.

The successful candidates will possess excellent organisational, communication and analytical skills, along with a genuine enthusiasm for encouraging and supporting students. Previous experience of working in Higher Education Student Recruitment is highly desirable.

Salary will be in the range of £32,477 - £38,242 inc. London Weighting

For further information about this position, and to apply, visit <http://jobs.sgul.ac.uk>. General enquiries can be made to the Recruitment Team on 020 8725 5020 (24-hour answerphone) or jobs@sgul.ac.uk.

Please quote reference 806/09.

Closing date: Friday 27 March 2009

Interview date: Week commencing 20 April (tbc)



**UCL Eastman Dental Institute
Clinical Lecturer in Oral Surgery (Locum)
Vacancy ref: OS/09/01**

The UCL Eastman Dental Institute is a friendly, world class, postgraduate institute, providing high quality patient care, education and advanced research.

Due to vacancies in permanent academic posts we are seeking a candidate with good clinical, research and teaching skills in Oral Surgery to undertake a full-time, or part-time, position teaching on taught Masters programmes. The appointment will be from March 2009 for a fixed-term duration not exceeding 12 months.

A higher research degree is expected and applicants must be eligible for full registration with the GDC.

The salary range for Clinical Lecturer is £38,336 to £43,755 per annum plus London Allowance of £2,781 per annum.

The job description, including the person specification and details of how to apply, can be obtained from <http://www.eastman.ucl.ac.uk/events/vacancy.html> or by calling 020 7915 1128 or email A.Gardner@eastman.ucl.ac.uk.

Applications must be received by 12 noon on 06 March 2009. Interviews will be held as soon as possible after the closing date.

UCL Taking Action For Equality.

**UCL Department of Physics and Astronomy
Postdoctoral Research Associate in Cosmology Ref: SB/02/09**

Applications are invited for a Research Associate for a maximum 1 year position, to commence as soon as possible. We are looking for an outstanding scientist with a PhD, or soon to complete, who will be at the forefront of research in Cosmology. The successful applicant will be an energetic individual with a strong academic record.

The Astrophysics Group (see <http://www.star.ucl.ac.uk>) has a growing research programme in Cosmology, including large scale structure, gravitational lensing, Supernovae Ia, galaxy clusters, the Cosmic Microwave Background, galaxy formation and evolution, numerical simulations and physics of the early universe. It is heavily involved in the Dark Energy Survey, Euclid, WFMOS, LOFAR and the 6dF projects. The successful applicant will undertake research in the area of large scale structure or gravitational lensing, in the context of the Euclid mission. Previous experience in these areas would be helpful but not essential. All applicants to the "Two Post-doctoral Associates in Cosmology, closing date 1 December 2008" positions will be automatically considered and need not re-apply.

An appointment will be made at grade 7, £28,839 per annum plus £2,781 per annum London Allowance.

Further details about the post are available at: <http://www.ucl.ac.uk/phys/vacancies/>

Application forms can be downloaded from:
http://www.ucl.ac.uk/hr/docs/download_forms/job_app.doc

Application forms, accompanied by a full CV, including a publications list, statement of research interests (no more than 2 pages), plus contact details of two referees, should be emailed to Mrs Kay Nakum (k.nakum@ucl.ac.uk), Department of Physics and Astronomy, University College London, Gower St, London WC1E 6BT. Applicants should arrange for reference letters to be sent to the same address by the closing date. Informal enquiries may be made to Dr Sarah Bridle (sarah@star.ucl.ac.uk) and to the Head of the Astrophysics Group Professor Ofer Lahav (lahav@star.ucl.ac.uk).

Applications close at 5pm on 6 March 2009.

UCL Taking Action For Equality.

**UCL Division of Medicine
The Hatter Cardiovascular Institute
Clinical Research Associate
Ref: DY/DH/CRA**

A one year Clinical Research Associate post is available at the Hatter Cardiovascular Institute, University College London.

The post holder will be required to carry out research in the area of myocardial ischaemia and reperfusion injury, including designing and running experiments, recording, analysing and writing up the results (as part of a research team). Crucially the post-holder will be recruiting cardiology patients undergoing primary percutaneous coronary intervention as well as obtaining myocardial tissue samples from patients undergoing coronary artery bypass graft surgery at the UCLH Heart Hospital, and as such previous cardiology experience at the SpR level (NTN Year 4) is required for this post. In addition, the post-holder will be expected to undertake highly technical and skilled laboratory research as outlined below.

The postholder will join a team of young scientists working on related issues in myocardial protection (see <http://www.ucl.ac.uk/medicine/hatter-cardiology/>). The laboratory is well equipped for all aspects of the proposed work and is a leading research department in the field of cardioprotection.

The salary will be on CL7 scale, currently £30,231 to £38,336 plus £2,781 per annum London Allowance. Potential applicants are encouraged to contact Prof Derek Yellon or Dr Derek Hausenloy for more details (tel:- 0207 380 9888, hatter-institute@ucl.ac.uk).

Full applications including job reference number, an application form, full CV and contact details for two referees should be sent electronically to Ms Aisha Carroll: a.carroll@ucl.ac.uk

For a job description and application form please go to: <http://www.ucl.ac.uk/medicine/jobs/hatter%20CL7%20april%2009.htm>

The closing date for applications is 13 March 2009.

UCL Taking Action For Equality.

**Institute of Ophthalmology
Postdoctoral Cell/Molecular Biologist (Research Associate)**

Applications are invited for the post of Postdoctoral Cell/Molecular Biologist working within a multi-disciplinary team of researchers interested in the molecular and cellular basis of angiogenesis and microvascular disease. The project is focused on the structure, function and pathophysiological relevance of endothelial cell fenestrae, unique transcellular pores of approx. 60nm in diameter, which span the entire thickness of the cell and number in their hundreds per cell. Deregulation of fenestra number, structure and function are implicated in diseases associated with abnormal leakage or filtering of blood components, such as cancer, atherosclerosis, kidney dysfunction and retinal edema. The successful applicant will carry out a wide range of duties including, cell culture, recombinant protein construction/production, immunolabelling, gene expression analyses, fluorescence microscopy. Knowledge of intracellular trafficking or signalling is desirable and a relevant PhD is essential.

Starting salary will be on the Grade 7 pay scale between spine points 29-36 (£28,839 - £35,469 per annum), plus £2,781 London Allowance per annum, depending on qualifications and experience. The post will be for 1 year (in the first instance).

Informal enquiries should be directed to Professor David T. Shima (d.shima@ucl.ac.uk). A job description and an application form may be obtained through the Institute web-site: www.ucl.ac.uk/ioo/careers or via email at: education-ioo@ucl.ac.uk. Please quote reference number: 127290.

Closing date for applications is 13 March 2009.

UCL Taking Action for Equality

**UCL The Bartlett School of Construction and Project Management
Research Assistant**

Procurement for Innovation: Developing a Framework for Continuous Innovation Diffusion and Knowledge Transfer through Integrative Procurement Systems.

The Bartlett School of Construction and Project Management at UCL is seeking to appoint a researcher (Research Assistant) to work on an EPSRC-funded collaborative research project between UCL and the University of Reading. The project will develop a framework enabling continuous innovation diffusion and knowledge transfer within and between multi-disciplinary projects with particular emphasis on those procured under integrative procurement systems.

The appointed Research Assistant will work as part of a team with associated researchers from the University of Reading. Previous experience in the analysis of qualitative data is essential and as the role will entail considerable interaction with industry practitioners, experience of working in industry is an important advantage. The successful applicant will hold a BSc/ MSc in a related discipline.

The appointment will start as soon as possible and is funded for 18 months. Salary will be on UCL Salary Grade 6B ranging from £24,877 per annum to £26,391 per annum, plus £2,781 per annum London Allowance.

To obtain further particulars (including a job description and person specification), and for informal inquiries, please contact Dr T Elhag, tel: 020 7679 4594, email: t.elhag@ucl.ac.uk.

Please apply with a CV, covering letter, UCL application form (which can be downloaded from http://www.ucl.ac.uk/hr/docs/download_forms/job_app.doc), any additional material and the names and contact details of two referees by email to susan.anderson@ucl.ac.uk, or by post to Susan Anderson, Bartlett School of Construction & Project Management, University College London, Wates House, 22 Gordon Street, London WC1H 0QB.

UCL Taking Action for Equality.

The closing date for applications is Tuesday, 10th March 2009.

**UCL Institute of Ophthalmology
Research Assistant/Research Associate**

Applications are invited for an enthusiastic and motivated Research Assistant/Research Associate to join a research group, headed by Professor Adam Sillito, investigating the physiology of the visual system. The appointee will join a friendly multi-disciplinary team investigating the synaptic mechanisms of vision, and will be expected to contribute to innovative research on the interplay between feed forward and feedback systems in visual processing. The research program, funded by the MRC, uses a range of techniques including visual stimulation, in vivo electrophysiology, multiple electrode recordings, neuropharmacological manipulation, neurohistology, programming, electronics together with a variety of data analytical approaches. The successful applicant will be expected to play an active role in all areas of the groups work and to be prepared and able to take responsibility for effective organization and day to day running of designated aspects of the experimental programme.

The post would be particularly well suited to an individual with an interest and relevant background in the neurobiology of vision and with proven expertise in all of the techniques. However, applications from candidates lacking prior experience of research in visual neurophysiology but possessing relevant background knowledge, expertise and skill sets, appropriate laboratory experience, strong technical skills and aptitude, and the commitment and desire to develop their research or technical career in this area are also encouraged.

Applicants should be educated to HND/degree level in an appropriate scientific discipline or have equivalent relevant experience. The appointment to either Research Assistant or Research Associate level will also be dependent upon skills and experience. Excellent communication, interpersonal and organisational skills, and an ability to work both independently and as part of a team are also essential.

Starting salary will be on the UCL pay scale at either Grade 6 for a Research Assistant appointment (£24,877 per annum - £26,391 per annum) or Grade 7 for a Research Associate appointment (£28,839 per annum - £35,469 per annum). London Allowance of £2,781 per annum is payable in addition. The post, funded by an MRC programme grant is available from March, for a duration of up to 42 months in the first instance. There is a possibility that a second post will be appointed on a separate funding stream.

Informal enquiries may be made to Professor Adam Sillito (via email: a.sillito@ucl.ac.uk). A job description and an application form may be obtained through the Institute web-site: www.ucl.ac.uk/ioo/careers or via email at: education-ioo@ucl.ac.uk. Please quote reference number: 127294

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UCL Taking Action for Equality.

The closing date for applications is Friday, 13th March 2009.

**UCL Department of Mechanical Engineering
Research Associate**

The Department of Mechanical Engineering at University College London is looking for a Research Associate to work on a project funded by the NHS, within the program for the development of New and Emerging Application of Technology. The appointed researcher will work within an established multidisciplinary team, which embraces expertise in the areas of engineering design, surgery, biology and biomaterials.

The objective of the project is to develop a novel artificial aortic valve suitable for endovascular percutaneous implantation. This innovative procedure would allow to implant a prosthetic valve without surgery, by delivering it into the aortic artery with a catheter (a wire) inserted through the leg's vessels.

The required person should possess a PhD degree (or equivalent) in Mechanical Engineering or related subjects, with a background in the use of modern engineering design software, good communication skills and ability to work independently. The researcher will gain valuable expertise in the area of implantable cardiovascular devices design and assessment.

Informal enquiries can be made to Dr Gaetano Burriesci, email: g.burriesci@ucl.ac.uk, Telephone: +44 (0)20 7679 3922. The post is available from March 2009 and is funded for 12 months in the first instance (end March 2010). An appointment will be made on UCL Grade 7 with a starting salary of £28,839 per annum plus £2,781 London Allowance per annum. Further particulars can be obtained from (<http://www.mecheng.ucl.ac.uk/>)

Please send completed application forms found at: (http://www.ucl.ac.uk/hr/docs/download_forms/job_app.doc) to Miss Julia Kuznecow. Email: j.kuznecow@meng.ucl.ac.uk or Department of Mechanical Engineering, University College London, Torrington Place, London, WC1E 7JE, United Kingdom.

UCL Taking Action For Equality.

The closing date for applications is Friday, 6th March 2009.

**UCL RESEARCH DEPARTMENT OF CELL AND DEVELOPMENTAL BIOLOGY
Research Associate****Department of Cell and Developmental Biology Neuroesthetics**

The laboratory is looking to recruit a Postdoctoral Research Associate with a knowledge of visual neurobiology and an interest in the humanities, especially philosophy or history of art, to collaborate in a programme of neuroesthetic research on the neural bases of creativity and affective mental states such as the experience of beauty. Candidates are expected to have an interest in these issues and work as part of a team enquiring into them experimentally. A knowledge of experimental techniques such as functional magnetic resonance imaging and electroencephalography is essential. Candidates must have an arts qualification and a first class or upper second class degree from a British university or the equivalent from a foreign university, as well as a PhD, preferably in neuroscience.

The work is supported by the Wellcome Trust. The position is available immediately and the funding is available until 28 February 2013. The appointment will be on UCL Grade 7 with a starting salary of £28,839 per annum, plus £2,781 per annum London Allowance.

Further Details and an application form can be found at: (<http://www.cdb.ucl.ac.uk/vacancy/>) Applications including a completed application form and c.v. should be sent by email (or post) to Christine Davis, Divisional Staffing Officer, Department of Cell and Developmental Biology, University College London, Gower Street, London WC1E 6BT. E-mail: christine.davis@ucl.ac.uk. Please quote Ref: FAVN05

UCL Taking Action For Equality.

The closing date for applications is Tuesday, 10th March 2009.

Research Assistant**CORE, Research Department of Clinical, Educational and Health Psychology, University College London & the National Collaborating Centre for Mental Health**

Salary: £24,877 per annum (plus £2,781 London Allowance per annum) , Grade: 6B spine point 24

Funding is for 1 year

The National Collaborating Centre for Mental Health (NCCMH), a partnership between the Royal College of Psychiatrists and the British Psychological Society, is commissioned by the National Institute for Health and Clinical Excellence (NICE) to develop clinical practice mental health guidelines for the NHS, taking into account both clinical and cost effectiveness evidence.

OPPORTUNITIES

The project team supporting the guideline development work is based between the two organisations and the research assistant, based in the Centre for Outcomes Research and Effectiveness (CORE) at UCL, will be one of four research assistants working in the unit.

The Research Assistant will work closely with a systematic reviewer in collating existing reviews and conducting new systematic reviews required for the development of guidelines. The post holder will work closely with the guideline development group and assist in the general work of guideline development. Applicants should have a good undergraduate degree in psychology.

A full job description and person specification can be downloaded from: (<http://www.ucl.ac.uk/cehp/vacancies.htm>) Please apply with a CV, covering letter and equal opportunities form (the latter available at: (http://www.ucl.ac.uk/hr/docs/download_forms/recruitment_selection_1.doc)) to: b.dumonteil@ucl.ac.uk. Please submit all the requested information in one pdf or word file called 'surname.pdf' or 'surname.doc'. Please mark your application 'Research Assistant NICE Guidelines'.

If you are unable to send you application via email please post it to:
Beth Dumonteil Unit Administrator CORE, University College London 1-19 Torrington Place London WC1E 7HB
Interviews will be held on: 27 March 2009

UCL Taking Action For Equality.

The closing date for applications is Friday, 13th March 2009.

UCL Institute of Archaeology Teaching Fellow in Museum Studies - 0.4 FTE (3 years)

The UCL Institute of Archaeology is seeking to appoint a part-time Teaching Fellow in Museum Studies (0.4 FTE). The appointment is for three years and is to cover the teaching of a Principal Investigator on a research project. The Teaching Fellow will work closely alongside the MA Museum Studies co-ordinator, teaching core and option courses to postgraduate students, supervising dissertations, marking assessments, participating in student recruitment activities, and contributing more generally to the museum studies 'scene' at UCL.

The UCL Institute of Archaeology is recognised as one of the leading academic departments of Archaeology and Heritage not just in the UK but globally. The Institute is the largest department in its field in the UK, with the largest graduate research community, and the broadest range of coverage, of any UK department, and offers a uniquely stimulating environment for the study of all fields of archaeology and related areas of cultural heritage. With a total of 60+ research-active staff pursuing high-quality research across five continents, the Institute is an international pace-setter in all aspects of archaeology and heritage, with renowned strength in museum studies.

The Institute, together with the Dept of Anthropology and UCL Collections, has recently set up a new Centre for Museums, Heritage and Material Culture Studies to deepen links and to develop innovative interdisciplinary research in these areas. UCL also has partnerships with many London-based museums and has recently been identified as London's Beacon of Public Engagement. Our MA in Museum Studies is consistently over-subscribed, attracting extremely able students from the UK and worldwide. Its past students have an excellent history of career progression and many hold senior positions in museums throughout the world.

We are seeking an individual with energy and enthusiasm, with a PhD in museum studies, museum anthropology, material culture or related field, along with good teaching experience at an appropriate level. Candidates will ideally have professional experience within the museum sector, in the UK or abroad, and a proven track record of high-quality publications.

The salary range is Grade 7 Point 33 £32,458 - Point 35 £34,435 per annum (pro rata) plus £2,781 (pro rata) London Allowance per annum. Application forms and further particulars can be found on (<http://www.ucl.ac.uk/archaeology/jobs/>) or by contacting Louisa Goldsmith at l.goldsmith@ucl.ac.uk. Telephone 020 7679 7503

Informal enquiries may be addressed to: Stephen Shennan, Director, Institute of Archaeology (ioa-director@ucl.ac.uk) Please submit an application form together with a CV including your academic and employment history, and any additional relevant skills. Please outline in your covering letter your reasons for applying and why you think you are a strong candidate for the post.

Applications should be sent (by post or email) to arrive by 5pm on the specified closing date to: Louisa Goldsmith Institute of Archaeology 31-34 Gordon Square London WC1H 0PY Email l.goldsmith@ucl.ac.uk
Shortlisted candidates will be invited to attend a formal interview, which will be held in early April. The position will commence on 27 April 2009.

UCL Taking Action For Equality.

The closing date for applications is Friday, 27th March 2009.

Research Assistant CORE, Research Department of Clinical, Educational and Health Psychology, University College London & the National Collaborating Centre for Mental Health

Salary: £24,877 per annum (plus £2,781 London Allowance per annum) London Allowance) Grade: 6B spine point 24 Funding for 1 year Early Intervention Services

This post is collaboration between the BPS's Centre for Outcomes Research and Effectiveness (CORE) at UCL and the early intervention Service of Camden and Islington Mental Health and Social Care Trust.

The postholder will be involved in an evaluation (RCT) of first episode psychosis services which seeks to help services to identify and support young people who may be developing psychosis in primary and secondary care. The post holder will work closely with senior academics and clinicians, and be responsible for the preparation of materials, day-to-day data collection and the entry of data for analysis. This may require direct patients interviews, data collection from primary care, secondary and voluntary sectors services.

Applicants should have a good undergraduate degree in psychology.

A full job description and person specification can be downloaded from: (<http://www.ucl.ac.uk/cehp/vacancies.htm>)

Please apply with a CV, covering letter and equal opportunities form the latter available at: (http://www.ucl.ac.uk/hr/docs/download_forms/recruitment_selection_1.doc) to: b.dumonteil@ucl.ac.uk. Please submit all the requested information in one pdf or word file called `surname.pdf` or `surname.doc`. Please mark your application `Research Assistant EIS`.

If you are unable to send you application via email please post it to:

Beth Dumonteil Unit Administrator CORE, University College London 1-19 Torrington Place London WC1E 7HB

Interviews will be held on: 27 March 2009

Any offer of employment will be subject to a satisfactory criminal records check

UCL Taking Action for Equality

The closing date for applications is Friday, 13th March 2009.

UCL Institute of Ophthalmology.

Research Associate/ Senior Research Associate

Applications are invited for a Research Associate or a Senior Research Associate to join an MRC project, led by Mr Robert MacLaren, a consultant ophthalmologist at Moorfields Eye Hospital, and Professor Adam Sillito at the UCL Institute of Ophthalmology. The appointment for Research Associate would be on UCL Grade 7 with a salary range between £28,839 - £35,469 per annum plus London Allowance of £2,781 per annum. The appointment for Senior Research Associate would be on UCL Grade 8 £36,532- £38-757 per annum plus London Allowance of £2,781 per annum.

The project is exploring changes in vision following a novel surgical procedure that has shown great promise in treating patients suffering from age-related macular degeneration. The procedure is also highly relevant to developing potential stem cell transplantation treatments for retinal diseases. A vacancy has arisen because the previous Researcher has been successful in gaining an independent Wellcome Trust Fellowship award, in part a result of the excellent research training and support provided during the first year on the project.

The successful applicant will have a strong interest in visual processing and the neurobiology of vision. He/she will join a friendly and enthusiastic team investigating the effects of transplantation surgery on the retina. He/she will be expected to take a lead in the neurophysiological assessment of visual function using a variety of techniques including visual stimulation, pharmacological manipulation and multiple electrode recordings together with a variety of data analytical approaches. He/she will also be expected to assist in histopathological analyses of the retina using immunohistochemical techniques.

The post holder will also be expected to participate in experiments exploring the role of feedback circuits in visual processing using neuro-pharmacological techniques. A PhD in a relevant subject area and experience in all of the techniques would be highly advantageous, however some training can be provided where necessary, thus candidates skilled in only some of the relevant techniques but with the necessary background knowledge and skill sets, technical aptitude and a commitment to learn are also encouraged to apply. The ability to work as part of a team is essential.

The post is available immediately and funding is for one year in the first instance. There may be a possibility of an extension depending on funding. Starting date would be expected to be no later than 1st June 2009. Informal enquiries may be made to Mr Robert MacLaren (email: r.maclaren@ucl.ac.uk)

An application form may be obtained through the Institute web-site: (www.ucl.ac.uk/ioo/careers) or via email at: education-ioo@ucl.ac.uk. A job description can be obtained via email. Please quote reference number: 127295.

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The closing date for applications is Friday, 20th March 2009.

UCL INSTITUTE OF NEUROLOGY
 Department of Molecular Neuroscience
 POSTDOCTORAL RESEARCH ASSOCIATE



Applications are invited for a Postdoctoral Research Associate post, available from April 2009 and funded for a period of 6 months. The appointee will undertake research on a RhoGTPase associated protein involved in metastasis and regulation of neuronal morphology. Applicants must have a PhD in a relevant subject area, with experience in molecular and cell biology, and a working knowledge of Rho-GTPase signal transduction in neurobiology. Expertise in neuronal tissue culture, cell morphology, protein expression and cDNA cloning are also required.

Salary on UCL Grade 7 in the range £28,839 - £35,469 pa plus £2,781 pa London Allowance, superannuable. Further details should first be obtained from Miss E Bertram, Personnel Manager, Institute of Neurology, The National Hospital for Neurology & Neurosurgery, Queen Square, London WC1N 3BG (tel: 020 7676 2191; email: personnel@ion.ucl.ac.uk) Informal enquiries welcome to: c.hall@ion.ucl.ac.uk For further details of research group interests see <http://www.ucl.ac.uk/neuroscience/Page.php?ID=12&ResearcherID=129>

Closing date for applications: 9 March 2009.
UCL Taking Action for Equality

UCL INSTITUTE OF NEUROLOGY
Queen Square
POSTDOCTORAL RESEARCH ASSOCIATE
Department of Neuroinflammation



Applications are invited for a position of Postdoctoral Research Associate, available immediately and funded for two years. The appointee will carry out research aimed to explore whether a new sodium channel blocking agent is effective in axonal protection in inflammatory demyelinating disease, a model of multiple sclerosis (MS): axonal degeneration is a major cause of permanent neurological deficit in MS. Applicants must have a PhD in a relevant subject area. Experience in experimental neuroscience is essential, and knowledge of neuroimmunology, electrophysiology, or neurohistology (especially resin-embedded material) is desirable.

Starting salary on UCL Grade 7 in the range £28,839 - £35,469 pa plus £2,781 pa London Allowance, superannuable. Applicants should first obtain further details from Miss E Bertram, Personnel Manager, UCL Institute of Neurology, The National Hospital for Neurology & Neurosurgery, Queen Square, London WC1N 3BG (tel: 020 7676 2191; email: personnel@ion.ucl.ac.uk). Informal enquiries welcome to Professor Ken Smith (k.smith@ion.ucl.ac.uk) (see: http://www.ion.ucl.ac.uk/research/neuroinf/exp_neuroinflammation.htm).

Closing date for applications: 14 March 2009
UCL Taking Action for Equality

UCL INSTITUTE FOR WOMEN'S HEALTH
Cancer Proteomics Laboratory
Research Associate: Biomarker Discovery using Proteomics

Applications are invited for a research associate post, initially funded for 18 months. The post, based in the Cruciform Building at UCL, will exploit advanced proteomic techniques to identify putative biomarkers of pancreatic cancer.

Research will focus on the quantitative comparison of serum proteins from unique sets of case control clinical samples. This will be achieved through the combined application of affinity depletion chromatography, 2D difference gel electrophoresis and mass-tagging combined with multi-dimensional liquid chromatography and tandem mass spectrometry. There will also be the requirement for validation of findings and characterisation of target proteins using molecular biology techniques. Experience in proteomics and biochemistry is required. A clear ability in mass spectrometry (LC-ESI-MS/MS) is also essential.

The post is funded by the CRUK until 31st August 2010.
 Salary range is £28,839 - £30,594 p.a. dependent upon experience plus £2,781 p.a. London Allowance.

Further details about the role including how to apply can be found at (http://www.ucl.ac.uk/instituteforwomenshealth/Job_Vacancies/) or contact Judy Okello, email: j.okello@ucl.ac.uk. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

Closing date: 6th March 2009
UCL Taking Action for Equality

**UCL INSTITUTE OF OPHTHALMOLOGY
Department of Cell Biology
Postdoctoral Research Associate**

Applications are invited for a Postdoctoral Research Associate, funded by MRC, to work on G-protein receptor signalling in CNS endothelial cells and its role in supporting lymphocyte migration. A strong background in molecular and cell biology as well as protein biochemistry is essential as is extensive knowledge of insulin signalling. Further experience in research of inflammatory diseases will be advantageous. The work will be carried out at the UCL Institute of Ophthalmology. The successful applicant will join an active and vibrant research team using cutting edge technology.

Starting salary will be on the UCL Grade 7 pay scale between spine points 29 - 32 (£28,839 - £31,513 per annum), plus £2,781 London Allowance per annum, depending on experience). The post is funded for up to 6 months.

Informal enquiries may be made to Prof John Greenwood (Tel: 020-7608 6858 e-mail: j.greenwood@ucl.ac.uk) or Dr Patric Turowski (Tel: 020-7608 6970 e-mail: p.turowski@ucl.ac.uk). A job description and an application form may be obtained through the Institute website: (www.ucl.ac.uk/iao/careers) or via email at: education-iao@ucl.ac.uk. Please quote reference number: 127291.

Closing date: 9 March 2009.

Interviews will be held on 11 March 2009.

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**UCL EASTMAN DENTAL INSTITUTE
Research Assistant in Dental Hygiene
Vacancy Ref: RDS/09/06**

The Eastman Dental Institute is a friendly, world class, postgraduate institute, providing high quality patient care, education and advanced research in a superb environment.

This post will function as an integral part of the clinical research team within the Unit of Periodontology. The team will carry out research activities directed towards attaining research goals and directives set out by the Head of Unit. It will include a variety of dental hygiene related activities and some administrative tasks associated with various study protocols.

The successful applicant will possess an appropriate dental hygienist qualification and be registered with the General Dental Council. Some work experience in a clinical setting and research experience would be an advantage. The candidate must have excellent communication and IT skills.

This is a part-time position (31.5 hours per week, work pattern to be negotiated) funded for three years on UCL Grade 6 with a salary of £24,877 p.a. pro-rata plus London Allowance of £2,781 p.a. pro-rata. Applicants must be available to commence on 1st April 2009 or as soon as possible thereafter.

For informal enquiries or more information about this post please contact Jeanie Suvan Tel: 020 7915 2335, E-mail: j.suvan@eastman.ucl.ac.uk.

The job description, including the person specification and details of how to apply for the post, can be obtained from (<http://www.eastman.ucl.ac.uk/events/vacancy.html>) or by calling 020 7915 1128 or email A.Gardner@eastman.ucl.ac.uk

Applications must be received by 12 noon on 13th March 2009. Interviews will be held as soon as possible after the closing date. If you have not heard from us within one month of the closing date, please assume that your application has been unsuccessful.

UCL Taking Action for Equality

**UCL CANCER INSTITUTE
Brain Cancer Research Lead (Professorial Research Associate)
Job ref: (Ref: BCRL 02/09)**

The Samantha Dickson Brain Tumour Trust, in partnership with UCL, UCLH and the National Hospital Development Foundation, wishes to establish the Samantha Dickson Brain Cancer Unit and appoint a Brain Cancer Research Scientist at Professorial level to lead this Unit.

This is part of a bigger initiative to take brain cancer research to the forefront at UCL and its affiliated hospitals, including UCLH and Great Ormond Street Hospital for Children (GOSH). The successful candidate will have an international eminence in brain cancer research. The research programme should lead to a better understanding of the biology of paediatric or adult brain cancer, and eventually result in better therapies and survival for patients with brain tumours.

The Laboratory for the Samantha Dickson Brain Cancer Unit will be located in the new UCL Cancer Institute. This is a state-of-the-art Institute with core facilities including high-throughput sequencing; gene expression microarrays; MoFlo high-speed cell sorting; experimental imaging and whole-genome lenti-shRNA library.

UCL is consistently rated among the top four universities in the U.K., and was recently ranked 9th in the world by Times Higher Education. UCL has the largest Biomedical Faculty in Europe and neuroscience is ranked second in the world and first in Europe, based on neuroscience and behaviour publications and citations assessed by Thomson ISI Essential Science Indicators www.ucl.ac.uk/neuroscience. The 2007 opening of the UCL Cancer Institute in the Paul O'Gorman Building heralded a new era in cancer research and medicine at UCL. The Institute is consolidating cancer research across the campus. In particular, it fosters links between basic cancer researchers across Biomedicine, and with translational and applied clinical research at our partner Hospitals. The Institute is also physically linked to the Wolfson Institute for Biomedical Research with whom it shares core services and facilities.

The Cancer Institute is currently recruiting a number of internationally known researchers. Applicants must have a higher academic degree e.g. PhD or MD, or evidence of an equivalent level of attainment in research publications. The appointment will be made on the UCL salary scale Grade 10 (negotiable, starting at £58,040 p.a. inclusive of London Weighting), depending upon experience.

Applicants would be expected to have achieved outstanding research coupled with a strong record of teaching, knowledge transfer/exchange and enabling. They will hold an outstanding international research profile with substantial seminal contributions to knowledge, with evidence of successful collaborations with other research teams/Institutions and sustained success in obtaining research grants. Evidence of academic leadership and a proven ability to lead, develop and motivate colleagues is required.

To apply, please contact Mandy Verdon, email: mandy.verdon@ucl.ac.uk for an application pack. Informal enquiries can be made to: Professor Chris Boshoff, email: c.boshoff@ucl.ac.uk.

Unfortunately we cannot write to applicants who are not shortlisted. Consequently, if you have not heard from us within four weeks of the closing date, please assume that you have been unsuccessful on this occasion. We hope that this does not discourage you from making further applications in the future, and would like to thank you for the time you took to apply for this post.

We particularly welcome female applicants and those from an ethnic minority, as they are under-represented within UCL at these levels. This is in line with section 48 of the Sex Discrimination Act and section 38 of the Race Relations Act.

The closing date for applications is Tuesday, 31st March 2009.

UCL CANCER INSTITUTE

Research Lead in Sarcoma Biology (Principal/Professorial Research Associate)

Job ref: SBPRA 02/09

The UCL Cancer Institute wishes to appoint a Cancer Research Scientist at Principal or Professorial level to lead a team researching sarcoma biology. Part of the funding for this position is from 'Children with Leukaemia'. The successful candidate will have already an international eminence in sarcoma research or the potential to develop this eminence.

Sarcomas represent a unique challenge to scientists and oncologists through their biological and clinical heterogeneity. University College Hospital hosts one of the largest sarcoma practices in Europe with particular expertise in sarcomas affecting young people and those arising in bone. The research programme should lead to a better understanding of the biology of sarcoma, and eventually result in better therapies and survival for patients.

Areas of research could include miRNA regulation, stem cells, transcription, signal transduction, novel therapeutics, genomics and experimental models.

The appointment will be made on the UCL salary scale at either Grade 9 (£50,447-£54,086 p.a. incl. London Weighting) or Grade 10 (negotiable, starting at £58,040 p.a. incl. LW), depending upon experience.

For appointment at the higher grade, applicants would be expected to have achieved outstanding research coupled with a strong record of teaching, knowledge transfer/exchange and enabling. They will hold an outstanding international research profile with substantial seminal contributions to knowledge, with evidence of successful collaborations with other research teams/Institutions and sustained success in obtaining research grants. Evidence of academic leadership and a proven ability to lead, develop and motivate colleagues is required.

To apply, please contact Mandy Verdon, email: mandy.verdon@ucl.ac.uk for an application pack. Informal enquiries can be made to: Professor Chris Boshoff, email: c.boshoff@ucl.ac.uk.

Unfortunately we cannot write to applicants who are not shortlisted. Consequently, if you have not heard from us within four weeks of the closing date, please assume that you have been unsuccessful on this occasion. We hope that this does not discourage you from making further applications in the future, and would like to thank you for the time you took to apply for this post.

We particularly welcome female applicants and those from an ethnic minority, as they are under-represented within UCL at these levels. This is in line with section 48 of the Sex Discrimination Act and section 38 of the Race Relations Act.

The closing date for applications is Tuesday, 31st March 2009.

UCL Finance Division Accounts Assistant

Founded in 1826, UCL is one of the UK's leading universities, a world-class multi-disciplinary research and teaching institution with over 8,000 staff and 22,000 students from 130 countries across the globe. UCL has an annual turnover exceeding £630 million.

We are seeking an Accounts Assistant to join the School of Central Support Services Finance team. The post will undertake a range of accounting duties, supporting a Management Accounts Officer/Management Accountant in the provision of management accounting services and guidance to the Central Support Services divisions and departments.

Applicants should be highly numerate, educated to degree level standard, possess excellent Excel and all-round computing skills, with relevant and proven accounting experience, and good oral and written communication skills. Study for a professional accountancy qualification is actively encouraged.

Working in a pressurised reporting environment, you will need to display a disciplined but flexible approach to work, be able to prioritise, show initiative, and be a good team player.

Salary will be in the range £25,546 to £29,964 per annum (inclusive of £2,781 per annum London Allowance).

Further details and an application pack are available from <http://www.ucl.ac.uk/finance/jobinfo/.doc>. Alternatively, please contact Rosa Burke (mailto:rosa.burke@ucl.ac.uk), quoting reference number AACSS2009.

Closing date: 20 March 2009.

We particularly welcome black and ethnic minority applicants for these posts, as they are currently under represented within University College London (Section 38 of the Race Relations Act 1976 applies).

UCL Development and Corporate Communications Office Events Manager

This is an exciting opportunity to join one of the world's top-ten universities. The Corporate & Alumni Events Team in the Development & Corporate Communications Office is dedicated to promoting UCL to individuals, business contacts and alumni.

As Events Manager, you will be responsible for managing UCL's public Lunch Hour Lecture series and a range of lectures, high level receptions, dinners and alumni reunions. The ideal candidate will have extensive experience of designing and managing events within a fundraising or alumni relations programme, demonstrate exceptional organisational flair and creativity and possess a positive, can-do attitude. Experience of or an understanding of the role of fundraising and alumni relations within the higher education sector is desirable. The salary for this position will be in the range of £31,620 per annum - £38,250 per annum, inclusive of £2,781 per annum London Allowance.

For further details and an application form please see: <http://www.ucl.ac.uk/development/documentation/vacancies> or contact Caroline Price, Development & Corporate Communications Office, UCL, Gower Street, London WC1E 6BT, email: dacco_recruit@adm.ucl.ac.uk, tel: + 44 (0)20 7679 9202, fax: +44 (0)20 7209 0117.

Completed applications should be sent to Caroline Price either by e-mail, fax or post.

Interviews will be held on the 12th March 2009. If you have not heard from us by then, please assume your application has been unsuccessful. Applications must be received by 1.00pm on the closing date given below.

We particularly welcome applications from black and minority ethnic candidates as they are under represented within UCL at this level. This is in line with section 38 of the Race Relations Act 1976.

The closing date for applications is Friday, 6th March 2009.

**UCL Medical School
UCL Department of Medical School Management
Clerical Officer - Quality Assurance (part time)
Part-time appointment (18.25 hours per week, 50% FTE)
Helping Train Tomorrow's Doctors**

A key post will shortly become available for an enthusiastic individual to join a small team managing the Medical School Curriculum. The Medical School is an exciting and dynamic environment and this post provides an excellent opportunity for the right applicant to develop a career in University administration.

A personable and enthusiastic individual is sought for this part-time post, which is available from 1st May 2009 for two years and is based on the Royal Free campus, London NW3. You will join the Quality Assurance Unit and play a key role in facilitating the achievement of the School's Quality Assurance Strategy to promote quality standards and further advance a comprehensive quality assurance system throughout the MBBS programme. The QAU acts as the first point of contact for the Medical School's external quality assessors and the UCL Internal Quality Review teams.

You will be educated to degree level/NVQ Level II/III Administration, and have Secretarial/administrative qualifications, or equivalent, or have substantial relevant experience and proven relevant skills. You will possess excellent IT (Microsoft Office applications), communication and interpersonal skills and will have experience of working in a PA/secretarial or clerical administrative role and preferably in a Medical School environment.

UCL is a large organisation which provides good job prospects, access to training and excellent sports and social facilities. The postholder will be encouraged to attend relevant training sessions. Salary will be on Grade 5: £21,870 per annum pro rata - £24,907 per annum pro rata (inclusive of £2,781 per annum pro rata London Allowance).

For information on how to apply please download an application pack from <http://www.ucl.ac.uk/medicalschoo/vacancies> or if you do not have internet access this can be obtained from Mrs. Leigh Oliver on tel: 020 7679 6996. If you have not heard from us within one month of the closing date please assume that your application has been unsuccessful. Interviews will be held w/c 30th March 2009.

We particularly welcome applications from black and minority ethnic candidates as they are under represented within UCL at this level. This is in line with section 38 of the Race Relations Act 1976.

The closing date for applications is Wednesday, 11th March 2009.

**UCL Research Department of Cognitive, Perceptual and Brain Sciences
Deafness, Cognition and Language Research Centre - DCAL
British Sign Language Interpreters**

Senior Interpreter(s) - Ref. No. NJ09-22 (Grade 7 [£28,839 per annum pro rata - £35,469 per annum pro rata, plus £2,781 per annum pro rata London Allowance] - dependent on qualifications and experience [The successful candidate will be NRCPD registered and a MRSLI/Registered Member SASLI]) This post is offered as a single part-time post (0.8 FTE - 4 days/week) or two part-time posts (2 x 0.4 FTE - 2 days/week each).

The interpreter will be working within the established team of staff and will be expected to undertake a range of sign language translation and interpreting tasks and assignments on behalf of staff at the DCAL Centre which will include

- interpreting between British Sign Language and English
- organising preparation materials from presenters and participants and disseminating guidelines on best practices for working with an interpreter to presenters and participants
- keeping records of interpreting hours
- working closely with the interpreting co-ordinator on all aspects of interpreting provision;
- being responsible together with other senior interpreters for administrative duties including interpreter bookings
- being involved in negotiations with Access to Work regarding funding for interpreter provision
- developing a pool of interpreters to work within DCAL alongside staff interpreters.

Trainee Interpreter - Ref No. NJ09-23 (Grade 6 [£22,765 per annum pro rata - £27,183 per annum pro rata, plus £2,781 per annum pro rata London Allowance] - dependent on qualifications and experience [The successful candidate will be NRCPD registered and a TI/Associate Member SASLI]). This post is offered on a part-time basis (0.4 FTE - 2 days/week).

The interpreter will be working within the established team of staff and will be expected to undertake a range of sign language translation and interpreting tasks and assignments on behalf of staff at the DCAL Centre which will include

- interpreting between British Sign Language and English
- organising preparation materials from presenters and participants; disseminating guidelines on best practices for working with an interpreter to presenters and participants
- keeping records of interpreting hours.

OPPORTUNITIES

Background: The Deafness, Cognition and Language Research Centre (DCAL) is an ESRC funded multi-stranded programme exploring how people born deaf acquire and use language, and how this relates to their thought processes. The centre comprises both Deaf and hearing members of staff.

The staff/students within UCL (DCAL, CPB, ICN and Linguistics within the Division of Psychology and Language Sciences) and externally at research meetings and conferences require interpreting between British Sign Language (BSL) and English. Supervision will be provided and the trainee interpreter post holder will have the opportunity to work alongside experienced MRSLI to collect evidence towards obtaining full professional status. You will be responsible to Dr Christopher Stone, Co-ordinator of BSL/English Interpreting and to the DCAL Administrator, Dr Manjula Patrick.

Further details for both posts and an application form can be downloaded from (http://www.dcal.ucl.ac.uk/Vacancies/vacancies_opp.html). For informal enquiries, please contact Christopher Stone (email: christopher.stone@ucl.ac.uk). To apply please send the completed application form, full CV and covering letter to Hamish Cooke, DCAL, University College London, 49 Gordon Square, London WC1H 0PD. Email: (h.cooke@ucl.ac.uk) Please clearly indicate which post you are applying for.

Interviews will be held on the 1st April 2009. Please note: only short listed candidates will be contacted. Applications must be received by 12:00 on the closing date given below.

We particularly welcome applications from black and minority ethnic candidates as they are under represented within UCL at this level. This is in line with section 38 of the Race Relations
The closing date for applications is Friday, 20th March 2009.

UCL Department of Geography Database Manager (0.15 FTE)

The Department of Geography, University College London wishes to appoint a 0.15FTE Database Manager to overlook the administration and development of its research database in the Environmental Change Research Centre. The ECRC guides international research agendas on surface- and ground-water quality, biodiversity, and climate change. It attracts research funding from NERC, EPSRC, EU, and Leverhulme. ECRC has fourteen core members, twelve associated post-doctoral researchers, five eminent visiting professors and ten graduate students. Its members currently co-ordinate a €20M EU Integrated Project - The impact of climate change on freshwater ecosystems - and contribute to the NERC QUEST Programme.

Funding for the post is available for a limited period of time, currently until 31 May 2010.

The main role of the post-holder is to use specialist environmental knowledge to supervise and provide guidance on the development of the ECRC database and support the ECRC intranet. This will involve working closely with other computer support staff.

The successful applicant will have an MSc or PhD in Geography/Biogeography and a knowledge and understanding of the data sets used in environmental change research.

UCL Grade 7 within Salary range of £31,620 - £38,250 per annum (including £2,781 per annum London Allowance) pro rata to part time appointment.

Further details of the post are available from (<http://www.geog.ucl.ac.uk/about-the-department/job-opportunities>)

We particularly welcome applications from black and minority ethnic candidates as they are under represented within UCL at this level. This is in line with section 38 of the Race Relations Act 1976.

The closing date for applications is Friday, 6th March 2009.

UCL Development & Corporate Communications Office Content Producer (Multimedia)

Content Producer (Multimedia) 1 x Fixed-funded post until 31st July 2010

UCL Grade 7 - Salary is within the range of £31,620 - £38,250 per annum (including £2,781 per annum London Allowance)

This is an exciting opportunity to join one of the world's top-ten universities. The Communications team in the Development & Corporate Communications Office is dedicated to promoting UCL's achievements and objectives through a large programme of engaging communications materials for a broad range of audiences and stakeholders.

As Content Producer (Multimedia), you will shape and implement the Communications Team multimedia strategy, generating audio and video content for UCL's website and for external platforms and helping to promote the activities of UCL staff, students and alumni to the world. You will produce content on diverse subjects ' from astrophysics to anthropology ' so both an enthusiasm for academic subject matter and the ability to engage with and interpret university research are vital.

The ideal candidate will have extensive experience of filming and editing, particularly for an online environment. He or she will be energetic, organised and capable both of working as a solo operator and as part of a team.

For further details and an application form please see: (<http://www.ucl.ac.uk/development/documentation/vacancies>) or contact Caroline Price, Development & Corporate Communications Office, UCL, Gower Street, London WC1E 6BT, email: dacco_recruit@adm.ucl.ac.uk tel: + 44 (0)20 7679 9202, fax: +44 (0)20 7209 0117. Completed applications should be sent to Caroline Price either by e-mail, fax or post.

The closing date for applications is 13th March 2009 at 1.00pm. Interviews will be held in late March. If you have not heard from us by then, please assume your application has been unsuccessful.

We particularly welcome applications from black and minority ethnic candidates as they are under represented within UCL at this level. This is in line with section 38 of the Race Relations Act 1976.

The closing date for applications is Friday, 13th March 2009.

**UNIVERSITY COLLEGE LONDON
Institute of Child Health
and Great Ormond Street Hospital for Children NHS Trust
Molecular Haematology and Cancer Biology
Experimental Officer (Information Technology / Bioinformatics)**



Based in the UCL Genomics microarray laboratory at the ICH, under the co-direction of Dr Mike Hubank (ICH) and Prof. Robert Kleta (Royal Free Hospital), an Experimental Officer is required to provide technical support and analyse high-throughput genomic data in a range of models, using the latest analytical methods.

The successful applicant will have at least a BSc in informatics/IT and a strong interest in bioinformatics and genetics. The applications specialist will need to be familiar with the UNIX / Linux environment (setting up and maintenance of a Linux server, compiling specialized software in an Linux environment) and to have good programming skills in Perl or Python. Understanding of standard bioinformatics tools and their application and / or experience in the analysis of transcriptional and/or genotyping data from Affymetrix arrays is desirable.

The successful candidate will assist the performing of linkage analyses using data from a variety of SNP platforms, and analysis of genome scale data across a range of projects. A high degree of responsibility and attention to detail is required. The position will demand an ability to interact with laboratory applications specialists, basic scientists and the ICH computer services department on a daily basis.

The successful candidate will receive training in the operation of new platforms as required, and will benefit from the lively interdisciplinary environment provided by the Institute of Child Health and Royal Free Hospital. This post provides the opportunity to be involved with a wide variety of projects at the interface of medical science, mathematics and computing. Informal enquiries may be made to Dr Mike Hubank on m.hubank@ich.ucl.ac.uk
This starting salary for this post is £28,839 per annum which on Grade 7 of the UCL salary scales, plus London Weighting of £2,781 per annum. This post is funded for 3 years.

The job description can be obtained from <http://www.ich.ucl.ac.uk/ich/html/humanresources/jobs.html> Alternatively you may email us at d.henniker@ich.ucl.ac.uk for a Job Description.

Please quote reference DH/09/06

Any offer of employment will be subject to a satisfactory criminal records check.

Closing date for applications: Thursday 12th March 2009

We particularly welcome applicants from an ethnic minority as they are under-represented within UCL at this level. This is in line with section 38 of the Race Relations Act 1976.

**UCL Institute of Child Health
and Great Ormond Street Hospital for Children NHS Trust
Surgery Unit
Unit Administrator and PA**



Are you enthusiastic, looking for a change of scene, and relish a challenge?

We have an opportunity for an independent self-starter. You will support the work of the Paediatric Surgery unit by providing PA support to Professor Pierro (Head of Unit) and administrative services to other academic staff. You will balance a range of competing commitments and demanding stakeholders, using your own judgement to manage work to best effect.

OPPORTUNITIES

This is a busy unit, which offers the right candidate a challenging opportunity to make a significant contribution to supporting important work. You will need to be able to work under pressure, deal with a wide variety of queries and issues, and prioritise competing requests for the unit staff, especially Professor Pierro.

Other duties include: preparing biographies, arranging meetings and seminars for staff, arranging travel and accommodation, collation and distribution of papers and minute taking where appropriate. You will be responsible for administering grant submissions and maintaining databases of grant records, budgets and expenditure.

The unit undertakes a range of cutting edge work with children, including research studies and surgical procedures at Great Ormond Street Hospital.

The successful applicant must be educated to at least A Level standard (or equivalent) and have GCSE English and Mathematics (Grade C or above) or equivalent. The post holder must have:

- significant experience as a PA, preferably with some medical experience
- experience of influencing and negotiating with senior staff on a regular basis.
- experience of implementing and maintaining efficient office systems
- advanced knowledge of Microsoft Office
- confidence to work under their own initiative

The starting salary for this post is on grade 6 of the UCL salary scales which ranges from £25,546 - £29,964 per annum (inclusive of London Weighting) depending on skills and experience.

A job description (which includes details on how to apply) can be obtained by referring to our website www.ich.ucl.ac.uk/ich/html/humanresources/jobs.html or emailing d.henniker@ich.ucl.ac.uk

Please quote reference number DH/09/09

Closing date for applications: Thursday 19th March 2009

Interview date: Tuesday 31st March 2009

We particularly welcome applications from black and minority ethnic candidates as they are under-represented within UCL at this level. This is in line with section 38 of the Race Relations Act 1976.

UCL The Ear Institute Buildings and Facilities Superintendent

The Ear Institute is a new multi-disciplinary facility with a state-of-the-art research building dedicated to researching hearing and the causes of deafness. The Institute also has an extensive teaching portfolio both in terms of taught and short courses and works closely with its associated hospital. An adaptable and enthusiastic Buildings and Facilities Superintendent is sought to provide wide ranging support across this new dynamic Institute. Responsibilities will cover the following areas: maintenance, portering/manual handling, security/access, setting up of teaching rooms, deliveries and post etc. In addition you will be the emergency/out-of-hours contact for the Ear Institute. As this is a research institute you will be working in a laboratory environment.

You will be self-motivated, pro-active and well organised with substantial relevant experience. You will have had a good standard of basic education, have good IT skills and competency in commonly used IT packages such as Word and Excel. It is essential you can manage a varied workload and that you have excellent communication and people skills. You will have experience of working in a similar or relevant role.

The post is on Grade 5 of the University pay scale with a salary range of £19,089 per annum – £22,126 per annum, plus £2,781 per annum London Allowance. Benefits include 27 days annual leave plus 6 College closure days and a pension scheme.

For further details and information on how to apply, please go to: <http://www.ear.ucl.ac.uk/jobs/jobs.htm>.

We particularly welcome applications from black and minority ethnic candidates as they are under represented within UCL at this level. This is in line with section 38 of the Race Relations Act 1976.

The closing date for applications is Monday, 9th March 2009.

**UCL Department of Physics and Astronomy
Instrument Engineer****Department of Physics and Astronomy at the National Facility for Ultra-Precision Surfaces, St Asaph N. Wales
Instrument Engineer (Ref: CWK/02/09)**

A position is available for a qualified individual to undertake knowledge transfer, research and product development at the National Facility for Ultra-Precision Surfaces, North Wales. The project will involve working in close collaboration with staff of Zeeko Ltd, a manufacturer of precision computer controlled polishing machines and metrology instruments based in Leicestershire.

The group (<http://www.ucl.ac.uk/star/research/osl/optic>) has a strong programme of research in methods and technology for the production of ultra-precision surfaces, particularly for large telescope mirror segment production and metrology. The project concerns novel approaches to optical surface metrology via both hard and software approaches. The successful applicant will work on the hardware and software aspects of optical interferometry systems, whilst also undertaking a comprehensive professional development plan leading to an accredited management qualification

The position is available for three years and the successful applicant will have a B.Sc./M.Sc. (minimum 2:1) or M.Sc. The appointment will be made at UCL Grade 6, £22,765 per annum. For details of the Knowledge Transfer Partnership please see (www.ktponline.org.uk)

Further details about the post are available at:(<http://www.ucl.ac.uk/phys/vacancies/>)

Application forms can be downloaded from: (http://www.ucl.ac.uk/hr/docs/download_forms/job_app.doc) Please send by email or post, a full CV, the contact details of at least two referees, a completed application form and a covering letter stating your suitability for the post to: Dr Christopher King (christopher.king@ucl.ac.uk) University College London at the National Facility for Ultra-Precision Surfaces, Optic Technium, St Asaph Business Park, Fford William Morgan, St Asaph, Denbighshire, LL17 0JD

We particularly welcome applications from black and minority ethnic candidates as they are under represented within UCL at this level. This is in line with section 38 of the Race Relations Act 1976.

The closing date for applications is Friday, 13th March 2009.

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