

June 2008

Dear Applicant

**Re: Director of Grand Challenges - Office of the Vice-Provost (Research)**

Thank you for expressing an interest in this post.

UCL is one of the UK's premier universities and is ranked in the world's top 10. It is a world-class research and teaching institution based in London whose staff and former students have included 20 Nobel Prize winners. Founded in 1826, UCL was the first university in England to admit students regardless of race, religion or gender. It continues to thrive on the creativity and diversity of its community which today comprises 8,000 staff, and 12,000 undergraduates and 7,500 graduate students from 140 countries across the globe.

Constitutionally part of the federal University of London, UCL is in practice an independent university, with an annual turnover of over £600 million. Its 54 departments and institutes span arts and humanities, social and historical sciences, law, architecture and the built environment, engineering sciences, mathematical and physical sciences, life and clinical sciences, and medicine. UCL includes academic units as diverse as the Slade School of Fine Art, the Mullard Space Science Laboratory and the Institute of Child Health, which is associated with Great Ormond Street Hospital.

75% of UCL's departments received ratings of 'excellent' in national teaching quality reviews carried out between 1993 and 2001 and 60 departments achieved top (grade 5 and 5\*) ratings in the 2001 Research Assessment Exercise. As a result of its track record, UCL receives substantial funding from government and charities, and more than £350 million is currently being invested in state-of-the-art facilities for cutting-edge research and teaching.

UCL's research strategy defines our Grand Challenges in the following four areas:

- Global Health
- Sustainable Cities
- Intercultural Interactions
- Wellbeing

We are facilitating cross-disciplinary interaction within and beyond UCL in these areas and applying our collective strengths, insights and creativity to overcome problems of global significance. We are now seeking a Director of Grand Challenges to direct the coordination and implementation of research initiatives in response to UCL's Grand Challenges through facilitation of multi-disciplinary research collaborations and programmatic responses to ensure that funding sources are identified and the needs of research customers are met.

Please see the following documents for further particulars relating to this exciting post:

- Post advertisement
- Application form (including EO monitoring form) - which can also be downloaded from: [http://www.ucl.ac.uk/hr/docs/download\\_forms/job\\_app.doc](http://www.ucl.ac.uk/hr/docs/download_forms/job_app.doc)
- Job description and person specification
- UCL Equal Opportunities Statement
- Terms and Conditions of appointment
- Competency Expectations of Post Holders with Management Responsibilities

Further details regarding UCL in general may be found at: [www.ucl.ac.uk](http://www.ucl.ac.uk).

To apply for this post, please send the completed application form, together with *Curriculum Vitae* and a covering letter to Alexandra Iglesias, University College London, Office of the Vice-Provost (Research), 2 Taviton Street, London, WC1H 0BT or via e-mail to [alexandra.iglesias@ucl.ac.uk](mailto:alexandra.iglesias@ucl.ac.uk). Please quote reference: NJ08-122. You should detail in your application how you consider you meet the person specification.

Your application should be received by **17:00** on **Friday 11<sup>th</sup> July**. The selection process is scheduled to take place on **21<sup>st</sup> July 2008**.

Yours faithfully

**A Iglesias**

Executive Assistant to Professor David Price

## Director of Grand Challenges

UCL is rated in the top ten universities in the world and generated more than £200m in research income last year. Our newly launched research strategy defines four Grand Challenges - namely Global Health, Sustainable Cities, Intercultural Interactions and Wellbeing.

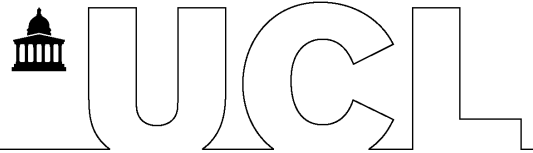
We are now seeking a Director of Grand Challenges to lead, develop, nurture research, education, teaching and learning initiatives within each of the Grand Challenges areas, which engage broad participation within UCL.

Likely to have a background within the higher education sector, the successful candidate must be able to articulate a clear vision which will excite a diverse and multidisciplinary community both within and outside UCL. Experience of policy making and programme development is essential and you will have demonstrated success in the development of strategic responses to diverse and multidisciplinary research opportunities. Outstanding communication, interpersonal and influencing skills are essential as is the ability to deliver change through effective project management.

Salary will be circa £85k, negotiable for an exceptional candidate. Further information on UCL, the role and full specification and on how to apply is available at: <http://www.ucl.ac.uk/research/gc/>. An application form, together with an Equal Opportunities classification form is available to download at: [http://www.ucl.ac.uk/hr/docs/download\\_forms/job\\_app.doc](http://www.ucl.ac.uk/hr/docs/download_forms/job_app.doc). Please quote reference: NJ08-122.

UCL particularly welcomes female applicants and those from an ethnic minority, as they are currently under-represented within UCL at this level.

The closing date for receipt of applications is **17:00 on 11 July 2008**.



CONFIDENTIAL  
APPLICATION FOR EMPLOYMENT

**Our equal opportunities policy includes the provision that in recruitment, the only consideration must be that the individual meets or is likely to meet the genuine requirements of the job. No one will be discriminated against on the basis of sex, age, race, colour, ethnic origin, disability, marital status, sexual orientation, caring or parental responsibilities, or belief in any matters including religion and politics.**

**Please complete this form in black ink/biro or by typing or on audio cassette.**

<b>Application for the Position of:</b>	<b>Department:</b>
<b>Ref No or Job Code:</b>	

PERSONAL DETAILS

<b>Surname:</b>	<b>First Name:</b>	<b>Title:</b>
	<b>Preferred Forename:</b>	
<b>Address:</b>	<b>Telephone numbers which we may use to contact you</b>	
	<b>work:</b>	
	<b>home:</b>	
	<b>Email:</b>	

REFERENCES

**Please give details (Name, Job Title, Company, Address, Telephone Number) of two work referees, one of whom must be your present or most recent employer or course tutor if currently a student.**

<b>1. Name:</b>	<b>Relationship to you:</b>
<b>Address:</b>	
	<b>Telephone:</b>
	<b>Email:</b>

**2. Name:**

**Relationship to you:**

**Address:**

**Telephone:**

**Email:**

**Can references now be taken up with:**

**Your first referee?**

**Yes**

**No**

**Your second referee?**

**Yes**

**No**

**EMPLOYMENT HISTORY**

**Present Employment**

<b>Dates</b>		<b>Name and Address of Employer</b>		
<b>From</b>	<b>To</b>			
<b>Post</b>		<b>Salary</b>	<b>Notice Required</b>	
<b>Duties</b>				

**Previous Posts (most recent first)**

From	To	Employer	Post	Duties

**EDUCATION/QUALIFICATIONS/TRAINING**

**Starting with the most recent, please give details of your education, qualifications and training relevant to this application.**

School/College/Organisation/Provi	From	To	Examinations Passed / Degrees /
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<b>der</b>			<b>Qualifications obtained</b>

STATEMENT IN SUPPORT OF YOUR APPLICATION.

**Please use this section to state your reasons for applying for this post. Outline the skills & experience you have gained, either in paid work, unpaid /voluntary work, work at home, through your studies, through your leisure activities, which you think are relevant to the job for which you are applying, and which you believe makes you suitable for the post. Be sure to include relevant achievements. If you require more space please attach extra pages.**

PERSONAL INFORMATION

<p><b>Are you 64 or over?</b>                  It is UCL policy that staff normally retire on the 31<sup>st</sup> July following their 65<sup>th</sup> birthday. In line with this UCL will not normally employ someone who is within six months of that date (see <a href="http://www.ucl.ac.uk/hr/docs/retirement.php">http://www.ucl.ac.uk/hr/docs/retirement.php</a> for more information)</p>	<p>Yes/No</p>
<p><b>Do you require permission / a work permit to take up employment in the UK?</b>                  (Immigration and Asylum Act 1996)</p>	<p>Yes/No</p>
<p><b>Do you need to register under the Home Office EU Accession State Worker Registration Scheme?</b> (See <a href="http://www.workingintheuk.gov.uk/working_in_the_uk/en/homepage/schemes_and_programmes/worker_registration.html">http://www.workingintheuk.gov.uk/working_in_the_uk/en/homepage/schemes_and_programmes/worker_registration.html</a> for more information)</p>	<p>Yes/No</p>
<p><b>Have you ever been convicted in a Court of Law?</b>                  (Declaration subject to Rehabilitation of Offenders Act 1974)                  If so, please give details:</p>	<p>Yes/No</p>
<p><b>Do you have a Personal Relationship with any member of staff or student at UCL?</b>                  If so, please give details:                  Yes/No                   See <a href="http://www.ucl.ac.uk/hr/docs/personal_relationships.php">http://www.ucl.ac.uk/hr/docs/personal_relationships.php</a> for more details</p>	



<b>If employed, how many days sick leave have you had in the last 12 months?</b>
<b>Where did you see this vacancy advertised?</b>
<b>Current or former UCL staff/students please enter your UPI number if known:</b>

To the best of my knowledge the answers given to the questions contained in this application and all statements made are true and accurate. Any falsification may be considered sufficient cause for rejection or, if employed, dismissal.

**Signature of Applicant**.....**Date**.....

**CONFIDENTIAL**  
**EQUAL OPPORTUNITIES CLASSIFICATION FORM**

University College London has a commitment to ensuring that staff are appointed, and promoted on the basis of merit, regardless of ethnic origin, sex or disability, sexual orientation, race, colour, nationality (within current legislation), marital status, caring or parental responsibilities, age, or beliefs on matters such as religion and politics.

Monitoring enables us to see what is happening in practice, to assess the impact of our equal opportunities policy and its implementation, to set any targets for improvements, and measure progress. To enable us to do this, and to make the exercise successful, we rely on the following details.

On receipt, this form will be separated from your application form/CV. The information provided will be treated in the strictest confidence and will only be used for the purposes of monitoring. Thank you for your co-operation.

Name	Job Title/Ref. N <sup>o</sup>
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**Please complete all 5 sections:**

<p><b>1. Ethnic Group</b></p> <p><b>A White</b></p> <p><input type="checkbox"/> British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Any other White background</p> <p><b>B Mixed Race</b></p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other Mixed Race background</p> <p><b>C Asian or Asian British</b></p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Any other Asian background</p> <p><b>D Black or Black British</b></p> <p><input type="checkbox"/> Caribbean</p>	<p><b>2. Sex</b></p> <p><input type="checkbox"/> Male      <input type="checkbox"/> Female</p> <p><b>3. Nationality</b></p> <p><input style="width: 100%;" type="text"/></p> <p><b>4. Are you disabled or do you have an impairment or medical condition?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>(Examples of a 'condition' may include impairment of senses, co-ordination, memory, mobility, learning, health or well being.)</p> <p><b>5. Date of birth</b>      <input style="width: 100%;" type="text"/></p>
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- |   |  |
|---|--|
| <input type="checkbox"/> African                    |  |
| <input type="checkbox"/> Any other Black background |  |
| E Chinese   |  |
| <input type="checkbox"/> Chinese                    |  |
| F Other Ethnic Group                                |  |
| <input type="checkbox"/> Any other background       |  |

## JOB DESCRIPTION

### Director of Grand Challenges

Reports to	Vice-Provost, Research
Manages	Administrative support - yet to be determined
Grade	10

#### Job Purpose

The Director is responsible for leading the coordination and implementation of research initiatives in response to UCL's Grand Challenges through facilitation of multi-disciplinary research collaborations and programmatic responses to ensure that funding sources are identified and the needs of research customers are met. The Director will also ensure the realisation of education, teaching and learning benefits related to the Grand Challenges. The Director will work closely with the Director of Research Planning, colleagues within the Office of the Vice-Provost, Research, members of the Provost's Senior Management Team and senior academics across UCL.

#### **Main Duties**

- 1 Responsibility for the coordination of the Grand Challenges agenda on a daily basis and developing strategic and programmatic responses to all Grand Challenges areas working with and influencing senior academic colleagues across UCL.
- 2 Responsibility for harvesting the research currently undertaken, investigating the potential for new multi-disciplinary work within the rubric of each of the Grand Challenges areas and development, implementation and evaluation of related new educational, programmatic, research, teaching and learning initiatives across UCL.
- 3 Ensure that UCL anticipates and responds to the changing needs and expectations of customers for UCL's research (industry, government, NGOs, undergraduate and graduate students) and help to define effective partnerships with these sectors in coordination with the Director of Research Planning, the Vice-Provost (Enterprise), the Vice-Provost (Academic and International) and the Graduate School etc.
- 4 Identify funding sources for Grand Challenges developments and develop appropriate strategic, operational and project plans to underpin Grand Challenges related funding proposals to grant giving bodies and private benefactors in coordination with the Director of Research Planning, the Development & Corporate Communications Office, Vice-Provost (Academic and International) etc. as appropriate.
- 5 Lead the development and implementation of a plan for identity and branding of the Grand Challenges programme, working with the Development Office, including a detailed communication strategy that involves both real and virtual communication methodologies, building ownership and commitment amongst all academic disciplines and stakeholders across UCL.
- 6 Ensure that academic colleagues have easy access to information on current and planned work in Grand Challenges related areas and that information is disseminated across all

Schools. Ensure that Heads of Departments and Deans are aware of the information and support available to them in this regard.

- 7 Develop and facilitate Grand Challenges associated educational teaching and learning initiatives across UCL, in coordination with the Vice-Provost (Academic and International) as appropriate, to include the delivery of major Grand Challenges related symposia, debates and meetings.
- 8 Involve, coordinate and work with the Grand Challenges Research Officers to develop and deliver the Grand Challenges agenda.
- 9 Manage the collation of Grand Challenges related information (in association with the developing research database) about research, education and other activities across UCL and developing a detailed understanding of the UCL's education, teaching and learning agenda.
- 10 Represent UCL and the Vice-Provost (Research) at relevant international fora, conferences and policy & programme meetings and develop the Grand Challenges framework ensuring internal and external buy in to the Grand Challenges initiative.
- 11 Develop Grand Challenges focused partnerships with international agencies in coordination with Director of Research Planning and Vice-Provost (Academic and International).
- 12 Promote UCL's commitment to equality of opportunity in all aspects of the role and ensure that the work of the team fosters an environment in which diversity is valued.
- 13 Maintain a broad overview of the research landscape in the Grand Challenges areas. Keep abreast of developments in other HEIs in both the UK and globally, benchmarking UCL's progress against them as appropriate.
- 14 Research, draft and present reports, briefing papers and policy proposals to the Vice-Provost Research, Provost's Senior Management Team and other UCL Committees and Working Groups as necessary. Lead presentations both internally to UCL and to external audiences as required.
- 15 Manage the staff providing administrative support including support to committees and working groups. Ensure effective recruitment, appraisal, motivation, performance management and professional development within the Grand Challenges team with a view to maximising its effectiveness.
- 16 Participate as a member of the Vice-Provost's Management Team and ensure effective communication within the team regarding work in progress and emerging trends or issues.
- 17 Participate in and lead corporate working groups as required and represent the Vice-Provost's office as necessary.
- 18 Operate at all times in line with UCL policies and procedures.
- 19 Any other duties commensurate with the grade and purpose of the post.

## Note

As a senior officer, the post holder is likely to play a part in UCL's business continuity arrangements and as such may be required to work outside office hours at the evening or at weekends in the event that those arrangements are activated.

## Person specification

1. Post graduate level of education, a comprehensive knowledge of higher education gained from working in the sector and an understanding of UCL's aims and objectives.
2. Experience of board level or national policy making, programme development/implementation in education and demonstrable success in the development of strategic policy responses to diverse and multi-disciplinary initiatives.
3. Strong analytical skills and a proven record of providing leadership and conveying a strategic vision which engages a diverse academic community.
4. Well developed influencing, facilitation and negotiating skills and experience of leading, influencing and delivering change in a large, complex organisation working in an international context.
5. Well developed interpersonal skills enabling the post holder to build and develop effective working relationships, act as an agent for change, influence at all levels within and outside UCL and to work effectively as part of a team.
6. Outstanding communication skills both oral and written and experience of drafting and presenting clear and concise reports and making presentations on complex issues to a range of audiences
7. A knowledge of the statutory and legislative framework governing research and education in the UK
8. Strong administrative, organisational and project management skills and proven success in delivering results to demanding deadlines.
9. People management skills and experience of leading, motivating and developing a high performing team.
10. Experience of the use of data and databases and the analysis of statistics to inform decision making. Experience of budgetary management.
11. A clear understanding of and commitment to equality of opportunity and the celebration of diversity and of how the post holder can promote equality of opportunity in all aspects of her/his work.

## **UCL Equal Opportunities Policy Statement**

The equal opportunity policy of UCL is that in the recruitment, selection, education and assessment of students and in the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme or course or post.

The requirements being met, no student or employee will be discriminated against on the basis of their sex, race, colour, ethnic origin, nationality (within current legislation), disability, sexual orientation, marital status, caring or parental responsibilities, age, or beliefs on matters such as religion and politics.

UCL is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from discrimination, prejudice, intimidation and all forms of harassment including bullying.

This Policy means that all students and employees of UCL have the right to study or work in an environment free from discrimination, prejudice and all forms of harassment or bullying.

UCL is committed to a programme of action to ensure that its policy is implemented and monitored at an organisational and individual level.



## Support Staff - Grades 7 and above

### SALARY

The post is graded as Grade 10. Salary will be circa £85k, negotiable for an exceptional candidate. Salary is reviewed through the Senior Staff Salary Review process. Further details are available at: [http://www.ucl.ac.uk/hr/docs/senior\\_staff\\_salary\\_review.php](http://www.ucl.ac.uk/hr/docs/senior_staff_salary_review.php). Cost of living pay awards are negotiated nationally and are normally effective from 1st August each year.

### PROBATION

Appointments are subject to receipt of satisfactory references and a probationary period of 9 months.

### HOURS OF WORK

Full time hours average 36½ hours per week and times of work are as determined by the Head of Department.

### HOLIDAYS

Annual leave is 27 working days for a full time member of staff.

UCL also closes for a period at Christmas and Easter, at which times staff benefit from a total of 6 'closure days' in addition to Bank Holidays.<sup>1</sup>

### PENSION

The postholder will be eligible to join the Universities Superannuation Scheme, which is a final salary scheme with a current employee contribution rate of 6.35% and an employer contribution rate of 14% of salary.

### RELOCATION PACKAGE

The postholder may be eligible for relocation expenses and supplements in accordance the relocation scheme. Further details are available at: [http://www.ucl.ac.uk/hr/docs/relocation\\_expenses.php](http://www.ucl.ac.uk/hr/docs/relocation_expenses.php).

### SEASON TICKET LOANS

A season ticket loan is available to staff who have successfully completed their probationary period with the facility to repay through a monthly deduction from salary.

### OTHER BENEFITS

Other benefits of joining UCL as a staff member are many and include:

- Access to an extensive range of in-house staff development opportunities. Staff have full use of the UCL libraries and UCL operates a Study Assistance Scheme for those undertaking part-time work-related study.
- An excellent location for transport networks being near Euston, Kings Cross and St. Pancras stations and a choice of underground stations connected to London's other mainline stations. A wide range of bus routes serves the area.
- UCL lies in Bloomsbury, just north of Oxford Street, Covent Garden and the heart of the West End with access to shops, theatres, cinemas, bars and restaurants. UCL also has its own 550 seat West End arts venue (Bloomsbury Theatre) which hosts drama, dance, music, debates and lectures during the year

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<sup>1</sup> For identified posts staff may be required to work in the closure periods, in which case these closure days are added to the annual leave entitlement.

- The main campus has subsidised cafeterias/bars and shops, gym, hairdresser and a travel agent. UCL staff can also benefit from corporate membership at a Tottenham Court Road gym.

## Competency expectations of post holders with management responsibilities

### Leadership

- Develops and delivers the strategy of the team/division/ department /faculty/UCL
- Maintains an awareness of the wider context (UCL wide, national and international as appropriate) and responds accordingly
- Promotes excellence in areas of teaching, research, administration and the provision of support services
- Addresses challenges and manages change in support of corporate and local objectives
- Promotes the activities of the team/division/department/faculty both internally and externally as appropriate
- Demonstrates effective self management and focus

### People management

- Recruits and manages individuals effectively to create a high performing team
- Provides leadership, direction and feedback on team and individual objectives
- Facilitates training and the development of an appropriate skills base within the team
- Encourages personal development and helps others to learn
- Fosters two way communication and effective team-working

### Resource management

- Manages project and other workloads to meet timescales, budgets and deliverables
- Acquires and manages budgets and other resources effectively
- Ensures regular review of teaching, research, knowledge transfer, enabling and support activities to maximise effectiveness and impact
- Manages relationships with sponsors/funding bodies/collaborators/other faculties or other teams to deliver results
- Understands risk culture, including the taking of opportunities while managing risk. Puts measures in place to identify, manage and minimise risks (e.g. financial, business continuity, health & safety)

### Organisational citizenship/awareness

- Promotes UCL's values and corporate objectives to colleagues and externally to UCL
- Demonstrates a commitment to (and promotes) equality and diversity ensuring UCL is an inclusive environment in which individuals are respected and unacceptable behaviours challenged
- Manages self and others in accordance with UCL policies and contributes to policy development as appropriate
- Contributes to cross disciplinary activity
- Participates actively in Departmental, Faculty and UCL wide Committees, Working Parties, Investigatory Panels and other corporate roles as required

18<sup>th</sup> April 2007