UNIVERSITY OF WEST LONDON
The **Career** University

Job Description

Job title	Deputy Director of the Geller Institute for Aging and Memory (GIAM)
School / department	School of Medicine and Biomedicine
Grade	8
Line manager	Director of GIAM
Responsible for (direct reports)	
Date of creation or review	27/06/2025

Main purpose of the job

- To support the growth and implementation of GIAM's research and education strategies, and to deliver the University's vision.

- Take designated responsibility for operational activity, resources, and quality assurance of academic delivery.

- Be responsible for the establishment and delivery of an effective research infrastructure within GIAM.

- Provide pro-active and high-quality management and leadership to support the delivery of research, education and academic contracts to deadline and within budget.

- Management, leadership and development of institute staff and other specific areas of responsibility, as agreed with the Director.

- To work under the guidance of the Director of the Geller Institute for Aging and Memory and to deputise for the Director as required.

The Deputy Director will play a pivotal role in supporting the growth and implementation of GIAM's research and education strategies, aligning with the University's vision. This role involves taking designated responsibility for operational activities, resource management, and quality assurance of academic delivery, ensuring policies and procedures are effectively implemented.

Key responsibilities include establishing and delivering an effective research infrastructure within GIAM, planning, organizing, and coordinating resources to achieve strategic goals. The Deputy Head will provide proactive and high-quality management and leadership to support the timely and budget-compliant delivery of research, education, and academic contracts.

Additionally, the role encompasses the management, leadership, and development of institute staff, along with other specific areas of responsibility as agreed with the Director.

Key areas of responsibility

1. To proactively support the Director and senior staff in providing leadership, through delivering operational management, for GIAM academic activities.

2. To be a member of the Institute's senior leadership team, playing a key role in planning, decision-making and implementation of the research strategy, support grant capture, submission to REF, and income generation activities.

3. To have management responsibility for operational delivery as specified by the Director including overseeing research onboarding and contract delivery, the delivery of high quality research and educational activities, managing budget/resources, staffing and staff development.

4. To support the delivery of research projects, ensuring efficient use of resources and effective monitoring and reporting of measurable outcomes.

5. To work with the Director and study PIs to ensure accurate financial monitoring and reporting on behalf of the Institute.

6. To lead the co-ordination of staff recruitment activities, working with the Director and Senior management team.

7. To provide capacity building, mentoring and coaching of GIAM staff and to undertake selected staff appraisals to support high quality delivery and growth within the Institute.

8. Under the direction of the Director, to undertake duties as a line manager with appropriate staff development, disciplinary procedures, performance review systems and induction activities.

9. To provide academic leadership, management and support in relation to diversification and sustainability of the Institute's research portfolio and academic provision.

10. To support learning and teaching developments and delivery in line with agreed academic strategy.

11. To take responsibility for supervision and mentoring of ECRs and doctoral students.

12. To lead external body engagement and outreach activities.

13. To contribute personally to the Institute's research, enterprise and knowledge transfer activities.

14. To represent GIAM at University committees, groups, School/Institute Boards, quality assurance activities as required.

15. To deputise for the Director as required.

16. To work in accordance with the UWL's equality and diversity polices.

In addition to the above areas of responsibility the post-holder maybe required to undertake any other reasonable duties relating to the broad scope of the position, commensurate with the post, and in support of the University.

Person Specification

	Criteria	Essential or Desirable[1]	Demonstrated[2]		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies	PhD in a relevant subject.	Essential	x		
	HEA or equivalent demonstrable experience/qualification.	Desirable	x		
Knowledge and experience	Proven track record of management and delivery of UKRI grant funding.	Essential	x	x	
	Management and delivery of NIHR research contracts.	Desirable	x	x	
	Demonstrable experience of line management, financial management, and operational planning and delivery.	Essential	x	x	
	Experience of delivering strategic growth.	Essential	x	x	
	Demonstrated experience of academic leadership, promoting a sense of collegiality and ambition.	Essential	x	x	
	Evidence of supervision of doctoral students to successful completion.	Essential	x	x	
Specific skills to the job	Creative and strategic thinker able to translate ideas into effective operational activity and research infrastructure.	Essential	x	x	
	Experience in mentoring and developing staff and a commitment to research capacity building and professional development.	Essential	x	x	

	Ability to prioritise workloads, effectively balancing conflicting deadlines within fixed timescales and deliver outputs on time.	Essential	x	x	
	Strong organizational and project management skills. Experience in managing budgets and resources effectively	Essential	x	x	
General skills	Strong interpersonal, communication and team working skills.	Essential	x	x	
	Ability to lead a team and motivate staff.	Essential	x	x	
	Ability to work collaboratively with staff; develop good professional relationships with colleagues, employers, other outside networks.	Essential	x	x	
	Promotion and commitment to equality, diversity, and inclusion within the institute and wider university environment.	Essential	x	x	
	Excellent IT, verbal and written communication skills.	Essential	x	x	

Disclosure and Barring Scheme   Is a DBS Check required: (DBS (This post requires an enhanced DBS check))

Before making a selection, please refer to the University's Disclosure and Barring Checks Guidance for Staff and Criminal Convictions, Disclosures and Barring Staff Policy and Procedure. If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

[1]**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

[2]**Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.