

| Position Description          |   |
|-------------------------------|---|
| <b>POSITION TITLE</b>         | Office Coordinator                            |
| <b>CAREER STEP</b>            | Professional / Intermediate                   |
| <b>REPORTING RELATIONSHIP</b> | Executive Director, UK                        |
| <b>TEAM</b>                   | UK  |
| <b>EMPLOYMENT DURATION</b>    | Initially fixed term with a view to permanent |
| <b>TYPE OF EMPLOYMENT</b>     | Full time Fixed Term / 1 FTE                  |
| <b>DATE</b>                   | July 2021                                     |

### The George Institute for Global Health

We are a medical research institute affiliated with leading universities aiming to challenge the status quo in health care. In the UK we work in partnership with Imperial College London (ICL). With 800+ people around the world, and projects in over 40 countries, our Strategy 2025 is all about impact – specifically, the impact of The George Institute’s activities on the health of millions of people, particularly those living in disadvantaged circumstances around the world.

Our strategy focuses on three key research priorities:

- Better Treatments: finding better treatments for the world’s biggest health problems
- Better Care: transforming primary health care to support better health for more people
- Healthier Societies: harnessing the power of communities, governments, and markets to improve health

In addition, our innovative commercial enterprises help maximise our impact.

Here is a sample of the things we are doing to achieve our goal of having the greatest possible impact on global health:

- We are identifying better and safer treatments for our biggest killers like stroke, heart disease and high blood pressure
- In many countries, our award winning FoodSwitch smartphone app is helping people make healthy food choices when shopping
- In China, we ran a successful education and awareness program to reduce the amount of salt eaten by people by 25% each day
- In rural India, we have shown that mobile technology can help diagnose mental health, as well as help treat cardiovascular disease, and we’re looking at similar approaches to treating chronic diseases in Indonesia and China
- Together with Aboriginal communities in NSW, Australia, we developed an innovative community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations;
- We are developing an affordable dialysis machine, with potential to save millions of lives each year and transform the way kidney disease is treated globally
- And much more...

### Context of the Role

The George Institute UK (TGI UK) is a small and growing team of ~15 people – researchers, students, and professional support staff – based in offices on the ICL campus at White City in



London. The TGI UK teams comprises staff from The George Institute in the UK and staff from George Health Enterprises in the UK, who have agreed to come together to shares offices within the ICL campus.

The Office Coordinator role ensures the smooth day-to-day running of the George Institute offices and provides team assistance to the TGI UK team. Working across the whole team, but in particular with the senior leaders of TGI UK, the incumbent will be responsible for senior level admin support and broader office management oversight.

You will be the support for the TGI UK team, providing day-to-day support locally, collaborating closely with ICL and TGI support colleagues globally to ensure the smooth running of the TGI UK office.

### **The Role**

You will be responsible for all aspects of managing the office environment, onboarding new hires, managing visitors, invoice processing, expense management, basic IT support and liaison, and much more, so you will need to be experienced in leading a variety of tasks and relationships.

As you will be joining TGI UK at an exciting time of growth, you will play a pivotal role in establishing operational systems and processes. Likewise, your organisational skills will come to the fore when arranging meetings, events, and other internal and external meetings.

### **Reporting Relationships**

You will report directly to the Executive Director, UK as well as supporting the TGI UK team with their administration needs.

### **Duties and Key Responsibilities**

- Provide administrative support to the Executive Director, UK:
  - Assist with the preparation of presentations, reports, grant applications and publications
  - Prepare, provide support, and attend various meetings, as required by the Executive Director UK
  - Maintain and update the Executive Director UK curriculum vitae, list of publications and other academic contributions on program and portfolio management system
- Oversee the organisation and management of the UK office:
  - Manage incoming enquiries, emails and requests for information relating to the UK office
  - Assist with travel arrangements, financial payments, budget monitoring and expense reimbursements
  - Liaise with outsourced UK Accountants (and Global Finance Team) to support bookkeeping responsibilities. This would include tasks such as:
    - management approvals for payments
    - forwarding invoices to accountants
  - Implement appropriate filing and other office procedures to facilitate highly organised and smoothly functioning teams (including electronic file management for the legal team)
  - Generate execution versions of legal documents (once reviewed by the in-house counsel)



- Coordinate the signature and exchange of legal documents
- Liaise with and build effective working relationships and provide high level customer service with staff and external clients
- Assist new starters integrating and inducting them into the organisation
- Assist with straightforward IT requests and support liaising with the global IT support desk for new employee laptop set up, etc
- Assist with tracking holiday leave for the team
- Assist with administrative duties related building a team culture – i.e. organising office events
- Assist colleagues with office equipment needs
- Organise group meetings, including catering as required
- Liaise with ICL property management for matters regarding the tenancy
- Work closely with other administrative teams across the TGI offices and with colleagues at ICL to ensure smooth and effective workflow processes, task delegation, and ongoing achievement of identified tasks.

#### *As a Team Member:*

- Participate in special projects to improve processes, tools, systems, and organisation
- Take responsibility for personal learning and development and for setting achievable and meaningful work objectives and managing personal targets, meeting obligations of The Institute's Performance Management and Development Policy
- Demonstrate commitment to The Institute's organisational values, including performing to an exceptionally high ethical standard and focus on integrity, collaboration, and teamwork in all efforts

#### *Work, Health and Safety*

- Comply with Work Health and Safety legislation and operate in accordance with established Occupational Health and Safety practice and procedures at ICL and the Institute
- Promote and contribute to a safe, secure environment for staff and visitors

### **Skills, Knowledge and Experience**

#### *Essential*

- An appropriate academic qualification, equivalent vocational qualification and/or experience in a similar administration / co-ordination role
- Experience dealing with colleagues and partners at all levels, and ideally internationally
- Excellent written and verbal communication skills
- Excellent planning and organisation skills
- Good knowledge of Windows software
- Experience and appreciation of the need for confidentiality when required
- Consistent record in using Excel, Word, PowerPoint etc.
- Ability to work independently, and as part of a team
- A high degree of confidence and tact / subtlety to interact with all levels of staff and with students

#### *Desirable*

- Experience running premises / facilities, and experience working in a research / academic environment or distributed team