

Job Description

Role: Institute Director

Department: UCL Queen Square
Institute of Neurology

Faculty: Brain Sciences

Grade: Professorial Grade 10

Location: Queen Square London
WC1N 3BG and related locations in
UCL campuses (Royal Free,
Bloomsbury)

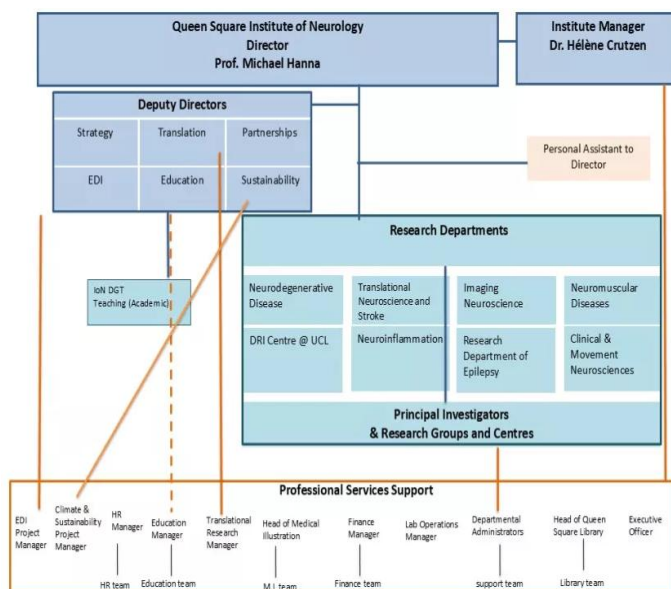
Work Pattern: Hybrid working

Reports to: Dean, Faculty of Brain Sciences

Reports: 9x Heads of Research Department,
Institute Manager, Personal Assistant

Matrix line management: 6x Deputy Directors

<https://www.ucl.ac.uk/brain-sciences/ion/people>



Context

The [UCL Queen Square Institute of Neurology](https://www.ucl.ac.uk/brain-sciences/ion/people) (ION) was established in 1950, merged with UCL in 1997, and is a key component of the Faculty of Brain Sciences at UCL.

The Institute has [eight academic research Departments](#), which encompass clinical and basic research within which encompass clinical and basic research within each theme. In parallel, there are currently five Divisions representing clinical professional affiliations. Its mission is to **translate neuroscience discovery research into treatments for patients with neurological diseases**.

Its aims:

- *a leading translational neuroscience centre in the world translating discovery into experimental studies in patients to deliver new diagnostics and new therapies;*
- *an excellent student destination for educational programmes embedded in translational neuroscience research;*
- *overcome fragmentation as a centre for connecting industry, commercial partners, academics and patients to accelerate translate research, internationally.*

In addition, a number of important [research centres](#) are based at the ION, affiliated with one of our academic research departments. The Institute has a significant teaching and training portfolio, with over 500 graduate students at Queen Square, employs around 800 staff, and hosts around 450 honorary & visiting staff, spread over a complex and large estate comprising of over 15 buildings. The annual turnover is £110 million.

The Institute is closely associated in its work with the National Hospital for Neurology & Neurosurgery (NHNN), University College London Hospitals' NHS Foundation Trust, and in combination they form a national and international centre at Queen Square for teaching, training and research in neurology and allied clinical and basic neurosciences. The Institute also has [active collaborative research programmes with other centres of excellence](#) and works in close partnership with them.

Research Excellence

A large proportion of the Institute's funding is obtained from the Higher Education Funding Council for England. IoN was a major part of REF2021 Uo4 which showed that UCL is number one in the UK for research power in psychology, psychiatry and neuroscience.

The Institute currently holds 671 active research projects, totalling £356 million, for research from the principal medical charities concerned with neurological diseases, and from government agencies such as the Medical Research Council, and we also receive significant philanthropic support.

UCL Neuroscience is currently rated second in the world by ISI Essential Science Indicators. In the calendar year 2023, Institute staff published 1829 papers; 77 were published in the top 50 of all scientific journals (ranked by ESI impact factors), including Nature, Science, Lancet, BMJ and JAMA. [RAND report](#) shows that UCL has the highest share of highly cited publications in Neurology in England.

There are 147 Principal Investigators at IoN, including: 115 professors/professorial research associates and 26 emeritus professors; 13 Fellows of the Royal Society; 35 Fellows of the Academy of Medical Sciences; 1 Nobel Prize winner.

The Institute hosts the [UK DRI Centre at UCL](#), led by Professor Karen Duff, as one of its 8 research departments.

ION-DRI: A world-class centre of excellence in neuroscience

We are building a world-class environment to fight neurological disorders through the [IoN-DRI programme](#). A new landmark facility at 256 Grays Inn Road will support our existing facilities at Queen Square to create one of the leading translational neuroscience centres in the world. The facility on Grays Inn Road will house all of IoN's wet laboratories, while the Institute's existing space in Queen Square House will be the centre for research activities with a clinical focus. Approximately half of IoN's research scientists and staff – over 500 – will be housed in the new facility.

Teaching Excellence

The QS ION has a significant [teaching and training portfolio](#), with over 500 graduate students (including around 250 PhD students) at Queen Square, and taught MSc/MRes courses in: Advanced Neuroimaging, Brain and Mind Sciences, Clinical Neuroscience, Neuromuscular Disease, Stroke, Clinical Neurology, Dementia: Causes, Treatments and Research (Neuroscience), Translational Neuroscience and Neurosurgery.

Excellent graduate students of the highest quality are recruited to both ION and UCL-wide MPhil/PhD programmes, which are supported through Research Council, charity and industry funded studentships, and the Wolfson/Eisai 4-year PhD programme, QS ION-Cleveland Clinic London Clinical PhD Programme, and the Pat Harris 4-year PhD Fellowship programme. QS ION staff contribute to undergraduate teaching at UCL and for the UCL Medical School, host an Elective programme for final year medical students and participate in the organisation of several CPD courses. The Institute also hosts an intercalated Bachelors of Science (iBSc) degree and launched a cross-Faculty Bachelors of Science (BSc) in Human Neuroscience in September 2024.

Equality, Diversity & Inclusion

The Institute prides itself on operating in an [all-inclusive environment](#) irrespective of personal, physical, or social characteristics. Teamwork is highly valued, individual strengths are recognised and celebrated, and there is a commitment to advancing the careers of everyone, regardless of sex, gender identity, disability, age, sexual orientation, national origin, race, ethnicity, religion and belief, or social class (this list is not exhaustive).

The Athena SWAN Charter recognises commitment to advancing women's careers in science, technology, engineering, maths, and medicine (STEMM) employment in academia. ION is delighted to have received an Athena Swan Silver Award in October 2015, which was reinstated in July 2020. We have reinforced our commitment to promoting equity and inclusion by signing up to an international declaration, which aims to provide fair and equal opportunities for underrepresented groups in Neurosciences. We stand by our commitment to positive action to improve equality and accessibility in the workplace. We will provide reasonable adjustments to enable people to work and flourish with us. Mentoring is a crucial part of supporting career progression. The Institute offers a range of mentoring schemes tailored to different staff and student groups to promote professional and personal development.

The Institute is proud to uphold both UCL's Dignity at Work and Work-Life Balance policies. As an Institute we commit to fostering a positive cultural climate where all staff and students can thrive and be their authentic selves, and actively support Wellbeing@UCL, the five-year wellbeing strategy for the whole UCL community, supported by our Wellbeing Champions.

Environmental Sustainability

The Institute is committed to operating within an environmentally sustainable environment, through the implementation of the UCL Sustainability policy at Departmental level. For more information, please [visit our webpage](#).

Main Purpose of the Job

This is an important academic leadership role for one of UCL's largest Departments. The Director will lead the Institute through developing its research and teaching excellence, promoting enterprise and knowledge transfer, Equality, Diversity and Inclusion, providing academic supervision and mentorship for staff and contributing to other aspects of academic leadership as required.

The Director will be an academic (clinical or non-clinical) with a major international reputation in a relevant area of translational neurosciences and a commitment to excellence in research and education. Academic colleagues in the Institute include some of the most internationally recognised UK scientists across the entire range of Neurology and Neuroscience disciplines. As a UCL Professor,

the post holder will be expected to conduct original research and maintain funding for a world-class research programme and to teach taught students as well as supervise and mentor postdoctoral researchers.

The Institute Director will be required to have an understanding of the Clinical landscape and NHS governance requirements.

In accordance with UCL Regulation for Management 11.4, the Director is responsible to the Dean of Faculty (in line with UCL Academic Manual 2025–26) of UCL, via the Dean of the Faculty, the Vice-Provost (Health) and ultimately the Provost, for the organisation and general conduct of their Institute and is expected to participate in teaching, examining and administrative work and to pursue research. Directors of Institutes will be appointed by Dean of Faculty (in line with UCL Academic Manual 2025–26), on the recommendation of the Provost, according to the procedure set out in Regulation for Management 11.3.

https://www.ucl.ac.uk/governance-compliance/sites/governance_compliance/files/regulations-for-management.pdf

Chapter 12 in the Academic Manual outlines the Duties and Responsibilities of key posts within UCL which include this role.

<https://www.ucl.ac.uk/academic-manual/>

This role is open to existing members of Professorial staff at UCL, including honorary members of staff.

Duties and Responsibilities:

The Director will be expected to meet the relevant education, research, enterprise & engagement and institutional citizenship criteria specified in the UCL Academic Careers Framework commensurate with their grade and meet the appropriate criteria in line with their professorial band. The Institute Director will be required to have an understanding of the Clinical landscape and NHS governance requirements for Clinical Academic and Research staff.

Key Working Relationships

Staff and students within IoN, Institute Manager, Faculty Dean, Faculty Director of Operations, UCLH NHNN Clinical Director, School Finance team; Vice-Deans of Faculty, OVPA; peers across the Departments of the Faculty and UCL, external funding agencies and industrial and institutional partners.

Enabling and Management

- Strategic leadership of the Queen Square Institute of Neurology.
- Line management of the IoN Heads of Research Department and reporting line to the Deputy Directors, including Deputy Director for Education.
- Line manage and work in close partnership with the Institute Manager to achieve optimum professional services and technical support in line with Faculty and UCL strategic aims.
- Work effectively and proactively with the Faculty leadership team including the Vice-Deans, Faculty Tutors, Director of Operations, Faculty leads for Public Policy, London and the BME Attainment Gap.
- Work in close partnership with the Clinical Director NHNN.
- Maintain close working relationship with UK DRI HQ Directors (Research and Operations).
- Attend regularly and contribute positively to all Faculty leadership meetings including the Faculty Executive, Faculty leadership meeting and bi-monthly Directors' meeting with the Dean.
- Provide strategic leadership for IoN and effectively manage direct reports in line with UCL policies.
- Participate in the strategic management of the Faculty as a member of the Faculty Leadership Team.
- Be responsible for the effective management and performance of staff within the Institute, in accordance with UCL standards.
- Convene and chair regular (monthly) Institute leadership/management meetings and other relevant meetings as appropriate.
- Contribute to FBS, Life & Medical Sciences Faculties and UCL working groups or committees as requested.
- Ensure completion of appraisals for all staff within the Institute undertake the annual appraisals of direct reports in accordance with UCL's performance management framework.
- For academic staff, review and report annually on probationers' progress and performance.
- Pro-actively identify academic talent, both internally and externally, in pursuit of the academic vision of both the Institute and Faculty and ensure the retention of high performing staff.
- Advise the Dean of Faculty on Senior Academic Promotions.
- Participate in appointments to all academic positions within the Institute.
- Participate in the strategic management of UCL as a member of the Provost's Leadership Forum, attending termly meetings.
- Ensure that the committee structure and governance of the Institute is aligned with that of the Faculty and UCL.
- Work with academic and non-academic managers to ensure that all staff are well managed and motivated and have opportunities for development.
- Actively encourage all new Professorial staff (both new recruits and newly promoted staff) to give their inaugural lecture at UCL and, with the Institute Manager liaise with the Dean's office in order to promote and celebrate these across the Faculty.
- Ensure that staff and students are appropriately advised in order to ensure compliance with UCL policies and procedures affecting them.
- Maintain a good partnership with colleagues in the UCLH NHNN.
- Maintain own continuing professional development and leadership skills.
- Actively follow UCL policies including the financial regulations, GDPR and Equality, Diversity & Inclusion.

Strategic Development and Planning

- Advise and lead on academic matters (strategic developments, research initiatives and research funding bids, Research Excellence Framework (REF) submissions etc.
- Lead on the annual budget and resource allocation (in line with Faculty oversight)/planning cycle and prepare budget and resource allocation (in line with Faculty oversight) submissions to deadline and to target, in consultation with the Institute Manager and other senior colleagues and key Faculty and School staff.
- Deliver strategic planning and financial monitoring to ensure that annual financial performance targets are met, as required by the Dean and UCL.
- Proactively develop strategic alliances with other relevant organisations.
- Develop and maintain effective working relationships with key senior internal and external partners.
- In consultation with the Dean and working effectively with colleagues in the Institute and Faculty and in accordance with the Faculty's Estates Plan, lead on the development of business cases, for example the acquisition of

new space, in conjunction with the Director of Operations and UCL Business Partners.

- Manage the Institute's estate footprint in conjunction with the Institute Manager.
- Lead on major capital and / or philanthropic projects, including the IoN/DRI Dual Hub Development.
- Work in partnership with the Dean and other senior colleagues with the highest level of knowledge and understanding of the department's business.

Education, Research and Enterprise

- Ensure that the Institute continues to deliver a suite of academically excellent, viable and competitive degree programmes at all levels.
- Ensure an appropriate learning environment is provided to fully optimise the student experience.
- Ensure appropriate levels of support in accordance with UCL and Faculty policies for the academic progression and welfare of students registered within IoN.
- Champion research, fostering cross disciplinary research across the Institute, Faculty and UCL.
- In liaison with the Vice-Dean (Research), ensure that the academic vision is in line with the Faculty's research strategy and take the lead for research governance and associated procedure.
- In liaison with the Vice-Dean (Enterprise), ensure provision of and support of CPD and Enterprise activities.

Health and Safety

- The post holder will be responsible to the Dean for ensuring that activity undertaken on UCL premises or elsewhere, complies with the relevant institutions.
- Health & Safety, Risk Management and Sustainability (as set out in UCL Safety Services policies) legislation and policy including compliance and other Estates related policies.
- Ensure, as appropriate, the Division is using UCL's riskNET IT system to manage safety within the Division and report any incidents accordingly.
- Demonstrate commitment to UCL's published Health and Safety and Environmental Sustainability Policies by making, recording and ensuring the implementation of arrangements to meet the policies and UCL requirements.

- Ensure that arrangements will be implemented to meet UCL requirements for Safety and Environmental Sustainability.
- Maintain an awareness and observation of Fire and Health and Safety Regulations.

Communication

- With the Institute Manager and Deputy Directors ensure appropriate channels of communication within the Institute are in place and maintained and engage proactively with the wider Faculty level piece, promoting a common sense of purpose and collegiality.
- Liaise effectively with the Faculty Head of Marketing and Communications to ensure opportunities are maximised and avoid duplication of effort.

Other

- Act as an ambassador for the Institute and Faculty, both within the institution and with funders and other external stakeholders, seeking opportunities to enhance the business of the Institute and Faculty.
- In conjunction with the Institute Manager, be responsible for the maintenance of the business continuity of the Institute and for working, through the Dean and Director of Operations, with UCL's major incident team in the event of a major incident or emergency at UCL. This will require being contactable, if necessary, outside working hours.
- Any other duties appropriate to the grade and scope of the role as required by the Dean, Vice Provost (Health) and/or other Faculty/School leadership colleagues.
- Use of UCL systems (MyHR, MyFinance, Worktribe).
- The Director, like all academic staff, is expected to demonstrate their ongoing commitment to academic excellence; that is to conduct research, publication, teaching, enabling and other forms of knowledge transfer, at the highest levels of international achievement.
- The post holder will adhere to and actively follow all UCL policies including the Financial Regulations, Equality, Diversity and Inclusion and GDPR and ensure those are embedded and followed within the Division.
- Demonstrate zero tolerance towards bullying, harassment and discriminatory behaviour.

- Meet UCL's expectations of leadership and management competencies outlined in the UCL Core Behaviours Framework:
<https://www.ucl.ac.uk/human-resources/policies-advice/core-behaviours-framework>
- As duties and responsibilities change the job description will be reviewed and amended in consultation with the post holder. Job descriptions cannot be exhaustive and so the post holder will carry out any other duties within the scope, spirit and purpose of the job.

As London's Global University, UCL knows that diversity fosters creativity and innovation. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where we all belong. We particularly encourage applications from candidates underrepresented in UCL's workforce, including those from Black, Asian and ethnic minority backgrounds, disabled people, and – for Grade 9 and 10 roles – women.

Person Specification

<u>Criteria</u>	<u>Essential or Desirable</u>
Qualifications, experience and knowledge	
Relevant academic leadership experience at a world leading university.	Essential
Experience of working successfully with internal stakeholders and external partners to deliver academic programmes	Essential
An international research profile at professorial level with substantial seminal contributions to knowledge or other outcomes appropriate to the discipline.	Essential
Track record of securing major research funding over a sustained period.	Essential
Evidence of contributions to peer review bodies/committees, professional organisations, learned societies, government committees or Research Councils etc.	Essential
Professorial staff with significant experience of programmes at PhD level and an appropriate number of research students successfully supervised.	Essential
Evidence of excellence in teaching at graduate and post-graduate levels.	Essential
Experience of working in the NHS sector and/ or relevant knowledge of NHS governance and regulatory requirements for Clinical Academic and Research staff.	Essential
Skills and abilities	
Evidence of excellent leadership and a proven ability to lead, develop and motivate colleagues.	Essential
Evidence of successful collaboration with other research teams/institutions and significant and sustained success in obtaining research grants.	Essential
Evidence of the impact of knowledge transfer/exchange on practice or on quality of life through ongoing engagement with communities.	Essential
Evidence of leadership in the development of the teaching curriculum and the student experience.	Essential
Evidence of a significant and positive contribution to the leadership, management or administration of an academic Department or Faculty in a collegiate manner.	Essential
Outstanding communication skills, including the ability to present to and engage with a wide and varied audience, and strong written communication skills.	Essential
Ability to network and build effective relationships across the Faculty as a whole and more widely across the School of Life and Medical Sciences (SLMS) and with other Faculties and Schools across UCL.	Essential
Ability to handle challenging situations on a regular basis, and work with staff and students towards a positive solution.	Essential
Ability to balance and prioritise multiple leadership and management roles, ensuring institutional priorities and key duties and responsibilities are effectively discharged in a timely manner.	Essential