

School Professional Services Support

HR		Finance		Research		
Sarah Jeffrey School HR Manager 9 th Floor Becket House	Laura Zappulla OO HR 9 th Floor Becket House	Patrick Wong School Finance Manager 9 th Floor Becket House	Kieran Cooper OO Finance 9 th Floor Becket House	Raj Chitnavis School Research Manager 9 th Floor Becket House	John Bingham OO Research 9 th Floor Becket House	Shalini Theivendran OO Research 9 th Floor Becket House
Academic recruitment	New recruitment – please ensure that all new job descriptions are on the latest recruitment templates	Post award: Research grant monitoring, compliance with funders T&Cs	Research Grants reporting for PIs	Liaise with RMID on contracts, agreements, consultancy	Costings, WorkTribe costings, RGA forms, Trust costings, Industry contracts, CAP1 forms	Open Access queries
Redundancy or non-renewal of contracts		Grant spending review, projections	Management accounts reporting for PIs	Grant application support to submission	Liaise with RMID on contracts, agreements, consultancy	Costings, WorkTribe costings, RGA forms, PGR studentships
Resignation and/or leavers queries	Contract variation/extensions	Non-grant account monitoring and queries	Expenses claims advice, checking	Grant set up	Grant application support to submission	Grant application support to submission
Maternity/Paternity or Shared Parental Leave	Kings visiting or honorary appointments	External / Consultancy / Industry income, monitoring, queries, invoices	Invoices settlement	Tracking grant application outcomes	Grant application support to submission	Grant set up
Grievance Procedures including any personal or work related HR issues	New starter setup, access cards, induction	College finance procedures / guidelines	Purchase orders	End of grant reconciliations	Grant set up	Queries on PGR studentship budgets / tuition fees on grants
Organisational Development / Mentoring and Coaching	Team Seer issues/guidance	Queries on education / teaching / studentship budgets / tuition fees	KFin queries / advice / training support	Reporting including Research Fish support, Power Bi metrics	Tracking grant application outcomes	Research passports for PGR students
PDR and Promotion Rounds	Probation monitoring		Setting up new suppliers / customers on KFin	Liaise with Sponsors and support funder events	Research Funding Newsletter	End of grant reconciliations
			College finance procedures / guidelines	Advise on funder requirements, terms and conditions and eligibility of costs	Advise on funder requirements, terms and conditions and eligibility of costs	Reporting including Research Fish support, Power Bi metrics
				Pre award budget planning / co-ordination and costings for large multi-partner applications	Pre award budget planning / co-ordination and costings for large multi-partner applications	Liaise with Sponsors and support funder events

School Professional Services Support

Research and Development	Estates and Facilities Admin
<p><u>Rahima Begum</u> Research and Development Manager 9th Floor Becket House</p>	<p><u>Karon Galvin</u> Operations Assistant 5th Floor Becket House</p>
<p>Coordinate strategic research and development activities, including writing and developing largescale research grants, organising events with funding bodies, liaising with external stakeholders/organisations, coordinate research activity across Centres across the School</p> <p>Support the strategic development of new initiatives which are aligned to the MedTech Hub across university and external organisations, includes working with the fundraising teams with KHP</p> <p>Work alongside academics to prepare REF2021 submission and support other institutional assessment activities (e.g. KEF)</p>	<p>Provide strategic project management support for large research programmes</p> <p>Advise on research governance and ethics</p> <p>Advise on regulatory compliance and clinical investigations of medical devices</p> <p>Assist with research study sponsorship/ setup/ monitoring/ amendments/ closure</p> <p>Advise on training in research ethics and governance, information governance and data management</p> <p>Maintain School risk register</p> <p>Assist with School standard operating procedures, policies and templates as required</p> <p>General School facilities and accommodation support</p> <p>Supporting planned accommodation changes and facility issues</p> <p>Liaison with central Estates and Facilities</p>

School Professional Services Support

Education			
<p><u>Valeria De Marco</u> CDT Manager 5th Floor Becket House</p>	<p><u>Gosia Kalinowska</u> School Education Officer 9th Floor Becket House</p>	<p><u>Jas Bains</u> OA Short course administrator 4th Floor North Wing</p>	
<p>Smart Medical Imaging (SMI) CDT recruitment, including projects call, queries on application process and timeline, and scholarship allocation</p> <p>Queries on SMICDT studentships funding/budget</p> <p>Queries on UKRI/EPRSC policies and procedures relating to CDT studentships</p> <p>Liaison with CDS to ensure timely payment of fees and stipends for CDT funded students</p> <p>Monitoring of RTSG expenditures for CDT students</p> <p>First point of contact in the preparation of contracts with third party funders for CDT studentships</p> <p>CDT student support</p>	<p>EPSRC DTP, CDT SIE and PGR Recruitment and student support</p> <p>Advice on application process including the Project Approval Form (PAF) process</p> <p>Queries on EPSRC DTP, CDT SIE studentships funding/budget</p> <p>Queries on UKRI/EPRSC policies and procedures relating to EPSRC DTP studentships</p> <p>Liaison with CDS to ensure timely payment of fees and stipends for EPSRC DTP funded students</p> <p>Liaison with Registry Services for PGR students' progress reports, TPCs, and changes to students' records</p> <p>Queries on applications for visiting research students</p>	<p>New short course planning - submission of new courses through SCAF system and renewals of existing courses</p> <p>Manage existing courses through SCOP on-line prospectus</p> <p>Submit courses for CPD certification, accreditation and endorsement from relevant societies</p> <p>Point of contact for all registration bookings and queries</p> <p>Finance, Marketing and advertising of short courses</p> <p>Liaise with sponsors</p> <p>Event planning and co-ordination for courses, preparation of handbooks.</p>	

School Professional Services Support

School and Departmental Support					
<u>Michelle Hetherington</u> 1 st Floor South Wing	<u>Anita Fisher</u> 3 rd Floor Lambeth Wing	<u>Greta Kleen</u> 4 th Floor Lambeth Wing	<u>Karon Galvin</u> 5 th Floor Becket House	<u>Jola Hernik</u> 3 rd Floor Lambeth Wing	<u>Irina Badita</u> <u>Laurence Blight</u> 9 th Floor Becket House
<p>First point of contact for those in South Wing 1st Floor</p> <p>Manage Bookkit approvals for South Wing</p> <p>Manage accommodation plan and facility issues for South Wing</p> <p>School Honorary Trust appointments</p> <p>Ordering stationary supplies</p> <p>Managing Post</p> <p>PA Duties – arranging meetings, events, minutes</p>	<p>First point of contact for those in Lambeth Wing 3rd Floor and 4th Floor North Wing</p> <p>Manage Bookkit approvals for Lambeth 3rd floor</p> <p>Manage accommodation plan and facility issues for 3rd floor Lambeth</p> <p>School support for Education meetings</p> <p>Ordering stationary supplies</p> <p>Managing Post</p> <p>PA Duties – arranging meetings, events, minutes</p>	<p>First point of contact for those in Lambeth Wing 4th Floor</p> <p>Manage Bookkit approvals Lambeth 4th floor</p> <p>Manage accommodation plan and facility issues for 4th floor Lambeth</p> <p>Ordering stationary supplies</p> <p>Managing Post</p> <p>PA Duties – arranging meetings, events, minutes</p>	<p>First point of contact for those in Becket House 5th Floor</p> <p>Manage Bookkit approvals for Becket House</p> <p>General School facilities and accommodation support</p> <p>Manage accommodation plan and facility issues for Becket House</p> <p>Manage office accommodation plan for becket House, Lambeth 3rd floor and North wing</p> <p>Ordering stationary supplies for Becket House</p> <p>Managing Post</p> <p>PA Duties – arranging meetings, events, minutes</p>	<p>Processing expense claims</p> <p>Processing credit card expenses</p> <p>Assisting with School finance and Purchase Orders</p> <p>Managing Summer School finances</p> <p>Managing the BMEIS Seminar Series</p> <p>Managing Post</p> <p>PA Duties – arranging meetings, events, minutes</p>	<p>First point of contact for those in Becket House 9th Floor</p> <p>Managing Post</p> <p>PA Duties – arranging meetings, events, minutes</p> <p>Irina SIE Administrator PGT support</p> <p>Laurence CME and MAISI support</p>

School Professional Services Support

Communications			
<p><u>Tom Hunter</u> Communications and Business Engagement Manager</p>	<p><u>Stamatina Hasiotis</u> Communications and Business Engagement Officer</p>	<p><u>Rozi Harsanyi</u> Science Communications & Marketing Communications Officer</p>	<p>Vacant AI Centre Communications Officer</p>
<p>BMEIS Comms queries (promotion, dissemination on BMEIS channels, branding, channels, stories, visual assets, media/PR, campaigns, contractors, external suppliers)</p> <p>BMEIS internal and external comms:</p> <ul style="list-style-type: none"> • BMEIS website, social media and internal platforms • Branding • Flagship events and campaigns • Stakeholder engagement <p>BMEIS-affiliated Centres and Projects comms:</p> <ul style="list-style-type: none"> • Staff/contractors recruitment & management • Strategy, insight, feedback, shared resources <p>Liaison with King's Central Comms, Marketing and Brand teams</p>	<p>BMEIS internal and external communications:</p> <ul style="list-style-type: none"> • School content: news stories, features, video interviews, press releases, executive copy, photos, promotional videos, graphics. • School marketing collaterals and assets (digital and printed): social media cards, flyers, posters, brochures. • School Campaigns • BMEIS website, social media channels and internal platforms • Media outreach and engagement • School Newsletters (co-production) <p>BMEIS-affiliated Centres and Projects content production support.</p>	<p>(PT) CDT Smart Medical Imaging internal and external comms:</p> <ul style="list-style-type: none"> • Social Media • Website maintenance • Internal channels • Newsletter • Stories • Campaigns • Events <p>(PT) GIFT-Surg internal & external comms:</p> <ul style="list-style-type: none"> • New website • Social Media • Internal channels • Campaigns • Events <p>School support including social media and visual content.</p>	<p>AI Centre internal and external comms:</p> <ul style="list-style-type: none"> • New website • Stories • Social Media • PR • Campaigns • Events • Stakeholder engagement <p>School support including BMEIS Newsletter (co-production) and stories.</p>

School Professional Services Support

Public Engagement			
<u>Alice Taylor-Gee</u> Public Engagement Manager	<u>Bella Spencer</u> Public and Patient Engagement Coordinator	VACANT Public Engagement Officer	<u>Deanne Naula</u> Community Engagement Officer
Supports PIs with PE aspects of research grant proposals Advice on external PE funding applications Coordinates PE Advisory Board Identifying PE opportunities Developing and leading on PE strategy Reporting to funders	Deliver PE training to School Coordinate CME PE grant scheme Coordinate PE committee Coordinate School PPI group Sharing PE opportunities Day to day contact, facilitation and delivery of PE events Evaluation of PE and PPI activity	Deliver PE training to PhD students Coordinate PE Ambassadors (PhD students) Advice on PE activity Sharing PE opportunities Day to day contact, facilitation and delivery of PE events Evaluation of PE and PPI activity	Lead on developing relationships with community groups in Lambeth and Southwark Advice on CE activity Developing and sharing CE opportunities Day to day contact, facilitation and delivery of community engagement projects Evaluation of community engagement projects Deliver community engagement training

School Professional Services Support

IT Support – Research and Technical					
<u> Davide Poccecai </u> Head of IT	<u> Andrew Cantell </u> Systems Manager	Vacant IT System Administrator	<u> Soba Akinwumni </u> IT Engineer	<u> Laurence Sanders </u> IT Officer	Vacant Clinical systems support engineer
<p>IT team leader</p> <p>Manages and coordinates the activities of the IT team</p> <p>Plans IT infrastructure developments for the School</p> <p>Liaise with central KCL IT, GSTT IT and other parties for IT-related projects</p> <p>Maintain servers and systems in the School</p> <p>Liaise with suppliers for procurement of new system</p> <p>Main point of contact for PERL lab</p> <p>Reviews documents produced by the team.</p>	<p>Manages the HPC systems for the School</p> <p>Main point of contact for the HPC and computational needs of users</p> <p>Plans IT infrastructure developments for the School</p> <p>Support specialised and computational systems</p> <p>Responsible for the IT aspects of clinical systems</p> <p>Provide specialised support on research systems</p> <p>Technology consultant for the team and for Research groups</p>	<p>Installs and manages Linux and Windows servers</p> <p>Explores and tests new tools for IT system administration</p> <p>Installs and manages Windows, Macs and Linux workstations and laptops</p> <p>Specialised hardware and software support for users</p> <p>Creates and manages documentation for IT team and users</p>	<p>Main point of contact for helpdesk support</p> <p>Liaises with users and departments administration teams</p> <p>Support users and escalates when necessary</p> <p>Installs and manages Windows, Macs and Linux workstations and laptops</p> <p>Places and manages orders for IT team and users/groups</p> <p>Creates and manages documentation for IT team and users</p>	<p>Main reference for IT orders</p> <p>Responsible for support and deployment of Mac systems</p> <p>Support users on Mac, Windows and Linux systems</p> <p>Main point of contact for IT for the PET centre staff</p> <p>Places and manages orders for IT team and users/groups</p> <p>Creates and manages documentation for IT team and users</p>	<p>TBC</p>

School Professional Services Support

Laboratories Technical Support Team			
<p><u>David Thakor</u> School Senior Technical Manager / School Safety Officer 4th Floor Lambeth Wing</p>	<p><u>Matt Hutchings</u> Technical Manager 4th Floor Lambeth Wing</p>	<p><u>Lisa Sanderson</u> Technical Manager 4th Floor Lambeth Wing</p>	<p>Vacant Technical Manager 4th Floor Lambeth Wing</p>
<p>First point of contact for Health & safety Incidents/issues/concerns</p>	<p>First point of contact for Chemical/ Chemistry related issues</p>	<p>First point of contact for Biological related issues</p>	<p>First point of contact for Radiation related issues</p>
<p>First contact for access/tours of facility areas</p>	<p>First point of contact for LabCup/Bookitt</p>	<p>First point of contact for T-scan</p>	<p>First point of contact for DORIS/ Bookkit</p>
<p>First contact for Student/guest/Visitors to enquire about visits & inductions arrangements</p>	<p>Advice on BMEIS new starter H&S inductions</p>	<p>Advice on BMEIS new starter H&S inductions</p>	<p>Advice on application process including new starter inductions</p>
<p>Contact for new collaborations requiring new laboratory space requests/allocations</p>	<p>Queries on Chemical Risk assessments (COSHH)</p>	<p>Queries on Biological Risk assessments (COBRAS)</p>	<p>Queries on radiation project paperwork</p>
<p>Contact for facilities Laboratories/Engineering & Specialist Equipment access/use within School & by third party</p>	<p>Queries on policies and procedures relating to chemical safety</p>	<p>Queries on policies and procedures relating to biological safety</p>	<p>Queries on policies and procedures relating to radiation and biological safety</p>
<p>Contact for facilities Laboratories/Engineering & Specialist Equipment access/use within School & by third party</p>	<p>Stock and inventory of lab consumables, and radionuclide ordering system (DORIS) accounts</p>	<p>Stock and inventory of lab consumables, and radionuclide ordering system (DORIS) accounts</p>	<p>Queries on applications for School safety inductions and radionuclide ordering system (DORIS) accounts</p>
<p>Point of contact for Workrite /Bookitt/Agile working/DSE Concerns</p>	<p>Radiation Protection Supervisor and Chemical Safety Officer</p>	<p>Biological Safety Supervisor and Radiation Protection Supervisor</p>	<p>Radiation Protection Supervisor and Deputy Biological Safety Supervisor</p>
<p>Initial contact for any disputes relating to facilities/laboratories/workshop areas</p>	<p>Liaise with GSTT Radiation Protection Advisors and Radiation Waste Advisor</p>	<p>Liaise with GSTT Radiation Protection Advisors and Radiation Waste Advisor</p>	<p>Liaise with School and GSTT Radiation Protection Advisors and Radiation Waste Advisor</p>
<p>Key contact for any School regulatory/compliance Audits/Inspections site visits</p>	<p>Equipment training, servicing and repair of Lab equipment</p>	<p>Equipment training, servicing and repair of Lab equipment</p>	<p>Liaise with School Biological Safety Committee</p>
<p>Contact for Infrastructure Service & Maintenance arrangements for Equipment</p>	<p>Maintenance of lab Infrastructure</p>	<p>Maintenance of lab Infrastructure</p>	<p>Contact for ordering equipment and consumables</p>
<p>Contact for Infrastructure Service & Maintenance arrangements for Equipment</p>	<p>Organising Local dosimetry for radionuclide work</p>	<p>Member of the KCL Biological Safety Committee</p>	
<p>First point of contact for new equipment/facilities installation</p>			

School Professional Services Support

Engineering Technical Support Team			
<p><u>Carlo Seneci</u> Technical Operations Manager Lower Ground Floor, South Wing</p>	<p><u>Valentina Vitiello</u> Specialist Technical Operations Manager Lower Ground Floor, South Wing</p>	<p><u>Marty Rajaratnam</u> Specialist Chief Technician Lower Ground Floor, South Wing</p>	<p><u>Duane James</u> Specialist Senior Technician Lower Ground Floor, South Wing</p>
<p>First point of contact for Engineering Workshop and Laser Laboratories considerations/Visits/Access</p> <p>First point of contact for training and safety for the equipment in the Engineering Workshops and Laser Laboratories</p> <p>Advice on induction process including new starter inductions, booking system (BookKit)</p> <p>Management of the research manufacturing facilities of SIE</p> <p>Queries on purchases and placements of new equipment to use in the Engineering Workshops and Laser Laboratories</p> <p>Queries on policies and procedures relating to the use of the Engineering Workshops, Laser Laboratories and SIE research and teaching facilities</p> <p>Queries on applications for grant application that involve purchase of new equipment</p> <p>Support to research in the areas of mechanical design, CAD, manufacturing and material testing</p> <p>Support for writing risk assessment and standard operating procedures for research</p>	<p>First point of contact for use of animal and human tissue within SIE facilities</p> <p>First point of contact for use of the mock OR and post-mortem specimens within SIE facilities</p> <p>Advice on induction process including new starter inductions and e-learning (WorkRite)</p> <p>Management of mock OR and post-mortem SIE facilities</p> <p>Queries on policies and procedures relating to the use of the mock OR and post-mortem SIE facilities for research and training</p> <p>Queries on grant applications that involve use of mock OR and post-mortem SIE facilities</p> <p>Queries on purchases and placements of new equipment to use in the mock OR and sourcing and storage of post-mortem material in SIE</p> <p>Support with procurement of specialist and large-value items for the mock OR</p> <p>Support for writing risk assessments and standard operating procedures for the use of ex vivo and post mortem human tissue</p>	<p>Second point of contact for Engineering Workshop and Laser Laboratories considerations/Visits/Access</p> <p>Second point of contact for training and safety for the equipment in the Engineering Workshops and Laser Laboratories</p> <p>Advice on induction process including new starter inductions, booking system (BookKit)</p> <p>Queries on policies and procedures relating to the use of the Engineering Workshops, Laser Laboratories and SIE research and teaching facilities</p> <p>Support general management of SIE research and teaching facilities</p>	<p>First point of contact for visits to SIE facilities</p> <p>Second point of contact for use of the mock OR and post-mortem specimens within SIE facilities</p> <p>Support management of mock OR and post-mortem SIE facilities</p> <p>Queries on policies and procedures relating to the use of the mock OR and post-mortem SIE facilities for research and training</p> <p>Queries on purchases of consumables to use in the mock OR and sourcing and storage of post-mortem material in SIE</p>

School Professional Services Support

Preclinical Technical Support Team		NMR Technical Support	
<p><u>Kavitha Sunassee</u> Preclinical Manager 4th Floor Lambeth Wing</p>	<p><u>Jana Kim</u> Preclinical Imaging Scientist 4th Floor Lambeth Wing</p>	<p><u>Tom Eykyn</u> NMR Facility Manager 4th Floor Lambeth Wing</p>	<p><u>Rick Southworth</u> NMR facility Deputy Manager 4th Floor Lambeth Wing</p>
<ul style="list-style-type: none"> • First point of contact for all Preclinical Facilities Access/ Home office licences/Home Office Licence training • First contact regarding Home office authorities in place and permissible projects • First contact regarding Preclinical study/experimental design • First contact for new collaborations requiring Preclinical work • Contact for training and use of preclinical imaging equipment and image analysis. • Contact regarding access to scanner booking system. • Liaison between School and BSU Management • Preclinical Radiation Protection Supervisor 	<ul style="list-style-type: none"> • Advice on PIL application process including new starter inductions • Point of contact for training in preclinical in vivo techniques and competencies • Point of contact on scanner calibrations and maintenance • Point of contact for preclinical lab equipment and consumables • Point of contact for training on preclinical cameras and image analysis. • Contact regarding access to scanner booking system. • Preclinical Radiation Protection Supervisor 	<ul style="list-style-type: none"> • first point of contact for access and NMR Safety training. • First contact for Helium cryogen Filling • Emergency for cryogens issues/Alarms or incidents 	<ul style="list-style-type: none"> • Secondary contact for access and NMR Safety training.