
THE POST

College:	University of Exeter Business School http://business-school.exeter.ac.uk/
Post:	Centre Manager for the ESRC Centre for the Study of Risk and Ambiguity
Reference No:	P44405
Grade:	F
Reporting to:	Head of Research and Impact
Responsible to:	Professor Zvi Safra, Director of the Centre
Responsible for:	2 x Centre Administrators (Grade D, Grade E)
Key relationships	Up to 20 researchers from several universities and various Exeter colleges Post docs (approx. 8) Research students (approx. 6) involved with the Centre

The above full time post is available from 1st April 2013 on a fixed term basis for 5 years based in the University of Exeter Business School.

Job Description

Main purpose of the job:

The ESRC Funded Centre for the Study of Risk and Ambiguity will conduct and facilitate research that will enhance the understanding of risk and ambiguity in the UK and worldwide. This will be done by engaging the world's leading experts in these fields, by collaborating with practitioners and policy makers to produce policy recommendations and by expanding research capacity and disseminating its research findings.

This is a senior professional role in the School, working closely with the Centre Director and the Head of Research and Impact. The Centre Manager will be responsible for the Centre's day to day running and will provide a range of project management support, administrative, financial and planning activities. The post holder will act as the professional lead for developing and supporting the Centre's key knowledge exchange agenda, the management of international partnerships and its various events.

Main duties and accountabilities:

1. To fulfil the role of Centre Manager for the Economic and Social Research Council (ESRC) Centre for the Study of Risk and Ambiguity.
2. To support the Centre Director and Deputy Director in the successful delivery of the Centre's objectives and outputs, and future sustainability.
3. To support the Centre Director to execute the directives and actions proposed by the Management and Advisory Boards.
4. To manage all strategic partnerships with Centre's stakeholders, including the ESRC, external public sector organisations, commercial organisations and governmental policy makers. Work closely with the Business School professional services teams, RKT Office staff and DARO staff.

5. To manage and develop further relationships with Centre's Advisory Board members (key executives within the financial services sector, insurance sector, NHS and Environment Agency) to effectively inform the Centre's research agenda.
6. To develop additional external partnerships with potential for research collaborations research through engagement with national and international organisations which have a relevant interest in the research agenda of the Centre. To utilise and develop existing Business School and University key stakeholder relationships to identify appropriate new opportunities for collaboration with the Centre.
7. To find new business opportunities and develop additional externally funded research projects, with particular focus on ensuring sustainability for the Centre's activities. In conjunction with the School Research Manager, provide support for the preparation of research applications from the Centre. This will include identifying relevant academic research in relation to specific grant proposals and to be aware of current developments in relation to research funding and, when necessary attending appropriate workshops/seminars.
8. To manage and develop relationships with international project partners to ensure project outcomes are met and the Business School develops sustainable research collaborations for future activity
9. To ensure the efficient implementation of knowledge exchange activities in accordance with the Business School's knowledge exchange objectives.
10. To routinely communicate complex and conceptual ideas to those with limited knowledge as well as to peers using high level skills and a range of media and to present the results of scientific research to sponsors and at conferences.
11. Set up effective reporting framework mechanisms to ensure compliance with ESRC requirements for major investments, and to meet requirements of the Business School and University senior management, including the provision of management information to the Centre Director in respect of financial and strategic obligations.
12. To conduct research on the Centre's impact and to suggest ways for improving it.
13. To support the Centre Director in the management of Centre budgets and expenditure. Liaison with the School Research and Finance team to deliver financial reporting requirements, and ensure effective financial and output management for the Centre.
14. Responsible for managing and maintaining administrative and communication procedures for the Centre and its associated staff and postgraduate students and in particular the Centre Director.
15. Line management of Centre administrative staff, organising and prioritising work load to meet competing demands, highlighting and arranging necessary training and development and ensuring that their time is managed effectively. Carry out annual PDR's identifying specific, measurable, achievable and relevant objectives.
16. Collation of information and the preparation and submission of the Centre annual report and input to and monitoring of Centre's strategic plan and development.
17. To create and develop the Centre's communications, branding and publicity plan in conjunction with the Business School marketing team, and support the Centre Director in the effective dissemination and publicising of the Centre's activities, including the Centre's website.
18. Management of non-academic aspects of the recruitment of associated research staff. Act as induction facilitator to all new centre staff, visiting fellows and researchers
19. To organise and supervise all Centre's events (such as conferences, workshops, summer schools and more) and to be responsible for visitors' arrangements.
20. Deputise for specific duties in the absence of the Centre Director.

All professional services staff in the School are expected to support and develop the School's objectives by providing high quality professional services to students, staff, visitors and external stakeholders as effectively and efficiently as possible within the available resources. All staff are expected to:

- Take a proactive approach to understanding our customers and how we can best meet their needs;
- Work together in a mutually supportive way and towards shared priorities;
- Assist at School-wide events when required;
- Take shared responsibility for the development and smooth operation of the School's administrative processes;
- Respond to enquiries (in person, by telephone or email) from staff, students and visitors in a professional and customer-focused manner;
- Provide cover and support for colleagues and teams within the School, during peak periods, holidays or illness (note that there may be particular times of the year during which annual leave may not be taken);
- Undertake other duties and projects as may be reasonably required by the Head of Research and Impact in accordance with the grade of the post.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

The postholder may be required to work outside of standard office hours.

Person Specification

Competency	Essential	Desirable
Attainments/Qualifications	Masters Degree or equivalent experience or qualification.	PhD or equivalent qualification, preferably in related disciplines. Project Management qualification.
Skills and Understanding	In depth knowledge of current research funding environment in HE Experience of working in an HE environment Experience of organising and running high profile events Proven analytical and project management experience and skills Excellent IT skills, including Microsoft Office (especially Word, Excel & PowerPoint) Excellent organisational and planning skills, with ability to manage own workload and workload of team members Excellent presentation and communication skills, and an ability to communicate complex and conceptual ideas to a range of audiences	
Prior Experience	Relevant and demonstrable experience of developing and managing effective business partnerships and opportunities in the HE sector Experience of developing and writing business plans, reports, proposals and tender documents Demonstrable experience of working as part of an effective team	Experience of managing RCUK research projects.
Other	Demonstrable customer-focussed and people-friendly approach. Able to participate in and develop external networks. Independent and self-organised, responsive to urgent and at times competing deadlines and able to balance the pressures administrative demands. Ability to be flexible in respect of working hours and patterns.	

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Prof Zvi Safra Centre Director, z.safra@exeter.ac.uk, or Matt Davey, Head of Research and Finance m.l.davey@exeter.ac.uk.

Additional Information Relating to the Post

Salary

The starting salary will be on Grade F, £32,267 to £39,649 per annum, points 32 to 39, subject to knowledge, skills and experience. Progression beyond point 36 is subject to performance in the role.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

Hours of work

Hours of work will be 36.5 hours per week (full-time) but staff at this level may be required to work additional hours to meet the requirements of the role.

Annual Leave

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

Probationary Period

The appointment will normally be subject to a probationary period of one year.

References & Medical Clearance

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

Right to Work in the United Kingdom

If you do not have the right to work in the UK, this appointment will be subject to you obtaining a tier 1 visa.

For further information, see the links to the UK Border Agency and UK Visas websites at <http://www.exeter.ac.uk/working/new/international/>). In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

Terms & Conditions

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

Pensions

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. The USS is a contracted-out scheme. USS scheme has two sections: Final Salary and Career Revalued Benefits; which section you will be eligible for will depend on any previous membership of USS. An information leaflet concerning the qualification rules for both the sections is enclosed; more detailed information about the USS scheme structure can be found at www.uss.co.uk. **IF you have been in USS before, you are strongly requested to contact the Pay and Benefits Office as soon as you can so that possible membership of the Final Salary benefits section can be investigated.** The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme; if you wish to do so, you should contact the Pay and Benefits Manager, Mrs Alison Rose (01392 263088/email a.j.rose@exeter.ac.uk) for further information. Further information about Pension Salary Exchange is available from the Human Resources website www.admin.exeter.ac.uk/personnel or from the Pensions Office.

Relocation

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

Short-listing Information

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

Application Procedure and Interview Information

The closing date for completed applications is **Friday 25 January**. Interviews are expected to take place in the w/c 4th February 2013.

Data Protection Act (1998)

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.