

THE POST

College/Service:	Research Services (based in the Business School)
Post:	Research Centre Co-ordinator, ESRC/HMRC Tax Administration Research Centre (TARC)
Reference No:	P59812
Grade:	E
Line Management To:	Research Development Manager – Social Sciences
Day to day reporting:	Prof Kotsogiannis and Prof Oats (TARC Co-Directors)
Responsible For:	TARC Administrator

Job Description

Main purpose of the job:

The Tax Administration Research Centre (TARC) is a joint ESRC and HMRC funded centre. The Centre is based at the University of Exeter Business School, and is currently jointly delivered with the Institute for Fiscal Studies (IFS), with existing funding running to June 2018.

This role will provide front line support and advice to academics and partners across the research lifecycle of the Centre, including research development, project coordination and financial elements. The role-holder will lead an effective project and partnership management service for the Centre's existing activities, and partners, alongside supporting development of new project opportunities with existing and new funders to extend the funding period for the Centre. The role will also be responsible for identifying outputs and impact delivered by the project, and reporting on these to joint funders. They will also identify opportunities for outputs to lead into new / wider collaborations.

Main responsibilities:

1. As a team member help deliver a research development and management service to academics, working closely with other academic and research services colleagues to provide this seamlessly.
2. Develop specialist knowledge of the specific funders and partners for TARC, building and maintaining effective working relationships with funders to ensure effective communication and flow of information, ensuring that the Centre is best placed to identify and respond to opportunities.
3. Support the Co-Directors in monitoring the performance of the Centre, providing contextual management information, in liaison with the Research Strategy, Policy and Planning Team. This includes ensuring that accurate records for all grants and external funding, including submissions, awards, and success rates, are kept and maintained.
4. Co-ordinate requests for research briefings / research distillation / non-technical summaries, in particular to HMRC
5. Have a full understanding of the administrative and technical processes (including financial) associated with the research lifecycle of the Centre to ensure that these are undertaken effectively.
5. Provide an effective horizon scanning function including developing funding intelligence to increase grant capture; target funding opportunities; identification, dissemination and initiation of discipline relevant opportunities for the Centre.
6. Manage a pipeline of Centre research development, proactively coordinating timelines and progress of bid preparation with academic and other colleagues.

7. Ensure effective delivery for research project support, including gathering and maintaining progress records on all individual TARC projects for reporting to HMRC Project Management lead, including the identification of all outputs and the drafting of project reports, including reports on progress against targets.
8. Develop and deliver a communications plan for reporting progress and outputs, including external media updating, communications with the Strategic Advisory Board and for the Funders.
9. Contribute to the development and delivery of strategic priorities for research and impact. Identify & collect evidence about the use of TARC's research, to support existing funder reporting requirements and liaising with colleagues in Impact, Innovation and Business to support the development of Impact Case Studies
10. Any other duties consistent with grade as identified by the Co-Directors and Research Development Manager.

Special requirements:

The post will be located in Exeter, but you may be required to attend meetings in other locations in the country. There may also be occasional requirement to work out of usual office hours.

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.

Person Specification

Competency	Essential	Desirable
Attainments/Qualifications	Educated to A level standard or Equivalent.	Educated to first degree level or equivalent. Membership of relevant professional association.
Skills and Understanding	Excellent written and oral communication skills. A methodical approach, an aptitude for accuracy, numeracy and attention to detail. Excellent organisational skills. High level of current and relevant IT skills and ability to learn new systems. Relationship building and networking, with colleagues at all levels. Analytical and problem solving skills. Understanding and experience of providing and delivering an exceptional level of customer service.	An understanding of research processes. An understanding of the Higher Education sector. An understanding of the impact agenda and engaged research. An understanding of open access, open data and open research policies.
Prior Experience	Delivering to deadlines and taking responsibility and ownership of projects. Substantial support of the preparation of bids or reports for to external bodies, including	Experience of working in Higher Education administration. Experience of partnership working.

	<p>budget preparation and guidance on requirements.</p> <p>Working independently with limited supervision, including experience of prioritising multiple demands and working under pressure.</p> <p>Identification and escalation of risk.</p> <p>Being flexible and dealing with frequent interruptions.</p> <p>Experience of working with complex administrative and financial processes in an office environment.</p>	<p>Experience of the effective use of a number social media platforms. Accessible events organisation.</p> <p>Working with academic colleagues.</p> <p>Experience in research project bidding and/or management.</p> <p>Monitoring and proactive mitigation of risks.</p> <p>Knowledge of relevant funding bodies and interpreting funding guidelines.</p> <p>Project management experience.</p>
Behavioural Characteristics	<p>Able to:</p> <ul style="list-style-type: none"> • work effectively as part of a team • work within a matrix environment, collaborating effectively with different categories and levels of staff • travel to meetings and events both in and outside the county • work effectively with a range of stakeholders and act as an ambassador for TARC • take a proactive, pragmatic, positive approach to problem-solving, suggesting workable solutions and alternatives • offer a flexible and adaptable approach to working in an environment with a culture of change and growth 	<p>Adaptable to the demands of working in an area of rapid change and development, and an understanding of these within a HE context.</p>

Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

Further Information

Please see our [website](#) for further information on working at the University of Exeter.