



1 Advertisement

Post Title: Senior Research and Communications Administrator, Centre for Inclusive Trade Policy

School/department: Business School

Hours: full time or part time hours considered up to a maximum of 36.5 hours per week. Requests for flexible working options will be considered (subject to business need).

Contract: fixed term until April 2027

Reference: 8213

Salary: starting at £26,341 to £ 30,497 per annum, pro rata if part time

Placed on: 13 April 2022

Closing date: 20 May 2022. Applications must be received by midnight of the closing date.

Expected interview date: TBC

Expected start date: ASAP

This is an exciting opportunity to join a new multi-million-pound Research Centre for Inclusive Trade Policy which spans across universities in all four UK nations and comprises scholars from economics, law, business management, politics and international relations. You will play a crucial role supporting the efficient and effective running of the Centre.

You will have responsibility for:

- Day-to-day administration of the Centre for Inclusive Trade Policy (CITP), including its research activities, communications and events.
- Providing editorial support and brand guidance for communications outputs
- Updating and maintain the Centre's website and social media accounts
- Supporting the coordination of research projects, the monitoring of progress, and the collection of input (including data) for periodic reporting. Supporting the Assistant Manager in maintaining timetables for research activities and keeping accurate records in compliance with GDPR.
- Assisting with the organisation of events, including conferences, workshops and meetings, as well as impact and engagement activities.

Please contact the Research Centre and Communications Manager, Charlotte Humma: C.Humma@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

The CITP and the University of Sussex Business School

The post-holder will support activities across the ESRC Centre for Inclusive Trade Policy (CITP) and will be based in the University of Sussex Business School.

The School

The Business School was formed in 2009 and comprises five departments: Management, Accounting & Finance, Strategy & Marketing, Economics, and SPRU (Science Policy Research Unit). With its home in the Jubilee Building, a state-of-the-art academic building at the heart of the campus, the Business School is a vibrant, ambitious and dynamic School with a strong research focus.

The Business School's work draws on management, economics, science, technology and innovation studies, to make an impact on the future of people and institutions the world over. We study the issues that matter, in order to transform our world and your future.

The School draws on many of Sussex's intellectual traditions, including a critical perspective on contemporary business, political, economic and social issues and a belief that major societal challenges need expertise across many academic disciplines.

The School's **vision** is to be a School that collaborates across disciplines to shape global issues in business, management, and society, making an impact on policy, practice, and people.

Its **mission** to achieve this vision is to:

1. carry out high-quality research and develop innovative policy
2. develop current and aspiring leaders who will champion critical and original thinking
3. work internationally with businesses, governments, and others to deliver innovative approaches to management.

The Centre for Inclusive Trade Policy (CITP)

The Centre for Inclusive Trade Policy is built on the precept that trade policy should be inclusive in both policy formulation and outcome and focuses on four dimensions of inclusiveness: geography, political domains, society and generations. The Centre itself is inclusive with researchers in all four UK nations, in five disciplines and at all stages of their careers, and with a commitment to hear the voices of all parts of UK society.

In addition to the University of Sussex, the Centre brings together researchers from all four UK nations – including from the University of Nottingham, the University of Strathclyde, Queen's University Belfast, Cardiff University and the University of Cambridge - and also from four overseas universities – The European University Institute, Georgetown University, Tel Aviv University and the University of California, Berkeley. With funding for an initial five-year period, it is the ESRC's first interdisciplinary research centre in international trade and trade policy and will comprise scholars from economics, law, business management, politics and international relations.

The Centre will work with nine partners including Ernst & Young LLP (EY), Fieldfisher LLP, the International Trade Group of the Professional and Business Services Council, the British Chambers of Commerce, the Trade Justice Movement and trade officials in all four UK

administrations. It will undertake consultation and societal deliberation, including via a series of citizen's juries, in order to ensure that its programme is relevant to the needs of UK business, society and policymakers.

The Centre's objectives include to:

- Conduct frontier disciplinary and interdisciplinary research into international trade and trade policy;
- Create a critical mass of expertise by integrating excellent scholars from several disciplines and all parts of the UK;
- Create a body of data and innovative methods relevant to the study of international trade and trade policy-making;
- Apply research skills to pressing practical trade problems, including some identified by a broad societal consultation (citizens' juries) among stakeholders and the public;
- Work extensively to inform public debate, so that the relevance of trade to economic management is clear and the trade-offs that it inevitably entails are more widely appreciated;
- Engage with a wide range of policy-makers and stakeholders, and
- Create a legacy in terms of a permanent wide-spread capacity to conduct first-rate research, analysis and policy-making practices in international trade in UK academia, officialdom and business.

The Centre maps into the University of Sussex's strategic goals, exemplifying excellent research with impact, making research accessible in order to help to solve the grand issues of our time, and building on strengths. The University of Sussex has a long-held reputation for specialism and expertise in international trade, most recently embodied in the UK Trade Policy Observatory (UKTPO) based in the Business School and including researchers from the Department of Law. The UKTPO has become, since its inception in 2016, a leading source of research, commentary and advice on UK trade policy.

The Centre for Inclusive Trade Policy will cooperate with the UKTPO in promoting Sussex as a centre for policy-engaged, academically rigorous, interdisciplinary research.

It will:

- 1) Establish Sussex firmly as 'the go-to place' for interdisciplinary research on trade.
- 2) Substantially increase research and other income, and consolidate and maximise the return on the various investments in trade research.
- 3) Deliver research output of the highest international quality.
- 4) Enhance the impact of Sussex research for future Research Excellence Framework submissions.
- 5) Provide focus and drive for the University objective of embedding international trade in its teaching and training

Please find further information regarding the school/division at <https://www.sussex.ac.uk/business-school/>

3. Job Description

Job Description for the post of: **Senior Research & Communications Administrator, Centre for Inclusive Trade Policy**

Department:

Section/Unit/School: Business School

Location: Jubilee Building

Grade: 5

Responsible to: CITP Research Centre and Communications Manager

Responsible for: N/A

Key contacts: Members of the Centre for Inclusive Trade Policy, members of faculty within the School and University partner organisations, and key stakeholders

Role description:

To support the day-to-day operations of the Centre, including research project administration, assisting with budgeting and internal reporting, the scheduling of meetings, and the organisation of events and other activities relating to the work of the Centre.

PRINCIPAL ACCOUNTABILITIES

- Provide professional communications and administrative support to the Centre, assisting the Research Centre and Communications Manager and the Assistant Manager, Operations.
- Within clear parameters to take responsibility for specific projects or areas of work.
- To contribute to the smooth running of the Centre through effective delivery of communications and administrative activities.

KEY RESPONSIBILITIES

- Assist with preparing and editing key documents, including news articles, blogs, reports and newsletters.
- Assist in producing and maintaining information on the website and develop and schedule content for social media, including managing analytics.
- Make administrative and communications arrangements for training and events including room booking, catering, travel and accommodation arrangements, and developing promotional materials and speaker briefings, among other things.
- Follow administrative procedures, write new office procedures and set up new office systems.
- Contribute ideas and suggestions for improvements to work practices and methods.
- Organise mailings and maintain mailing lists.
- Organise, compile agendas and draft minutes for team meetings.
- Collate and circulate appropriate data. Create and maintain spreadsheets and other data tables.
- Assist with staff recruitment.
- Assist in the collation and recording of information related to research and engagement activities.
- Raise purchase orders and arrange payment of invoices on the Finance System.

- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

Dimensions

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- The post holder reports to the Research Centre and Communications Manager. They are given clearly agreed responsibilities in specific areas. Their line manager would agree daily/weekly/monthly tasks and duties in order to achieve their agreed objectives and support the delivery of the University's goals. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Centre's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

4. Person Specification

ESSENTIAL CRITERIA

1. Good secondary education (see role-specific criteria below).
2. Effective planning and organisational skills to organise own workload and priorities and to support colleagues with theirs.
3. Effective oral and written communications skills to work with colleagues and customers providing information, explanations and interpretation where needed, responding to questions and queries.
4. Ability to work flexibly within a team and on own initiative
5. Competent IT skills to include Word, Excel, Outlook, OneNote, MS Teams, social media platforms, web content management tools, Zoom, mailing software and Adobe Creative Suite, especially InDesign.

ESSENTIAL ROLE-SPECIFIC CRITERIA

6. Undergraduate or postgraduate degree.
7. Meticulous attention to detail.
8. Analytical and numerical ability.
9. Experience working on routine aspects of administration in a busy environment.
10. Excellent interpersonal skills.
11. Experience processing and filing documentation and maintaining accurate records.

DESIRABLE CRITERIA

12. Two years' experience in a similar role in a university or similar environment, supporting very busy, senior staff.
13. Experience maintaining websites and social media accounts.
14. Experience organising events.
15. An understanding of, or an interest in trade policy
16. Flexible, able to prioritise work systematically and an enthusiastic and supportive team player.