1. Advertisement

Post Title: Assistant Manager (Operations)
School/department: University of Sussex Business School, Centre for Inclusive Trade Policy
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 through to 05 April 2027 with the possibility of extension / permanency
Reference: 10429
Salary: starting at £31,411 to £35,333 per annum, pro rata if part time
Placed on: 05 December 2023
Closing date: 03 January 2023. Applications must be received by midnight of the closing date.
Interview date: W/C 09 January 2023
Expected start date: 6 February 2023

This vacancy is only open to those currently employed by the university.

The Centre for Inclusive Trade Policy (CITP) - a centre of excellence for innovative trade policy - seeks an Assistant Manager to support the smooth running of the Centre's operations. You will work closely with the Directors and the Centre and Communications Manager (all based at Sussex) across the institution with colleagues in HR, Finance and Research Development and across the Centre’s geographically-dispersed partners.

The role encompasses a range of tasks requiring project management and financial and administrative oversight. To excel in the role, you will have experience of administration, a high level of numeracy, strong communications and organisational skills, an eye for detail and an ability to problem solve.

Key responsibilities include:

- Lead and assist the Directors and Centre and Communications Manager in the project management of various aspects of the programme and activities for the Centre, including setting up appropriate systems and processes and ensuring they are adhered to.
- Monitor budgets and complete financial reporting tasks
- Support the coordination of research projects, the monitoring of progress, and the collection of input (including data) for periodic reporting. Maintain timetables for all research activities and keeping accurate records in compliance with GDPR.
- Support the development of a Masters in international trade policy, liaising across the University of Sussex and beyond to ensure processes are followed and adhered to in a timely manner
- Organise events such as conferences, workshops and meetings
- Administer recruitment, new starters and the staff career development programme.

For further information or to discuss the role please contact the Centre and Communications Manager, Charlotte Humma: C.Humma@sussex.ac.uk

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 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:

- carry out high-quality research and develop innovative policy
- develop current and aspiring leaders who will champion critical and original thinking
- 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. It is the ESRC’s first interdisciplinary research centre in international trade and trade policy and comprises scholars from economics, law, business management, politics and international relations.

The Centre works 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 undertakes 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:

- 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, producing Briefing Papers, blogs, research papers, podcasts and videos, and, for example, giving evidence to Parliamentary Committees.

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:

- Establish Sussex firmly as ‘the go-to place’ for interdisciplinary research on trade.
- Substantially increase research and other income, and consolidate and maximise the return on the various investments in trade research.
- Deliver research output of the highest international quality.
- Enhance the impact of Sussex research for future Research Excellence Framework submissions.
- 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: Assistant Manager (Operations): Centre for Inclusive Trade Policy

Department: Centre for Inclusive Trade Policy
School: University of Sussex Business School
Location: Jubilee Building
Grade: Grade 6

Responsible to: Centre and Communications Manager
Key contacts: A Senior Research and Communications Administrator, Members of the Centre for Inclusive Trade Policy, members of faculty within the School and University partner organisations, and key stakeholders

Role description: Lead and assist the Directors and Centre and Communications Manager in the project management of a various aspects of the programme and activities for the Centre for Inclusive Trade Policy (CITP). The role has responsibility for budget monitoring, supporting the coordination of research projects and internal reporting, administration of recruitment and the development of a Masters programme, and the organisation of events.

PRINCIPAL ACCOUNTABILITIES (all Assistant Manager posts)

1. Manage, promote and maintain high quality Professional Services engendering a culture of continuous improvement.
2. Lead the operational outputs of a small team of individuals.
3. Ensure compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.
4. Work in partnership with other key stakeholders to ensure seamless service.

PRINCIPAL ACCOUNTABILITIES: Assistant Manager (Operations): Centre for Inclusive Trade Policy

1. Operational management of CITP research projects. This includes monitoring progress of research projects in liaison with Theme Leads, and the collection of input (including data) for periodic reporting maintaining by contact with CITP academic partners.
2. Project Management of various activities for the Centre, as required.
3. Monitoring budgets and expenditure, coordinating with the Centre and Communications Manager, the Directors and Leadership Group of the CITP, including drafting reports on projects and their finances.
4. Support the development of a Masters in international trade policy, liaising across the institution and beyond to ensure processes are followed and adhered to in a timely manner.

KEY RESPONSIBILITIES (all Assistant Manager posts)

1. Team leadership
   1.1 Lead a small team to support the achievement of targets and objectives.
1.2 Allocate available resources to achieve targets and objectives including supporting the selection, induction, performance management and development of team members.

1.3 Ensure team understanding of operational standards and that their application is embedded in the methods of working.

1.4 Support the development of others, providing training and coaching in area of expertise.

1.5 Foster an ethos of continuous improvement.

2. Service Delivery

2.1 Working within university policy and procedure, undertake day-to-day local team leadership of operational matters in the process and/or procedure in the area of expertise. Plan and implement activities of the team to ensure the achievement of team targets and objectives.

2.2 Ensure effective systems and procedures are in place to support the achievement of key performance targets in area of responsibility.

2.3 Support the implementation of improvements to systems and procedures in area of responsibility to ensure effective administration within area of responsibility.

2.4 Maintain appropriate records and documentation commensurate with policy and procedure.

2.5 Provide reports internally and externally as appropriate. To undertake analysis, interpretation and presentation of standard data to inform decisions related to subject area.

2.6 Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions.

3. Policy and Procedure

3.1 Work within School and University policy and procedure, providing advice to enquiries on the application of policy/procedure as required.

3.2 Contribute to policy decisions and improvement in area of expertise.

4. Customers and Stakeholders

4.1 Proactively work with internal and external stakeholders, colleagues or students to ensure effective service delivery, providing data and information to inform decisions as necessary, showing appropriate sensitivity when needed.

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

KEY RESPONSIBILITIES: Assistant Manager (Operations): Centre for Inclusive Trade Policy

1 Research, Scholarship & Enterprise

1.1 Operations

a) Play a central role in the operational planning and organisation of CITP’s work programme. This includes ensuring projects are on track, managing project budgets and overseeing project reporting.

b) Assist with the preparation of bids for additional funding.

c) Ad hoc support for communications such as proof reading and website updates.

1.2 Monitoring Financial Resources

d) Working with the Centre Manager and the Co-Director(s), to support the development and management of detailed quarterly budget forecasts.

e) Monitor the CITP core budget and running costs in collaboration with university, school and departmental finance officers.
1.3 Engagement, Learning and Development
   f) Support the development of a Masters in international trade policy, liaising across the institution and beyond to ensure processes are followed and adhered to in a timely manner.
   g) Support recruitment and career development activities as required by the Directors.
   h) In collaboration with the Centre and Communications Manager and key academics, organise and manage a range of events promoting CITP activities.

1.4 Team Working
   i) Build internal contacts and participate in internal networks and relevant external networks in order to form relationships and collaborations.
   j) Maintain a close working relationship with UKTPO professional services team and collaborate closely on joint initiatives.
   k) Continually update knowledge and understanding of key areas of work, and engage in continuous professional development.

2. Contribution to School & University
   l) Attend and contribute to relevant School meetings.
   n) Undertake additional duties, as required by the Director(s) and/or Centre and Communications Manager.

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

INDICATIVE PERFORMANCE CRITERIA

- Supervising one or more members of staff.
- Work within a defined Centre budget.
- Responsible for small amounts of equipment used in the Centre.
- The post holder reports to the Centre and Communications Manager, working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives. In doing this they ultimately support the achievement of the strategic and operational goals of the University, Professional Services & their Division. 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 Division's/Unit's/School'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.
• Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University’s strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently.

PERSON SPECIFICATION

ESSENTIAL CRITERIA
• Educated to degree level or other equivalent qualification, or appropriate level of experience.
• Project management, planning and organisational skills with the ability to keep multiple teams and projects on track and delegate to team members where appropriate, prioritise and meet deadlines.
• Well-developed interpersonal skills with the ability to influence team members in order that they may contribute effectively to team working to build and develop working relationships.
• Good oral and written communication skills, with the ability to present information in a way that can be understood by colleagues, research partners and external audiences.
• Ability to work individually on own initiative without close supervision, and as part of a team, maintaining confidentiality where necessary.
• Analytical skills with the ability to generate effective solutions and make effective decisions
• A high level of accuracy, and attention to detail
• Excellent IT skills including competence with Microsoft software packages such as Teams, Word, Excel, Outlook, and financial systems.

ESSENTIAL ROLE-SPECIFIC CRITERIA
• Evidence of management of high-quality research activity involving other partners, preferably in the social sciences.
• Solid numerical skills with experience of financial management, including management of budgets and reporting
• Experience of organising meetings and events such as conferences, workshops and committee meetings.
• Experience of university administration, particularly from a research perspective.

PERSONAL ATTRIBUTES AND CIRCUMSTANCES:
• Proactive, highly motivated and positive ‘can do’ attitude.
• Flexible and responsive, including a willingness to work flexible hours as necessary to meet deadlines and to travel to project meetings or workshops on occasion.
• A willingness to work to tight deadlines, under pressure.