



1 Advertisement

Post Title: ESRC Research Centre and Communications Manager: Centre for Inclusive Trade Policy

School/department: University of Sussex Business School, Centre for Inclusive Trade Policy (CITP)

Hours: Full time or part time hours considered up to a maximum of 1.0 FTE.

Requests for [flexible working](#) options will be considered (subject to business need).

Contract: fixed term for 5 years

Reference: 7501

Salary: starting at £42,149 to £50,296 per annum (pro-rata for part time working)

Placed on: 20 December 2021

Closing date: 27 January 2022. Applications must be received by midnight of the closing date.

Expected interview date: 14 February 2022

Expected start date: 6 April 2022

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

An exciting opportunity has arisen at the University of Sussex for a high-performing professional to take on the management of the Centre for Inclusive Trade Policy – an ambitious and dynamic research centre supported by an £8 million grant from the ESRC and by a further £4 million from its contributing universities. The post is fixed-term until 5th April 2027 but with a possibility of extension or permanency. We anticipate that it will be full-time, with scope for [flexible working](#), but would entertain requests for part-time employment.

This challenging role sits within the University of Sussex Business School and is line managed by the School's Research Manager while reporting substantively to the Centre's Co-Directors, Professors Michael Gasiorek and L Alan Winters in the Department of Economics. The post-holder will be responsible for overall management of the Centre, including day-to-day operations, reporting, supporting stakeholder engagement, and co-ordinating the Centre's programme of research. They will also lead on the CITP's communications and impact activities, including devising and updating the Centre's comms, engagement and impact strategy, advising on outreach activities, preparing material, and managing relationships with the people and organisations whom the centre seeks to inform and influence. The Centre and Communications Manager will work collaboratively with the Directors, including Professor Giovanni Facchini (University of Nottingham, Deputy Director) and the Centre's Leadership Team, to develop and realise the strategic vision of the Centre, and in so doing support the University's ambition to create a world-leading research centre that has real impact.

As well as the University of Sussex Business School, the Centre includes researchers from the University of Sussex's School of Law, Politics and Sociology (Department of Law), five other UK universities and four from overseas. It also has nine non-academic partners.

For further information or to discuss the role please contact the Centre Co-Director Professor L Alan Winters: L.A.Winters@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 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 modern 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 will be 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 citizens' 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 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 56 times.

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.

3 Job Description

Job Description for the post of: **ESRC Research Centre and Communications Manager: Centre for Inclusive Trade Policy**

Department:	Economics
School:	University of Sussex Business School
Location:	Jubilee Building
Grade:	8
Responsible to:	School Research Manager with day-to-day responsibility to the Centre Co-Directors
Responsible for:	Operations Manager (FTE 1.0) Communications Assistant (FTE 1.0)

Key Responsibilities:

Strategy:

1. Work collaboratively with the Directors and Leadership Group to develop and realise the Centre's overall strategy, as aligned to the University Strategic Framework, to produce world-leading interdisciplinary research tackling issues of global significance around international trade and investment and the policies affecting them. The Manager will be responsible for creating and maintaining a risk register.
2. Lead on the development and implementation of Impact, Communications, Engagement and External Affairs strategies for the CITP, with the aim of fostering timely and targeted dissemination of information, stimulating real-world impact and increasing the Centre's and University's external visibility.

Management:

3. Line management of the Centre's other Professional Services staff, with the aim of ensuring effective management of the Centre.
4. With the Co-Directors, manage and monitor the Centre's operating budget and maintain financial spending plans.

Operations:

5. Along with the Directors, and in part by overseeing the Operations Manager, to take overall responsibility for the operationalisation of the research programme. This will include ensuring projects are on track, working with researchers on project

engagement plans, setting metrics, reporting to the ESRC as appropriate and integrating new projects and activities into the Centre.

6. Oversee the preparation of and management of CITP budgets and quarterly budget forecasts.
7. Identify funding sources and support external funding applications to extend the Centre's programme and reach.
8. Act as the first point of contact for the Centre.

Monitoring, Evaluation and Reporting:

9. Lead on the production of annual, interim and quarterly reports to the ESRC and other key stakeholders.
10. Assist with the management of key documents relating to the activities of the Centre, including reports to funders, briefing notes, research summaries and other documentation as required.

Interdisciplinary Research Opportunities and Capacity:

11. Coordinate and facilitate events (workshops, policy fora, conferences and seminars) to stimulate interdisciplinary working.
12. With the Directors, support, coordinate and facilitate any relevant institutional interdisciplinary impact case studies for submission to the Research Excellence Framework (REF).

Networks and Partnerships:

13. Take a leading role in establishing a strong and cohesive CITP research community, including a distinct post-doctoral cohort.
14. Collaborating with the Directors and Leadership Group, to develop and maintain a set of strategic partnerships and establish positive interactions and collaborations with key international agencies, government authorities, private sector representatives and civil society groups.
15. Collaborating with the Directors and Leadership Group, to develop and maintain strong and positive relationships with other ESRC Research Centres, including the mutual sharing of information on activities with those closely related to the CITP.
16. Represent the CITP and the University at relevant external events.

Communications:

17. Lead on CITP internal and external communications, ensuring that the CITP engages effectively across all nations and regions of the UK and with all the major elements of UK society.
18. Oversee the organisation and management of a range of events for academic and non-academic audiences promoting Centre activities and helping to achieve impact.

19. Oversee and help to maintain the CITP website and communications infrastructure, working with comms colleagues to ensure important information is disseminated in a timely and appropriate fashion via suitable platforms.

Achieving Impact:

20. Guide the CITP to achieve maximum impact by advising researchers on identifying issues on which impact is likely and possible targets, through networking and partnerships and by ensuring excellent and targeted communications with appropriate stakeholders.

Team Working:

21. Maintain close working relationships with key professional services teams in Sussex (Finance, Research & Enterprise, Research Quality & Impact, Press & Communications, Web, Marketing) to ensure the smooth implementation of the Centre.
22. Maintain close working relationships with a range of faculty and other staff across the campus to encourage active engagement with the Centre.
23. Maintain effective working relationships with key internal stakeholders, including Heads of School, PVC-R, Head of Finance, Head of Research & Enterprise, other Research Centres and, particularly, the UK Trade Policy Observatory.
24. Maintain close working relationships with key researchers and Professional Services staff in partner universities to ensure the smooth and effective execution of the CITP work programme, including both research and impact.

Personal Development:

25. Keep abreast of relevant changes in the external strategic funding and impact environments and assess and report on their implications for the CITP.
26. Regularly review professional development plans, identifying key objectives and development needs.

Other:

27. Undertake other duties as required.

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 the level of responsibility entailed.

4 Person Specification

ESRC Centre and Communications Manager: Centre for Inclusive Trade Policy

Essential qualifications, knowledge, skills and experience for the post:

Qualifications:

- Educated to post-graduate degree level, or equivalent professional experience.

Knowledge:

- An understanding of some of the issues related to the CITP's research in at least one of the disciplines included in the Centre.
- A solid understanding of applied research in relation to evidence-based policy engagement and external assessment mechanisms such as KEF and REF.
- Knowledge of the UK higher education and policy landscapes and a grasp of the economic and political drivers of current UK trade policy.

Skills/Abilities/Attributes:

- Excellent organisational skills, including the ability to systematically prioritise multiple tasks and manage a large and varied workload.
- Excellent creative problem-solving skills.
- Good general research skills.
- Good ICT skills, including competence with Microsoft software packages such as Word, Excel and Outlook as well as project management tools.
- Excellent verbal and written communication skills to communicate confidently and effectively with a wide range of people and audiences, including copy-writing and web-management skills.
- Ability to prepare and monitor budgets.
- Ability to work accurately and efficiently, and to maintain confidentiality where necessary.
- Excellent interpersonal and networking skills with the ability to relate to a wide range of people from industry, government, third sector, research councils and academia.
- Be a self-motivator.
- Ability to work independently and use initiative, and to work as part of a collaborative team.
- A willingness to work both flexibly and to tight deadlines.

- Ability to manage a team successfully and develop a high-performing team.
- Ability to work well under pressure.

Experience:

- Strong and extensive management experience preferably in a higher education or other research setting and across multiple projects and sites.
- Experience managing staff to focus their efforts, skills and enthusiasm on research activities.
- Experience in translating complex information into accessible formats such as policy briefings and media articles.
- Experience with managing research communications, marketing, impact and stakeholder engagement in a field relevant to the CITP's research and impact objectives.
- Experience with web content management platforms.
- Experience of organising events such as conferences, workshops and committee meetings.
- Experience using financial management and reporting tools/systems, such as Unit 4, Oracle, Hyperion or Agresso.
- Experience of working in interdisciplinary settings across the social sciences.

Personal Attributes and Circumstances:

- 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.