

**DEPARTMENT OF ECONOMICS  
CENTRE FOR RESEARCH AND ANALYSIS OF MIGRATION (CReAM)  
UNIVERSITY COLLEGE LONDON  
NORFACE RESEARCH PROGRAMME ADMINISTRATOR**

**About UCL**

University College London (UCL) is the largest of the colleges in the federation that makes up the University of London. It is consistently rated as one of the top multi-faculty universities in the UK and has an annual turnover in excess of £400m. UCL is one of the UK's premier research institutions encompassing immense research strength across all areas. It is also developing numerous interdisciplinary research centres. UCL has an excellent library and the library resources available in London, such as the British Library, are unrivalled in the UK.

**About the Centre for Research and Analysis of Migration (CReAM) and NORFACE**

The Centre for Research and Analysis of Migration (CReAM) is an interdisciplinary research centre concerned with migration and labour economics, based in the Department of Economics at University College London (UCL). The Centre shares the building with the Department of Economics. The main offices are situated in Drayton House, a recently refurbished building adjacent to UCL's main campus in central London. Details of the Centre's activities can be found at (<http://www.econ.ucl.ac.uk/cream>).

NORFACE – New Opportunities for Research Funding Co-operation in Europe (<http://www.norface.org/>) – is a partnership between twelve research councils to increase co-operation in research and research policy in Europe. The position will support coordination of the NORFACE Transnational Research Programme on Migration in Europe – Social, Economic, Cultural and Policy Dynamics.

**Duties and responsibilities**

The post holder, working closely with the NORFACE Research Programme Director, will be responsible for the following activities:

The administration of NORFACE Research Programme's finances. This will include all matters relating to the financial management of the Research Grant. In particular: monitoring the budget and expenses of the grant, including processing invoices and claims for personal reimbursement, and liaising with UCL's research administration and finance departments. The post holder will also ensure the prompt payment of invoices and expense claims.

Preparation of the financial reports. This will include providing financial reports to the Programme Director, and financial mid-term reports to NORFACE Network Board meetings.

Assisting with the recruitment of new staff, if necessary – in particular arranging the placement of advertisements, the sending out of information to candidates, arranging for interviews and ensuring that current information about UCL recruitment procedures is available to the Director and others involved with the appointment process.

Assisting NORFACE Director with the planning of events including workshops, seminars and conferences. This includes, but is not limited to scheduling and venue booking; hotel and conference centre bookings; liaising with visitors and external bodies; etc.

Advising the Director on general management issues. The post holder will be expected to keep up to date with the current policies of UCL, particularly in relation to Human Resource issues, Financial Regulations, research administration, and Health and Safety. The post holder will also need to be aware of the regulations covering the NORFACE Research Programme grant.

Responsibility for day-to-day running of the grant, including office accommodation arrangements, ordering of equipment and consumables, office maintenance etc. This will require close liaison with the Departmental Administrator in the Department of Economics.

The post holder will also be expected to actively follow UCL policies including Equal Opportunities policies and will maintain an awareness and observation of Fire and Health and Safety Regulations.

The post holder may be asked to carry out other duties within the scope, spirit and purpose of the job as requested by the Programme Director.

As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder.

### **Supervision**

The post holder will be expected to work mainly on their own initiative, but will be responsible to the Director for any decision-making affecting the running of the grant.

### **Hours of work**

UCL works on a 36.5-hour week (Monday - Friday) with an hour for lunch. Annual leave is 27 days per year. In addition, staff benefit from six College closure days per year. The person appointed will work at the offices of the Department of Economics, Drayton House, 30 Gordon Street, London WC1H 0AX.

### **Salary**

The salary for this post is on UCL salary scale Grade 8 (£34,793 - 41,545 plus £2,781 London Allowance), dependent upon experience.

## **How to apply**

Application is by CV and covering letter. In addition, UCL requires applications applying with CV to fill in a standardised monitoring form, which can be downloaded from:  
[http://www.ucl.ac.uk/hr/docs/download\\_forms/recruitment\\_selection\\_1.doc](http://www.ucl.ac.uk/hr/docs/download_forms/recruitment_selection_1.doc).

Please send all documents to:  
Snjezana Voloscuk  
Departmental Finance Administrator  
Department of Economics  
University College London  
Gower Street  
London WC1E 6BT.

Or via email: [s.voloscuk@ucl.ac.uk](mailto:s.voloscuk@ucl.ac.uk).

## **Closing date**

The closing date for applications is Friday, 29 May 2009. We regret that, due to administrative costs, we are only able to respond to candidates whom we wish to interview. If you have not heard from us within one month of the application deadline, please assume you have been unsuccessful in your application for this post.

**NORFACE RESEARCH PROGRAMME ADMINISTRATOR  
ADMINISTRATOR – PERSON SPECIFICATION**

**Essential**

*Qualifications*

- Degree or equivalent

*Experience*

- Working in a general administrative role
- Financial planning and budgetary control

*Skills and abilities*

- A high level of organisational ability and a flexible and positive attitude towards finding solutions to problems
- Ability to write and communicate orally to a high standard
- Accuracy and attention to detail, especially in presenting financial information
- Ability to advise on procedural and policy matters
- Ability to undertake a wide variety of tasks, often with tight deadlines and under pressure
- Ability to work independently, using own initiative, and to manage and prioritise competing workloads
- Good IT skills (word-processing, spreadsheets and email), with a high capability to understand budgets and engage in financial planning
- Ability to relate well to staff at all levels

**Desirable**

- Experience or working in Higher Education and/or the administration of scientific research
- Experience with line management
- Experience with the administration of recruitment processes within organisational policies and procedures
- Experience as secretary to committees
- Experience with the organisation of seminars and workshops
- Experience of preparing grant applications, particularly budgets
- Experience of financial databases, such as Microsoft Money
- Experience of preparing publicity materials