



**Coordinator
Centre for Research and Analysis of Migration (CReAM)
(Grade 7, 1.00 FTE)**

JOB DESCRIPTION

Applications are invited for the role of Coordinator of the Centre for Research and Analysis of Migration (CReAM), at the Department of Economics, University College London.

UCL is one of the UK's premier universities and is ranked in the world's top 10. It is a world-class research and teaching institution based in London whose staff and former students have included 21 Nobel Prize winners. Founded in 1826, UCL was the first university in England to admit students regardless of race, religion or gender. It continues to thrive on the creativity and diversity of its community, which today comprises 8,000 staff, 24,000 undergraduates and postgraduate students from 150 countries across the globe, and has active exchange and research links with more than 280 overseas universities. UCL's departments and institutes span arts and humanities, social and historical sciences, law, architecture and the built environment, engineering sciences, mathematical and physical sciences, life and clinical sciences, and medicine. UCL includes academic units as diverse as the Slade School of Fine Art, the Mullard Space Science Laboratory and the Institute of Child Health, which is associated with Great Ormond Street Hospital.

The Department of Economics has an outstanding international reputation in key areas of current research. It is the only department of economics in the UK to have received the outstanding grade-point average of 3.5 in the 2008 RAE with over 90% of staff submitted.

We particularly welcome applications from black and ethnic minority candidates as they are under-represented within UCL at this level. This is in line with section 38 of the Race Relations Act 1976.

Applications should be made via the UCL HR website www.ucl.ac.uk/hr/job, reference number 1341053.

The closing deadline for receipt of applications is 12 July 2013. Interviews will be held on 16 July 2013, and due to panel availability shortlisted candidates may not be contacted until 15 July.

If you have any queries regarding the application process please contact Katie Canada, k.canada@ucl.ac.uk.

Centre for Research and Analysis of Migration (CReAM)

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. The mission of the Centre is to support and conduct frontier research on migration, to coordinate activities in this area across UCL and beyond, to facilitate contacts and research cooperation of UCL researchers with external researchers and research initiatives around the world and to amplify the reputation of UCL research activity in this area as widely as possible. CReAM aims establishing a reputation for analysis that is accepted as open, transparent and reliable, and at informing the public debate on migration in the UK and in Europe by providing new insight, helping to steer the current policy debate in a direction that is based on carefully researched evidence without partisan bias. Details of the Centre's activities can be found at: <http://www.cream-migration.org/>

CReAM forms strategic links with other research centres on migration in the UK, as well as internationally. CReAM fosters international and collaborative research through links with prominent and reputed researchers inside and outside the UK.

The post-holder will support the activities of the Centre for Research and Analysis of Migration (CReAM) through desk-based research, and by administering, organising, facilitating grant-seeking, communications, planning, public engagement, policy development, research and training developments of the CReAM team.

The value-added institutional contribution made by CReAM, in terms of the quality and content of its activities and outputs, and its positioning as a vital component in UCL's strategic infrastructure, will depend on its success in securing grant support, both for projects and programmes, and for its longer-term running costs. For this reason the post-holder must be an individual who can liaise successfully at a high level and who is strongly effective in keeping major grant seeking on track – ideally a proactive and self-motivated candidate who can present strong evidence of success working with or for a major grant-giving organisation (e.g. ESRC, ERC, FP7, NORFACE Network).

CReAM Coordinator (1.00 FTE)

1. KEY RELATIONSHIPS

The Coordinator's main responsibility is to work under the direction of the Director of CReAM. Line-management responsibility for the postholder will rest with the Director

of CReAM. The appointee will be expected to work closely with the administrative staff at the Department of Economics and at times with the Grand Challenges staff for particular events. The Coordinator will also need to work closely with academics and administrators in other departments at UCL, when looking for collaborative funding opportunities.

2. DUTIES OF THE POST

1. Post-specific duties

Administration, organisation and facilitation

- a. Administration and organisation of the CReAM Research Centre.
- b. Administration of the Scientific Co-ordination Office for the NORFACE Research Programme on Migration.
 - o Maintaining existing website, including publishing discussion papers and journal articles.
 - o Budget Management and Financial Reporting of the NORFACE Scientific Coordination Grant.
 - o Processing expenses and invoices for the Director of CReAM and other CReAM Team Members.
 - o End of programme management report.
- c. Assisting with the preparation of Grant applications and liaising with the central research administration team for submission of grants.
- d. Maintaining and improving the existing CReAM Website, includes publishing discussion papers, news articles, visitors lists.
- e. Managing CReAM external research fellows and affiliates.
- f. Creating and maintaining event specific subsites.
- g. Build and maintain contact lists of:
 - o UCL staff and researchers whose work relates CReAM.
 - o External individuals whose interests relate to CReAM.
- h. Maintaining CReAM Mailing Lists.
- i. Diary management on behalf of the Director of CReAM.
- j. Act as Secretary to CReAM, preparing agendas in consultation with the Director and taking minutes for meetings.
- k. Prepare correspondence, including drafting of general replies for the Director of CReAM.
- l. Field queries, phone calls and invitations on behalf of the Director
- m. Keep and maintain an accurate (mainly electronic) record of papers on behalf of the Director of CReAM.
- n. Managing visitors and visiting research students for the centre.

Capacity building

- o. Assist in theme development, content and direction of the research centre, notably an annual series of events and outputs.
- p. Organise regular roundtables meetings for CReAM.

- q. Exploring, initiating and assisting in the preparation / writing and submission of requests for grants for CReAM's activities and its longer-term administrative underpinning.
- r. Undertake project-based desk research and preparation of briefing papers for the Director of CReAM.

Enhancing impact

- s. Create and despatch a bi-annual CReAM HTML Newsletter and any other major event notifications.
- t. Develop a programme of impact-oriented events:
 - o Championed by UCL staff.
 - o In partnership with external stakeholders.

(2) General duties

- a. Actively follow and promote UCL policies, including Equal Opportunities.
- b. Maintain an awareness and observation of fire and health and safety regulations
- c. Carry out any other duties commensurate with the grade and purpose of the post

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

4. PERSON SPECIFICATION

| | E = essential D = desirable | Assessed by: A = application I = interview R = references |
|--|--------------------------------|--|
| Qualifications / Certification | | |
| Educated to degree level or relevant experience in a similar role | E | A |
| Skills | | |
| Project planning, managing own time, prioritising workload, attention to detail, ability to work under pressure and to deadlines | E | A/I |
| Excellent interpersonal, networking, oral and written communication skills | E | A |
| Excellent computer (Word, Excel, PowerPoint, etc) skills | E | A |
| Website design, maintenance and content | D | A/I |
| Experience | | |
| Experience in research project management | D | A/I |
| Organisation of academic meetings, symposia or workshops | E | A/I |
| Understanding of challenges for cross-disciplinary academic activity | E | A /I |

| | | |
|---|---|-----|
| Public engagement and public policy development | D | A/I |
| Strong evidence of success in working for or with major grant-awarding bodies | E | |
| Knowledge and Aptitude | | |
| Commitment to continuing professional development | E | A |
| Commitment to UCL's equal opportunity policy and the ability to work harmoniously with colleagues of all cultures and backgrounds | E | A |

5. TERMS AND CONDITIONS OF SERVICE

Appointment

The salary for the post is on Grade 7 (scale £32,375 – £39,132, inclusive of London Weighting) dependent upon experience.

Hours of Work

The working hours for the post will be 36.5 hours per week and times of work would be determined by the Line Manager.

Holidays

Staff are entitled to 27 days annual leave per year. Leave is approved by the Line Manager and normally taken in university vacations. Time off in lieu of additional hours worked may be taken in addition to annual leave, as agreed with the Line Manager. Staff are also entitled to 8 public and statutory holidays, and additional days (normally 6 per year) on which UCL is closed.

UCL's leave year is deemed to run from 1 October to 30 September. Employees who work a proportion of the leave year are entitled to leave calculated pro rata.

General Information

The potholder will be expected to actively follow UCL policies including:

- Equal Opportunities Policy
- Policy and Guidelines for Conflicts of Interest
- A Policy for Investigating and Resolving Allegations of Financial Irregularity
- Personal Relationships at Work: Code of Conduct
- Public Interest Disclosure
- Policy on the Investigation of Research Misconduct
- Financial Regulations
- Computing Regulations
- Policy on Data Protection
- Code of Conduct for Undertaking Business on Behalf of UCL

Please see the Human Resources website <http://www.ucl.ac.uk/hr/> for information on employment policies.

The Code of Conduct for Undertaking Business on Behalf of UCL can be found at: http://www.ucl.ac.uk/finance/secure/fin_docs/code_of_conduct.htm

Confidentiality

All employees are required to exercise discretion and maintain confidentiality at all times.

Health & Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act (1974) and Fire Regulations to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors. UCL operates a No Smoking Policy, which does not allow smoking at work.

Equal Opportunities

UCL has adopted an Equal Opportunities Policy and specific regard should be taken of its content in relation to the treatment of employees or potential employees.

UCL's equal opportunity policy is that in the recruitment, selection, education and assessment of students, and in the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme or course or post. The requirements being met, no student or employee will be discriminated against on the basis of their sex, sexual orientation, race, colour, ethnic origin, nationality (within current legislation), disability, marital status, caring or parental responsibilities, age, or beliefs on matters such as religion and politics.

UCL is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from discrimination, prejudice, intimidation and all forms of harassment including bullying.

This Policy means that all students and employees of UCL have the right to study or work in an environment free from discrimination, prejudice and all forms of harassment or bullying. UCL is committed to a programme of action to ensure that this and other equalities policies are implemented and monitored at an organisational and individual level.

The full policy statement can be found at:

http://www.ucl.ac.uk/hr/docs/equal_opportunity.php

Data Protection

UCL is required by law to comply with the Data Protection Act, 1998. It is the commitment of UCL to ensure that every current employee and registered student complies with this Act to ensure the confidentiality of any personal data held by UCL, in whatever medium, through its Data Protection Policy.

Employees are authorised, if required to do so, to obtain, process and/or use personal information whether held on a computer or on manual paper files in a fair and lawful way and in accordance with data subjects' rights. Data should be held only for the specific registered purpose and not disclosed in any way incompatible with such purpose. It should be adequate, relevant and not excessive, accurate and where necessary up to date and kept for no longer than necessary. It should only be disclosed to authorised organisations as instructed and should not be transferred without adequate protection.

UCL and all staff or others who process or use any personal information must ensure that they follow these principles at all times.

Period of notice to resign

Employees wishing to terminate their contract of employment must give a minimum of 3 months notice in writing.