



# Job Description

## Centre Manager

Department: Economics

Grade: 7

Location: UCL, Gower Street

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### Reports to

Operations Manager

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### Context

The James M. and Cathleen D. [Stone Centre](#) on Wealth Concentration, Inequality and the Economy was established in September 2021. Its mission is to advance research and teaching to provide a clear understanding of the causes and consequences of wealth inequality and to devise policy interventions to mitigate its adverse consequences.

The Centre pairs up the [CORE project](#), which is changing economics education globally so as to focus on the most important problems faced by our societies with the research capacity of the UCL Economics Department. It will provide a global hub for research and learning that will make wealth concentration and its impacts on innovation and sustainability central to an economics education.

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### Main purpose of the job

The Centre Manager will be responsible for the day to day management and administration of the Centre and the CORE project. You will act as the first point of contact and play a key role in the coordination of the Centre, working with the Operations Manager and the two co-Directors (the leadership team) to establish, shape, support and expand on the work of the Centre.

In this role, you will be helping to run one of the most innovative projects in economics education and research. You will work in a friendly and innovative environment which, though characterised by tough deadlines, is creative and flexible.

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### Duties and responsibilities

- Set up, implement, oversee, and manage Centre's administration processes, including contributing ideas for improvement and development.
- Manage the Centre's research fund and administer the grant funding cycle (dissemination of information on new funding initiatives and deadlines, application stage, monitoring progress and final reporting and dissemination of results).
- Assist the Operations Manager in managing the production of teaching materials with a team of academics and freelancers and oversee systems and processes for ensuring content is produced to the highest standards.
- Assist the leadership team by undertaking background research, collating and analysing data / information, designing surveys and writing for reports, such as business cases for new projects, supporting funding bids and reviews.
- Manage the day-to-day finances, monitor and manage budgets, prepare financial statements/reports and work with the leadership team on overall financial planning.
- Oversee HR related issues such as setting up of contracts and recruitment of the Centre's research staff, temporary employees, contributors and visitors.
- Assist the leadership team with stakeholder and media engagement. Publicise the activities of the Centre, providing information to external sources, organising activities, and preparing press releases and promotional materials through liaison with UCL public relations officers.
- Assist the leadership team with establishing strategic partnerships with a wide range of HEIs, research organisations, and governmental and non-

governmental bodies in the area of the Centre's research and teaching activities.

- Oversee and manage organisation of events, including conferences, workshops and seminars.
- Arrange and service meetings including management, advisory board and any other meetings relating to the Centre.
- The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post.

# Person Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
<b>Qualifications, experience and knowledge</b>		
Educated to degree standard, or equivalent, or having acquired equivalent experience	Essential	Application
Experience in project management, including the use of project management tools to monitor several projects concurrently	Essential	Application / Interview
Experience in finance administration and budgeting	Essential	Application / Interview
Experience in setting up new systems and processes	Desirable	Application / Interview
An understanding of research environments and the particular organisational and management demands of these	Desirable	Application / Interview
<b>Skills and abilities</b>		
Ability to manage own time, prioritise workload, and work under pressure and to deadlines	Essential	Application / Interview
Excellent organisational and project management skills, including the ability to work effectively on numerous projects simultaneously, each with varying demands	Essential	Application / Interview
Excellent interpersonal skills with the ability to develop effective relationships with internal and external staff at all levels including existing and potential research partners	Essential	Application / Interview
Excellent oral and written communication skills, including the ability to collate and present information to inform reports for a variety of uses	Essential	Application / Interview
Good numeracy skills with the ability to present and interpret financial/budget information	Essential	Application / Interview
Excellent attention to detail	Essential	Application / Interview
<b>UCL Ways of Working for professional services</b>		
Documenting and sharing solutions	Essential	Interview
Anticipating issues and adjusting approaches when necessary	Essential	Interview
Creating and supporting simple and consistent work processes	Essential	Interview

# Apply

To apply visit: [www.ucl.ac.uk/jobs](http://www.ucl.ac.uk/jobs) and search for reference number 1880262.

If you have any queries regarding the role, please contact us at: [contact@stone-econ.org](mailto:contact@stone-econ.org).

## Hours of work

This is a full time role (36.5 hours). Times of work are flexible.

## Salary

The post is graded as UCL Grade 7 with salary in the range £36,770 - £44,388 per annum including London Allowance.

## Annual leave

Annual leave is 27 working days for a full-time role, in addition to 6 UCL closure days.

## Working at UCL

UCL provides a number of staff benefits. More information can be found at:

<https://www.ucl.ac.uk/human-resources/pay-benefits/staff-benefits>