



International Adviser x4

Recruitment pack | March 2019

International Adviser x4

4 March 2019

Dear Applicant,

Thank you for your interest in this position. Enclosed is the information you require to assist you in applying for this role.

To apply please:

- Provide an up-to-date CV which shows your full career history with any breaks explained – we recommend that this is no longer than three pages;
- Write a supporting statement detailing how you are a suitable candidate for this post and how you fulfil the role profile and person specification – we recommend that this should be a maximum of two pages;
- Indicate if you cannot attend during the week scheduled for interviews.

**Please ensure your full name is on all documents and saved as either:
Name/CV
Name/supporting statement**

Applications should be e-mailed to recruitment@thebritishacademy.ac.uk

Applications must be received by 5pm Wednesday, 20 March 2019.

Please contact Giuseppe Scannapieco, HR Officer, if you have any questions or queries at giuseppe@thebritishacademy.ac.uk

We look forward to hearing from you.

Yours sincerely,

Vivienne Hurley

**Director of Research Funding & Programmes
The British Academy**

Welcome to the British Academy

The British Academy is the UK's national body for the humanities and social sciences. Our purpose is to deepen understanding of people, societies and cultures, enabling everyone to learn, progress and prosper.

We have three principal roles:

A Fellowship of distinguished scholars from all areas of the humanities and social sciences, elected by their peers, that facilitates the exchange of knowledge and ideas and promotes the work of our subjects.

A Funding Body that supports the best ideas, individuals and intellectual resources in the humanities and social sciences, nationally and internationally.

A Forum for debate and engagement that stimulates public interest and deepens understanding, that enhances global leadership and policy making, and that acts as a voice for the humanities and social science

Our Strategic Plan which runs to 2022 has five main objectives:

- To speak up for the humanities and social sciences;
- To invest in the very best researchers and research;
- To inform and enrich debate around society's greatest questions;
- To ensure sustained international engagement and collaboration; and
- To make the most of our assets to secure the Academy for the future.

The International Team

The British Academy's international team promotes and supports international research collaboration and mobility, develops and maintains links with sister academies, international organisations and other partners overseas, and leverages the expertise of Fellows and award-holders to further the Academy's reach, impact and influence internationally. It currently delivers a broad portfolio of programmes on topics such as: [Europe's Futures](#); [Conflict, Stability & Security](#); [Justice, Rights & Equality](#); [Urban Futures](#); and [Knowledge Frontiers](#). The team is also working to implement a range of capacity-building and institutional strengthening initiatives overseas, geared towards enhancing the skills and capabilities of researchers and research institutions within the social sciences and the humanities as well as promoting the creation of long-term sustainable links with the UK. The Academy's international programmes are multi-year endeavours which entail a wide array of activities: from providing research funding to talented individuals in the UK and overseas to informing policy and public debates to using the Academy's convening power to showcase the value of international and interdisciplinary collaborations for addressing today's global challenges and ensuring that the UK maintains its place as a world-leader in social sciences and humanities research.

For further information, see: <https://www.thebritishacademy.ac.uk/international>.

The Role

The International Adviser will work with the Head and Deputy Head of International, and the wider team, to develop and deliver the Academy's portfolio of international programmes and activities. S/he will be responsible for managing a set of discrete projects and associated activities related in particular to the Academy's [international thematic priorities](#), its engagement on issues around migration policy and/or its ongoing international programme of work seeking to strengthen early career researcher engagement between the UK and other countries. S/he will be expected to liaise and develop productive working relationships with a wide variety of stakeholders in the UK and overseas, to maximise the impact of the Academy's international work and contribute to the realisation of the Academy's international strategic objectives. S/he will also be required to work collaboratively with colleagues in the international team and the wider Academy, to support the effective delivery of various activities with an international element to them.

Job Description

Job Purpose

To support the development and delivery of the Academy's international programmes, with specific responsibility for managing discrete projects and associated activities across different thematic and geographic areas. In particular, we are seeking to appoint advisers who will have responsibility for managing the Academy's international activities related to migration policy; the international thematic priorities of Europe's Futures (including work on EU Framework Programmes); Justice, Rights & Equality; Conflict, Stability & Security; Knowledge Frontiers; and Urban Futures, and for delivering the international programme of work seeking to strengthen early career researcher engagement between the UK and other countries.

Main Duties and Responsibilities

- To be responsible for managing discrete projects and associated activities to a high standard.
- To support the development and delivery of the international portfolio of work, through the organisation of programme-related events; the management of publication processes; and various engagement, promotion and dissemination activities.
- To take a lead role in preparing summary notes of expert discussions, statements, consultation responses and policy briefings, including undertaking appropriate follow-up.
- To scope new projects and/or themes, carrying out background research and writing papers or proposals where needed.
- To contribute to the monitoring and evaluation of specific international programmes.
- To identify, cultivate and maintain relationships with partners and experts in the UK and overseas, and ensure the effective use of expertise and engagement necessary for the delivery of activities.
- To manage specific project budgets, including financial tracking of spend against budget, making payments, ensuring records are kept accurately, and supporting the team's budget planning, monitoring and forecasting.
- To be a source of advice, support, briefings, speeches, papers and reports for relevant Academy officers, committees, expert panels and personnel.
- To work flexibly across a range of different thematic and geographic areas – specific duties will be developed with the successful candidate depending on their

own areas of expertise wherever possible, however, this role is particularly well-suited to generalists with broad interests and knowledge who would be keen to learn and develop in new areas.

- To represent the British Academy at appropriate meetings and events, including giving formal presentations.
- To work closely with colleagues in the international team to proactively identify and maximise the impact of existing and potential synergies across various activities.
- To provide other support as may be requested from time to time.
- To contribute as part of a broader team to the development and implementation of efficient and effective working systems, policies and processes.
- To contribute to a culture of continuous improvement and flexibility in the team and support the team in achieving other team and Academy objectives.

Person Specification

Candidates are advised to read the person specification carefully and to **only apply if they can demonstrate the required knowledge, skills and experience.**

Qualifications, Experience and Knowledge

- Undergraduate degree or equivalent in a humanities or social science discipline
- Demonstrable understanding of the international research landscape, and in particular the importance of international research collaboration and mobility
- Demonstrable understanding of, and experience with, policy engagement and collaboration in an international context
- Experience with analysis and writing for diverse audiences
- Experience of event organisation and management
- Experience of budget planning and monitoring
- Experience of working with committees/expert panels/steering groups

Skills

- High level of literacy, numeracy and IT
- Fluency in English
- Excellent verbal and written skills
- Highly organised with excellent time management skills
- Strong analytical and problem-solving skills
- Motivated team player with strong interpersonal skills

- Ability to communicate effectively, both orally and in writing, including sensitivity for different audiences and cultural contexts
- Ability to perform effectively under pressure, accurately and with attention to detail, often balancing conflicting priorities
- Ability to use tact and diplomacy and to handle confidential information

Personal Style and Behaviours

- Results-focused attitude
- Confident, open-minded and enthusiastic outlook
- A professional demeanour
- Willing to work flexibly within changing priorities

Other Requirements

- Commitment to high quality service and efficiency in all aspects of the organisation's operations
- Evidenced commitment to equality and diversity
- Willing to travel on British Academy business (within the UK and overseas)
- Able to be flexible about working hours on occasions

Terms and Conditions of Employment

Please note that these terms and conditions are for **information purposes only**.

Position

International Adviser

Location

<http://www.google.co.uk/url?url=https://plus.google.com/116892819319639457483/about%3Fhl%3Den&ret=j&sa=X&ei=DscLUKvpIsiooQWClYnKCg&sqi=2&ved=0CGEQ4gkwAA&q=british+academy&usg=AFQjCNFdk7rcmB-7zL6I4gI5ibEWha1emg>

10 Carlton House Terrace
London
SW1Y 5AH

Remuneration

£30,500 per annum

Hours of work

9am to 5pm - Monday to Friday

Annual Leave

34 days plus bank holidays

Our benefits package includes:

- a subsidised canteen
- a defined benefit pension scheme
- interest-free season ticket loans
- a stunning, Grade I listed building
- 34 days of annual leave, not including bank holidays
- enhanced employee policies
- flexible working and core hours policies
- annual pay and merit awards
- social activities

Key Dates

Closing date for completed applications	5pm, Wednesday <i>20 March 2019</i>
Shortlisted candidates to be informed	<i>Week commencing 1 April 2019</i>
Interviews to take place	<i>Week commencing 8 April 2019</i>