



# **International Programmes Officer**

Recruitment pack | March 2019

# International Programmes Officer

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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 the 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 good candidate for this post and how you fulfil the role profile & 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](mailto:recruitment@thebritishacademy.ac.uk)

**Applications must be received by 5pm on Wednesday 20 March 2019**

Please contact Giuseppe Scannapieco, HR, if you have any questions or queries at [giuseppe@thebritishacademy.ac.uk](mailto: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

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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

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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: [Early Childhood Development](#); [Heritage, Dignity & Violence](#); [Cities & Infrastructure](#); and [Tackling Slavery, Human Trafficking and Child Labour in Modern Business](#). 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 entail a wide array of activities: from providing research funding to talented individuals in the UK and overseas to informing policy and public understanding 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 science and humanities research. For further information, see: <https://www.thebritishacademy.ac.uk/international>.

## The Role

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The International Programmes Officer will work closely with colleagues in the team to support the delivery of the Academy's international programmes. S/he will work across the entire portfolio of programmes, to energise engagement with the Academy's opportunities for researchers in the humanities and social sciences in the UK and overseas, administer grants, develop and carry out various programme-related activities, and ensure that research outcomes and impact from the Academy's programmes are captured and articulated fully.

# Job Description

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## **Job Purpose**

The International Programmes Officer will deliver concrete activities across the life cycle of the Academy's international programmes. Specific duties will be developed with the successful candidate depending on their own skills and interests, but a selection of tasks can be found below.

## **Main Duties and Responsibilities**

- To implement and deliver to a high standard opportunities for the research community, including: pre- and post-award management; planning and budgeting; advising applicants, award-holders and assessors; monitoring and reporting on award outcomes; producing statistics and summary reports; and maintaining effective information databases.
- To deliver specific programmes while also working flexibly as and when required across a range of different activities; and to support colleagues proactively as part of a high-performing team delivering evolving research opportunities across the humanities and social sciences.
- To be responsible for monitoring expenditure within an allocated budget, including authority to sign-off invoices on agreed expenditure within budget.
- To engage actively with the research community to raise awareness and engagement with the Academy's international programmes.
- To be proactive in identifying tasks to be undertaken within the scope of the post's responsibility and to seek to improve and implement processes to enable operational delivery, working within agreed parameters, policies and procedures.
- To work closely with Fellows, Officers and Committees of the Academy to support the monitoring and reporting of the Academy's international programmes, as well as in the decision-making processes for the delivery of research opportunities, including organising and managing selection meetings.
- To organise events related to the Academy's international programmes and other relevant associated activities for grant holders, researchers and other stakeholders.
- To provide other support as may be requested from time to time.
- 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

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Candidates are advised to read the person specification carefully and to **only apply if they can demonstrate experience in relation to the essential criteria.**

## Experience and qualifications

- Undergraduate degree or equivalent qualification – ESSENTIAL
- Experience of delivering high-quality customer service – ESSENTIAL
- Experience of administration and operational planning and delivery – ESSENTIAL
- Experience of grant administration and research in higher education – DESIRABLE
- Pre- and post-award management, such as processing applications, managing assessment and selection procedures, and handling post-award administration – DESIRABLE
- Planning and budgeting, including financial tracking of spend against budget, making and monitoring payments and refunds of grants, and ensuring records are kept accurately and there is appropriate reconciliation with Finance Office records – DESIRABLE

## Knowledge

- Demonstrated knowledge of UK higher education system – ESSENTIAL
- Demonstrated knowledge of good practice in grant management - DESIRABLE

## Skills

- Highly organised with excellent time management skills
- Problem-solving skills
- Motivated team worker with strong interpersonal skills
- High level of literacy, numeracy and IT skills
- Ability to communicate effectively, both orally and in writing
- 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 approach when dealing with a variety of people
- Willing to work flexibly within changing priorities
- Commitment to working within a team, with an ability to work independently and show initiative and exercise sound judgement

- Personal commitment to the values, vision and objectives of the organisation

**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 overseas on British Academy business
- Able to be flexible about working hours on occasions

# Terms and Conditions of Employment

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

## **Position**

International Programmes Officer

## **Location**

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

10 Carlton House Terrace  
London  
SW1Y 5AH

## **Remuneration**

Circa £30,000 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

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