

JOB DESCRIPTION
Vacancy Ref:

Job Title: Research Centre Co-ordinator (0.2 fte)	Present Grade: 4S
Department/College: Linguistics and English Language (LaEL)	
Directly responsible to: Centre Director	
Supervisory responsibility for: None	
<p>Other contacts</p> <p>Internal: Postgraduate students and academic, administrative and support staff in LAEL (CASS research centre and other research projects); academic staff and administrative staff in the Faculty of Arts & Social Sciences; Faculty Office; colleagues in central administration.</p> <p>External: External research partners and project members; visitors; contact with the general public.</p>	
<p>Major Duties:</p> <ol style="list-style-type: none"> 1. To provide administrative support to the Research Centre and more broadly to research projects across the Department, as directed. 2. To take primary responsibility for the administration associated with appointing staff and visiting scholars to the research centre, including: <ul style="list-style-type: none"> • Setting up and managing vacancies on the University's staff recruitment system. • Working with the University's People & Organisational Effectiveness (Human Resources) division to progress appointments in a timely manner • Managing interview days and filing outcome paperwork 3. To provide a range of clerical and administrative services in relation to all aspects of research centre activity, including: <ul style="list-style-type: none"> • Acting as a public-facing point of contact for all Centre enquiries; • Timely dissemination of information; • Making room bookings outside the Centre, and where necessary outside the University • Managing the Centre's email account • Updating the Centre's website as required 4. To assist with the processing of internal requisitions, receiving goods in and requesting of purchase orders via the University procurement system. 5. To provide support for the organisation of research and training events, (such as seminars, workshops, summer schools and conferences), including, as necessary: <ul style="list-style-type: none"> • Managing participant registration and communications 	

- Making space bookings and catering arrangements
- Planning, monitoring and disseminating event schedules to other staff and participants.

6. To assist with hospitality and travel arrangements for visitors to the Research Centre and LAEL.

7. To manage room allocation and keys for research centre space.