

Further particulars

Administrative Assistant (Ref: 507)

Full-time (35 hours per week)

Grade 3

About IDS

IDS is a leading global charity for research, teaching and information on international development. Our vision is a world in which poverty does not exist, social justice prevails and economic growth is focused on improving human wellbeing. We believe that research knowledge can drive the change that must happen in order for this vision to be realised.

Founded in 1966, IDS enjoys an international reputation based on the quality of our work and our commitment to applying academic skills to real-world challenges. Our theory of change is at the heart of what we do. We think that knowledge should be generated by sound methodology and in partnership with other development and non-development actors.

IDS hosts six dynamic research teams, nine popular postgraduate courses, and a family of world-class knowledge services. These three spheres are integrated in a unique combination – as a development knowledge hub, IDS is connected into and is a convenor of networks throughout the world.

The Institute is home to approximately 100 researchers, 70 knowledge services staff, 65 professional staff and about 200 students at any one time. But the IDS community extends far beyond, encompassing an extensive network of over 250 partners, 1500 alumni and hundreds of former staff across the development community worldwide.

The current vacancy is in the **Vulnerability and Poverty Reduction Team**.

The Vulnerability and Poverty Reduction (VPR) Team is concerned with the major sources of risk and uncertainty in the contemporary world and their interactions with the lives and livelihoods of disadvantaged groups. There are strong grounds for such concern. While some sources of risk and uncertainty have been reduced or eliminated, new ones are emerging, exacerbating the poverty and vulnerability of significant sections of the world's population. These include the growing precariousness of work in the global economy, rising flows of undocumented migration and trafficking, the shocks and stresses associated with climate change and disasters, the insecurities generated by conflict and violence and various forms of social exclusion reflecting newly emergent, as well as long-standing, forms of identity-based inequality.

The VPR team is unified by a concern with addressing these risks and vulnerabilities to people's livelihoods in a rapidly changing world, and the consequent theoretical challenges posed to older, static and largely income-based frameworks for poverty analysis. These concerns inform our commitment to more equitable approaches to economic growth and poverty reduction through our work on 'transformative' approaches to social protection and microfinance, disaster risk reduction and adaptation to climate change, fairer trade and labour standards, greater corporate social responsibility, as well as the promotion of equity in international law and conventions relating to these issues.

We seek to combine inter-disciplinary academic research with an active engagement with governments, NGOs, donors, corporations and multilateral agencies in order to maximise the rigour, relevance and impact of our work in the 'real' world. We are also fully engaged in the IDS Teaching Programme, lecturing on a number of post-graduate courses, and supervising DPhil students. The Team convenes the recently launched MA in Poverty and Development at IDS.

Our team members collaborate closely in all aspects of their work with multiple networks of partners in different regions of the world. We provide a home to:

The Centre for Social Protection which seeks to provide an integrated theoretical, conceptual and empirical framework for the analysis of different approaches to social protection;

The Imp-Act programme

The *Imp-Act* Consortium has launched a three-year programme to scale up social performance management (SPM) in the microfinance industry. This involves building capacity for SPM training and support, supporting the practice of SPM by microfinance institutions (MFIs), enhancing the industry's understanding through documenting good practice and experience, and encouraging donors, investors and policy-makers to promote SPM. The Consortium is formed of seven organisations engaging with microfinance practitioners, donors and policy-makers globally.

MICROCON, a major EC programme which is carrying out research into the micro-level origins of mass violent conflict and their implications for poor households; and

In addition, members of the team collaborate with other networks, including those of the Future Agriculture Consortium, the Social Protection in Asia Programme, the Chronic Poverty Research Centre, the DRC on Citizenship, Accountability and Participation, the RPC on Pathways to Women's Empowerment and the RPC on International Migration.

For more information on the work of the team please visit our website: <http://www.ids.ac.uk/go/research-teams/vulnerability-team>

In addition to research and advisory work, Vulnerability and Poverty Reduction Team members are fully engaged in the IDS Teaching Programme, including teaching on a number of post-graduate courses, and supervising DPhil. students. The Team also convenes the MA in Poverty and Development.

Job Description – Administrative Assistant (Ref: 507)

THE POSITION

The Administrators contribute to the effective and flexible performance of the Research Teams. This is a full time post which involves working as an administrator supporting a number of Research Fellows and other members of the VPR team as appropriate

The appointment necessitates some degree of autonomy and initiative and the need to make decisions on a daily basis within the agreed standards and policy framework.

The duties are drawn from the following broad categories of activity:

Administration

- Maintaining filing systems, diaries, mailing list and contacts database, taking telephone messages and arranging appointments.
- Providing general administrative duties including word processing, and collating and preparing documents.
- Making travel arrangements, hotel bookings, enquiring about visas etc.
- Participating in and organising administration meetings, team meetings, retreats and other team events.
- Supplying comprehensive information in response to internal and external requests to include website/intranet services.
- Organisation of workshops and seminars in close liaison with team members, the teaching area, accommodation and catering services
- Updating the team web pages.

Finance

- Process invoices and expense claims

Liaison

- Working with other administrators to respond to general information requests and to disseminate information through e-mail, mail, publications and web pages.
- Dealing with correspondence and ensuring regular liaison with other team members and external contacts.
- Providing assistance to visitors and staff.

This job description sets out the categories of activity from which duties of the post may be drawn at the time it was composed. Such duties may vary from time to time without changing the general character of the post

Person Specification Matrix - Administrator (Ref: 507)

REQUIREMENT	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	METHOD OF ASSESSMENT
Knowledge	<ul style="list-style-type: none">• A good working knowledge of Microsoft applications (Word, Access, Excel, PowerPoint and	<ul style="list-style-type: none">• Understanding of financial spreadsheets in	<ul style="list-style-type: none">• Application

	Outlook), including a good understanding and practical experience of using databases, spreadsheets and the Internet	Excel	<ul style="list-style-type: none"> • Interview • Exercise
Skills	<ul style="list-style-type: none"> • Good written and verbal communication skills • Ability to use internet to research for materials • Numeracy 		<ul style="list-style-type: none"> • Application • Interview • Exercise
Experience		<ul style="list-style-type: none"> • some in managing and developing mailing lists and organising data • Some experience with information management and communications • Some project management experience and some knowledge of the social sciences would be an advantage 	<ul style="list-style-type: none"> • Application • Interview
Attributes	<ul style="list-style-type: none"> • A tactful, assertive and articulate voice in meetings and other situations • Ability to work to deadlines by setting priorities and managing work loads • Cultural sensitivity and the ability to communicate with individuals from different countries • The ability to work autonomously with a high degree of motivation and initiative • Able to operate as part of a team • Enthusiasm, creativity and willingness to work flexible hours on occasion 	<ul style="list-style-type: none"> • An interest in international development work 	<ul style="list-style-type: none"> • Application • Interview • Exercise

Administrative Assistant (Ref: 507)

Information to Candidates

Closing date: 7 June 2012 (12 midday UK time)

Interview date: 14 June 2012

The following information is intended as a useful guide to applicants considering joining the Institute. Full details are supplied with an offer of appointment.

MEDICAL

As part of the Institute's selection procedure for employment, we ask all prospective employees to complete a pre-employment medical questionnaire. The purpose is to ensure we fulfil our responsibilities under the Health and Safety at Work Act 1974 and ensure that the proposed employment does not present any risks from a medical point of view.

Further details about this will be sent to you following the initial interview.

REFERENCES

An offer of employment will be subject to the receipt of satisfactory references. We require two references, one of which must be from your present or most recent employer. The Institute reserves the right to contact your previous employer before an offer is made. Unless your permission is granted, your present employer will not be approached until after an offer of employment has been made.

PROBATIONARY PERIOD

The first 6 months of your employment with the Institute will be counted as a probationary period. During this time the Institute will make an assessment of your suitability for acceptance to a permanent position.

SALARY

Candidates will normally be offered a starting salary appropriate to their qualifications and experience within the range indicated in the advertisement (IDS Grade 3, £17,051 - £19,526 per annum, dependant on experience).

Salaries are paid on the last working day of the month by credit transfer to a bank or building society account.

Any cost of living increases are normally awarded on 1st August.

Subject to satisfactory performance automatic incremental progression occurs on the 1st October, except if appointed between 1st April - 30th September inclusive, then the first increment will occur on 1st October the following calendar year, until the top of the grade is reached. Further details will be available on appointment and are contained in the Incremental Progression Policy.

PENSION

The post holder is eligible to join the Institute's USS pension scheme.

HOURS OF WORK

The normal working hours are 35 hours per week, (normal office hours are 9am – 5pm, with one hour for lunch).

HOLIDAYS

The annual leave entitlement is 24 days, (2 days for each complete month worked). The Institute's holiday year runs from 1st October to 30th September. In addition to the normal public holidays and 24 normal working days as annual leave (pro rata for part-time), the post-holder is eligible for up to 6 non-negotiable closure days.

NOTICE

During your probationary service the period of notice to terminate your employment is one week. Following successful completion of your probationary period, the notice period you are required to give the Institute becomes 1 month and then after 5 years service you are obliged to give three months' notice.

ANNUAL REVIEW

The Institute operates an annual appraisal system, further details available on appointment.

OTHER BENEFITS

Upon satisfactory completion of your probationary period, a number of benefits are available to the post holder including loans for a variety of purposes, including travel loans and bicycle loans, and support in the attainment of a relevant professional qualification in line with the Professional Development Policy, further details available on appointment.

The Institute offers a Child Care Voucher Scheme and a Childcare Fund.

Staff of the Institute are eligible to use the University of Sussex gym and sporting facilities at staff rates.

LOCATION

The appointment is located at the Institute of Development Studies, University of Sussex, Brighton; employees are required to reside within 20 miles of the Institute's premises in the University of Sussex.

- **About Brighton and Hove**

IDS is located on the University of Sussex campus, on the edge of the Sussex Downs and just 10 minutes from the south-coast city of Brighton and Hove. Just 50 miles south of London, Brighton and Hove is a popular destination for visitors seeking respite from the capital on its long promenade, its famous Pier and its pebbly beach. The intellectual life of the university is

enhanced by Brighton and Hove's reputation as a city of culture—for example as host to one of Europe's largest annual arts festivals each May--and heritage.

APPLICATIONS ON OFFICIAL FORM ONLY TO (CVs are not accepted):

Human Resources
Institute of Development Studies
University of Sussex
Brighton BN1 9RE

Alternatively please email your application to hr@ids.ac.uk. We would recommend that electronic applications are sent 24 hours in advance of the deadline, to ensure there are no technical difficulties.

Please ensure that you quote the correct reference number

Owing to the large number of enquiries received and consequential processing/postage costs, regretfully, it is not possible to enter into further correspondence with all applicants. Therefore, if you do not receive any communication by the interview date, please assume that, on this occasion, your application has not been successful.

IDS values diversity and is committed to equal opportunities; applications are welcome from all suitably qualified candidates who meet the stated criteria.

Thank you for your interest in working with the Institute of Development Studies