University of Edinburgh
College of Humanities and Social Science
School of Law

1. Job Details

Job title: AHRC Centre Administrator
Line manager: School Administrator

2. Job Purpose

To administer and enable the academic programme of the AHRC Centre for Studies in Intellectual Property and Technology Law; to manage the administrative aspects of its activities, and to contribute to the development of its sustainability plans.

3. Main Responsibilities

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<th>Approx. % of time</th>
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1. Contributions to the development of the Centre’s ongoing strategic plan, including sustainability; to its applications for external funding, and to its other income-generating projects 15

2. Providing reports (as required by the AHRC and other funding bodies) on Centre activities and projects; Secretary to meetings of the Centre’s Directors, of its Management Committee, and of its Academic Advisory Board 20

3. Oversight of the Centre’s budgets, and provision of reports on same; organisation of centre purchasing; management of its resources and estate 15

4. Responsibility for arrangements relating to Centre-sponsored events, including seminars and conferences, and their promotion; arranging travel for staff and visitors; enabling and advising on Centre PhD student initiatives 15

5. Dealing with enquiries from within the University and elsewhere 10

6. Responsibility for contractual arrangements for Research Associate (and other) positions predicated on Centre budgets; line management of temporarily contracted Centre support staff 10

7. Responsibility for promotion of the Centre as an international locus of research excellence, and co-ordination of its Knowledge Transfer strategy 5

8. Oversight of the development and maintenance of the centre’s web presence 5

9. Other contributions to the support of School’s general research culture 5
4. Planning and Organising

- Planning and organising Centre events, meetings, and initiatives
- Providing the Directors with co-ordinatory support for, and administrative-level input into, the preparation of research grant applications and submission of reports to funding bodies
- Forecasting and reconciling budgets

5. Problem Solving

- Structuring research grant applications, and monitoring financial transactions and commitments, in accordance with the requirements of both the University and of funding bodies (eg. under fEC)
- Balancing the allocation of resources, according to need, of Directors of, associates of, and visitors to, the Centre
- Developing, in collaboration with the Directorate, the Centre’s sustainability

6. Decision Making

- Identifying appropriate funding sources for Centre members and advising on the drafting of proposals (independently and in collaboration with the Directorate; supported by ERI)
- Determining appropriate resources necessary to organise conferences and seminars, preparing and arranging for implementation of project plans
- Deciding how to balance Centre-related expenditure and income, in collaboration with the Directorate
- Working as a peer with the Centre Directorate in deciding on strategy and planning

7. Key Contacts/Relationships

- The Centre’s Managing Director
- The Centre’s other Directors; its complement of Research Associate staff; visitors to the Centre; the School Administrator; Centre PhD students
- College and University Finance Offices; ERI, HR, and Estates.
- The Arts and Humanities Research Council and other external funding bodies; academics at other Universities collaborating on Centre projects

8. Knowledge, Skills and Experience Needed for the Job

- A high level of competence in IT and database management
- Experience of financial management and budgetary planning
- Communication skills of the highest calibre
- Flexibility, combined with a commitment to standards and an attention to detail
- Working to deadlines and targets

9. Dimensions

- Responsible (in collaboration with the Directorate) for the management of the Centre’s core funding (£xxx over 5 years in the first instance), and other research grants and income generated by the Directorate (c. £xxx to date)
- The Centre has a transient population of Research Associates, visitors, and research students, all of whose various needs are managed by the post-holder
10. Job Context and any other relevant information

In line with the Centre’s contribution to the School’s general research culture, the post-holder provides occasional support to the School’s Research Committee, and to its preparations for the RAE.