

## NATIONAL INSTITUTE OF ECONOMIC AND SOCIAL RESEARCH

### OFFICE ADMINISTRATOR

ECONOMIC STATISTICS CENTRE OF EXCELLENCE (ESCoE)

<b>Job Title:</b>	Office Administrator, ESCoE
<b>Part time:</b>	21hrs p/w (3 days)
<b>Location:</b>	Work from home/Dean Trench Street, SW1P 3HE. The ESCoE team will be working approximately one day a week in the office.
<b>Reporting to:</b>	ESCoE Operations Director
<b>Fixed term:</b>	From: 6 <sup>th</sup> June 2022 To: 31 <sup>st</sup> March 2023
<b>Salary:</b>	£26,000 pro rata per annum

#### Purpose of the Job

The [Economic Statistics Centre of Excellence](#) (ESCoE) is an independent research centre funded primarily by the Office for National Statistics (ONS). The Centre conducts research that addresses the challenges of measuring the modern economy and provides an environment for the development of a wider research community with skills and research experience in economic measurement. The Centre is hosted by the National Institute of Economic Research (NIESR) and is delivered in close collaboration with its many partner institutions, including the University of Cambridge, King's College London, Nesta, the University of Strathclyde and Warwick Business School.

The Office Administrator provides support to the ESCoE Operations Director, ESCoE Director (at King's College London) and ESCoE Communications Manager in relation to all the main areas of the Centre's work. Primary responsibilities are to provide the day-to-day administration of Centre activities including meeting scheduling and committee support, managing the ESCoE email accounts, editorial support for the ESCoE publication series and providing support for the delivery of all ESCoE events.

#### Key Responsibilities

##### Office Co-ordination

1. Scheduling all ESCoE meetings including but not limited to ESCoE project meetings, ESCoE operational meetings, Management Team, Advisory Board and taking minutes where required.
2. Managing the ESCoE email accounts, respond to and distribute incoming calls, mail and emails, taking action where appropriate.
3. Liaising with external partners and Centre stakeholders, including officials in ONS, government departments and international agencies at working level.
4. Organise Centre visits from international visitors.
5. Maintaining logs of information for reporting requirements to ONS and ESRC and providing the ESCoE team with information on key performance indicators.
6. Manage contact list, ensuring GDPR requirements are met, in collaboration with the Operations

Director.

7. Manage booking and logging systems for ESCoE Research Associates accessing the ONS Secure Research Service via NIESR and providing additional support to Research Associates where required.
8. Instigating and maintaining accurate and effective administrative systems within the Centre.

#### **Editorial Administrator to ESCoE Publication Series**

1. Administer the manuscript review process.
2. Liaising with authors, referees and editors.

#### **Event Support Administration**

Providing support to the Operations Director in their management of all the ESCoE events, to include but not limited to ad hoc conferences; Economic Measurement seminar/webinar series; project workshops.

1. Managing event invitation and registration process.
2. Supporting event organising team with programme and speaker management in collaboration with event leads including managing call for papers process.
3. Point of contact for event presenters and delegates.
4. Providing support at in person and online events.
5. Production of key performance indicators on events.

#### **General Responsibilities**

1. Adhere to NIESR policies and procedures at all times.
2. Cover for other members of the ESCoE team as necessary as requested by the ESCoE Operations Director.
3. Being proactive in reviewing and evaluating own performance and identifying and acting upon areas for improvement and development.
4. Undertaking, as required, any other duties compatible with the level and nature of the post and/or reasonably required by more senior members of ESCoE staff.
5. Attending and participating in divisional and team meetings and other meetings as required.
6. Representing the ESCoE in a professional manner to stakeholders and all audiences.

#### **Person Specification**

##### Skills, Knowledge and Abilities

- Strong organisational, prioritisation and time management skills with the ability to manage multiple tasks.
- Be able to work accurately under pressure, independently with limited guidance and as part of a team.
- Strong communication skills, both written and verbal, with an ability to liaise effectively with all levels of staff.
- Flexible, resilient, and comfortable working within a changing environment with a willingness to initiative/embrace/implement process improvements.
- Ability to think on your feet combined with practical problem-solving skills.
- A proactive, self-starting, and enthusiastic nature with the ability to drive work forward to completion.
- Excellent record keeping skills, a high degree of accuracy in your work and the proven ability to

pay close attention to detail

- Excellent interpersonal skills, warm, professional and confident manner.
- Sound knowledge of Sharepoint, Microsoft Office and platforms such as Mailchimp, Eventbrite, Zoom and Teams.

**The following are required of all roles with the organisation.**

1. An understanding of and commitment to Diversity & Equality
2. Willingness and ability to work hours outside of normal office hours on occasion (time off in lieu will be granted).
3. Willingness to work flexibly in response to changing organisational requirements.