

<b>Job Title:</b>	Executive Assistant
<b>Position Type:</b>	Full Time
<b>Duration:</b>	1 year
<b>Band:</b>	Band D (£30,357 plus London allowance)
<b>Reports to:</b>	Executive Director

### Summary Role Description

To provide executive support to the UK Collaborative on Development Research (UKCDR) secretariat and the Strategic Coherence of ODA-funded Research (SCOR Board) which governs UKCDR. As part of a team, you will contribute to the day to day running of UKCDR, enabling the Executive Director to deliver their strategic responsibilities, and will provide the secretariat function for the SCOR Board.

**Key activities** include, but are not limited to:

- organising and managing the Executive Director's diary; identifying travel and other requirements to make sure they are in the right place at the right time
- Providing the secretariat for the SCOR Board, including organising meetings, attendees and taking minutes; producing/collating documents, briefing papers and other relevant materials in advance.
- collating content for presentations (obtaining content from the appropriate person); drafting letters etc as required
- reading and acting on incoming post and emails; weeding junk/duplicated emails; flagging those requiring action; sending apologies; forwarding to the relevant person to action/provide information, etc
- screening phone calls, enquiries and requests, and handling them when appropriate; meeting and greeting visitors at all levels of seniority; act as ambassador for Executive Director/Group
- maintaining office systems including data management
- budget management; inputting expenses on Oracle and managing Oracle notifications
- chasing up actions required by the Executive Director and from others on their behalf
- building knowledge of key contacts (internal and external) relevant to the Group; ensuring contact details are up to date
- organising the diaries of Associate Directors (and/or other senior managers) within the Group
- identifying and contributing to business improvement activities to enhance the efficiency and effectiveness of the Group; get involved in cross office activities (e.g. those that support continuous improvement)
- covering for other P/As in their absence from the office due to leave etc
- line management (as applicable)

### Essential Criteria

- Have (or develop) extensive knowledge of UKCDR and its key stakeholders; able to identify key personnel (both external and internal) and understand the UKCDR's aims and objectives
- Proactive and forward looking; able to identify issues/information required for Executive Director in advance
- Good interpersonal and collaborative skills; credible; able to build trusted relationships with key internal/external contacts
- Strong negotiating & influencing skills
- Excellent IT skills (including Microsoft Office)
- Well organised with an ability to prioritise tasks, manage a varied workload, and work under pressure to tight deadlines
- Excellent written and verbal communication skills, ability to draft correspondence
- Effective team worker, able to provide support to colleagues and able and willing to take decisions using their own initiative
- Assertive and resilient
- Discreet and respects confidentiality; able to recognise and deal appropriately with potentially sensitive issues



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- Able to act as critical friend
- Able to identify opportunities for and implement continuous improvement
- Highly developed reasoning ability and analytical skills

## **Background**

UKCDR is collaborative of government and research funders with interests in international development. Since 2008, it has worked to make the UK, which is one of the most productive, innovative and high-quality research countries in the world, also a world leader in collaboration for the use of research and innovation to achieve sustainable development.

UKCDR exists to connect and build expertise among its membership and to build connections between the research and development communities. By ensuring better coherence and collaboration, it allows funders to act in complementary ways or in partnership, and avoiding risks of fragmentation, duplication and missed opportunities. By fact-funding, analysing and distilling information, and bringing together the expertise of its members and stakeholders in a neutral space, it enables links and partnerships and facilitates best practice and stronger strategic decision making. This ensures the best science is funded and used to benefit international development, as well as the UK.

UKCDR's core contributing members include The Department for International Development (DFID), Department for Business Energy and Industrial Strategy (BEIS), Department for Health and Social Care (DHSC), UK Research & Innovation (UKRI) and the Wellcome Trust.

UKCDR is governed by a newly formed Board the HMG strategic coherence for ODA-funded research (SCOR) Board. The SCOR Board is chaired by an independent member, Professor Peter Piot, and brings together the Chief Scientific Advisers and Directors of our Core members, and engages strategically with HMG Treasury.

In June 2018, UKCDR launched a new strategy building on firm foundations laid since its establishment in 2008, and aligning to the 2015 UK aid strategy and the UN Global Goals for Sustainable Development. It comprises four integrated overlapping aims:

- Mapping analysis and foresight
- Convening for collaboration and joint action
- Sharing information, learning and best practice
- A collective voice to shape policy

UKCDR is reviewed annually by its members. UKCDR is hosted by the Wellcome Trust in London, with HR support provided by UKRI (which directly employs UKCDR staff). The current team comprises 6 staff, including the Director, an events and office manager, a communications manager and three research and policy advisors.

More information about the UK Collaborative on Development Research can be found at [www.ukcdr.org.uk](http://www.ukcdr.org.uk).

To apply please send your CV, cover letter and equal opportunities monitoring form to [info@ukcdr.org.uk](mailto:info@ukcdr.org.uk) by 23:59 GMT **9 December 2018**.