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| **Job Title** | **Institute Manager, Institute for the Science of Early Years (ISEY)**  |
| **School / Service** | **School of Childhood and Social Care** |
| **Grade and Salary Range** | **D/ Starting from £34,663 including London Weighting.** |
| **Location and Hybrid working status** | **Stratford** |
| **Reporting to** | **Sam Wass** |
| **Liaison with** | Research staff; academic staff; other administrators within the school and university; international research collaborators; research participants and wider public; media.  |
| **Contract type** | 12 months FTC |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 6 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**JOB PURPOSE**

A Centre Manager, Centre of Excellence for Early Years and Youth Institiute Manager is required for the new **Institute for the Science of Early Years (ISEY)**, a new centre set up based on existing work from the UEL BabyDev Lab ([www.uelbabydev.com](http://www.uelbabydev.com)), and other world-leading courses at UEL (e.g. the Educational and Child Psychology Prof Doc and Clinical Psychology Prof Doc, Psychology, Education).

The post holder will be responsible for coordinating a number of ongoing research grants in early years neuroscience, including awards from the European Research Council, European Union, Economic and Social Research Councils UK, and Medical Research Council, as well as liaising with academic staff, local national and international educational bodies, commercial partners, clinical partners, local councils, journalists and media.

Duties will be highly varied, and will involve: managing recruitment of infant/child participants, coordinating a large and highly active group research including coordinating lab meetings, procurement, reports to grant holders, coordinating academic staff across the university, managing students and interns on research projects, managing the group’s state-of-the-art research facilities which include AR/VR, EEG, fNIRS, eyetracking, wearables, managing the centre’s social media channels, dealing with press inquiries, liaising with local education providers and clinical partners, and so on.

The Institute located in Stratford, East London, in one of the most socioeconomically and demographically diverse areas in the world. A major focus of our research is investigating how early environments influence development. This is an excellent opportunity to gain hands-on research experience in a well-funded, and internationally prominent, research group.

We are looking for candidates who are keen to gain experience prior to starting a PhD or research post in developmental, educational or clinical psychology or neuroscience.

We are looking for candidates with exceptional organisational, communication, and technical skills. Any of the following types of experience will be useful: experience with infants and young children; experience of managing grants and grant reporting; managing social media channels; teamwork; ability to manage peers; ability to cope with a busy and fast-changing workload; excellent academic credentials; technical skills (use of EEG/fNIRS/eyetracking

/physiology/wearables); programming skills (especially Matlab/Python).

**KEY DUTIES AND RESPONSIBILITIES**

* Coordinating recruitment of participants (infants and young children) to take part in ongoing research grants, including managing relationships with local parent groups, early years providers and schools, and clinical units.
* Managing and coordinating a large, fast-changing, and international group of researchers including full-time postdocs/PhDs, masters/undergraduate students, visiting international collaborators; interns.
* Managing and coordinating academics and students across multiple departments within UEL;
* Developing new website for the institute (see here for current versions: www.uelbabydev.com);
* Managing our move into new, state-of-the-art research facilities, including research classroom, home observation lab, EEG/fNIRS/eyetracking; AR/VR suite.
* Managing purchasing and payments for permanent and short-term staff associated with research grant activities.
* Responding to press and media requests about research activities, and organising filming/interviews.
* Preparing and writing project reports for national and international funding bodies;
* Liaising with international collaborators in the administration of international research projects;
* Assistance with the preparation of new funding applications.

In addition, the Institute Manager should undertake any other duties at the request of their line managers that are commensurate with the post, and work in accordance with UEL’s Equality, Diversity, and Inclusion policy.

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

**Essential**

* Excellent and proven ability to manage a complex and fast-changing workload
* Excellent verbal communication skills, including communication with local and external academic staff, educational and clinical stakeholders, and ability to manage peers effectively
* Excellent written communication skills, suitable for the preparation of formal reports to national and international funding bodies
* Experience of working across a large, diverse team to build and maintain working relationships
* High level of digital literacy and IT skills including programming in Matlab/Python, web scripting, Microsoft Office, (Word, Excel, Outlook etc.), etc

**Desirable**

* Experience of technical aspects of research, including experience with EEG/fNIRS/eyetracking/ANS/wearable mics and cameras and/or programming in Matlab/Python
* Knowledge of and interest in the research topics that we investigate at the centre (see here for current details [www.uelbabydev.com](http://www.uelbabydev.com))
* Experience of working in a formal or informal setting with children
* Experience managing websites and social medial accounts
* Experience of work with journalists and other media
* Understanding of procurement processes

**COMPETENCIES REQUIRED**

**Essential**

* Ability to learn new tasks rapidly, including technically complex tasks
* Ability to use initiative and creativity to resolve problems and identify practical and suitable solutions
* Ability to coordinate a fast-moving team of researchers
* Ability to plan, prioritise and organise work or resources

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* Educated to degree level and significant relevant experience in psychology, neuroscience, computer science or engineering

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!