



Post: Administrator, Research
Reference: TG2354
Band: 5L
Department: Learning and Research
Contract: Permanent
Hours: Full-Time
Reporting to: Head of Research
Location: Millbank, London

Background

Tate aims to be an artistically adventurous and culturally inclusive art museum for the UK and the world. We seek to realise this aim through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes British art from the 16th century to the present day, and international modern art from 1900 to the present day.

You can find out more about Tate on our website: www.tate.org.uk

Tate Research

Tate is a leading centre for research in art history, curatorial practice, collection care, conservation, museology and learning. Established in 2006, Tate Research is part of the Tate Learning and Research Directorate and is central to realising Tate's research ambitions. We work with staff across all Tate divisions and galleries to create an ambitious environment for and programme of pioneering and rigorous research. We also collaborate with a broad range of partners, including practitioner researchers, academic scholars and our publics, on national and international projects, publishing research outputs and arranging events and exchanges.

Tate Research is committed to and celebrates inclusivity, diversity and equality. Our vision is to create a vibrant research culture across Tate that generates high quality research about art and ideas of institutional, national and international significance, shared with a wide and diverse public. We aim to make a positive contribution to:

- **Tate**, by making it a better place to work and to think; improving the quality and originality of our activities and developing our staff
- **The scholarly community**, by adding to world knowledge and creativity and sharing museum perspectives with colleagues.
- **The wider public**, by generating and exchanging knowledge with and for all those interested in art and culture and its role within society.

As well as an active programme of research projects, Tate has a well-established doctoral studentship programme, with 37 students currently researching in collaboration with departments across the organisation and universities in the UK and internationally. As an Independent Research Organisation Tate offers several collaborative Doctoral Partnerships (CDPs) fully funded by the Arts and Humanities Research Council every year. Tate Research also hosts

Research Fellows who are based within different departments across the organisation. Tate recognises and supports the practice-based research undertaken by staff and is working to develop these activities.

You do not need to be an arts specialist to join Tate Research. We are looking for someone who is passionate about research, extremely well-organised and pro-active, who is a problem-solver and collaborator. You will need to be highly self-motivated and have experience of administering budgets.

You can find out more about Tate Research at: www.tate.org.uk/research.

Purpose of the Job

To provide general and financial administrative assistance to all aspects of Tate Research and personal assistant support to the Head of Research and Head of Collection Care Research.

Main Activities/Responsibilities

General

- Provide personal assistant support for the Head of Research and Head of Collection Care Research. This includes diary management, managing and prioritising emails, processing purchasing card transactions, and booking travel and accommodation.
- Support the induction of new staff, freelance contractors and interns.
- Schedule team meetings, book meeting rooms, take minutes of meetings arranging refreshments and AV as required.
- Support event logistics. This includes travel, accommodation and other related provision for speakers; and arrangements for events including catering arrangements, registration materials, furniture requirements and technical setups.
- Provide administrative support for the doctoral student scheme, fellowship and practice as research programme as needed.
- Maintain files and archiving of past programme information, both paper and electronic, to be transferred to Gallery Records.
- Support the administrative processes involved in online research publication and help with clearing copyright.
- Support the Digital Asset Management group through preparing minutes and administrative tasks.
- Help collate and manage research-related data: interviews, images, transcripts as required.

Financial Administration

- Update and manage the teams' programme and financial planning spreadsheets.
- Assist with financial processes such as ongoing reporting, budget reforecasts and end of year accruals.

Communication Administration

- Provide the first point of contact for enquiries about Research from colleagues across Tate, as well as external partners, national and international.
- Keep lists of contacts and mailing lists up to date and assist with external and internal communications.
- Work with the Design team to co-ordinate production of Research publications.
- Support the team in collating programme data and information for internal and funder reports.

Person Specification

Essential

- Proven experience in a range of administrative and financial duties within a busy office environment.
- Excellent numerical skills and experience keeping financial records and following financial processes.
- Effective writing skills with ability to produce carefully presented and accurate work quickly.
- Organised approach to work with good prioritising / multi-tasking skills, and ability to remain calm during busier periods.
- Excellent interpersonal and verbal communication skills, with the ability to convey information clearly in a way that is accessible to a diverse range of people.
- Excellent team worker with experience of working collaboratively.
- Excellent IT skills, in particular MS Word, MS Outlook, Excel and PowerPoint as well as accurate keyboard, word processing and spreadsheet skills.
- A flexible, adaptable and willing approach to work to respond to varying priorities.
- Understanding of the principles of equality, diversity and inclusion as they relate to learning and research and the ability to apply and promote these in practice at work.
- Interest and commitment to the work of Tate.

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a permanent contract.

Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday.

Salary

This post is graded on Band 5L of the Tate pay scales.

An appointment to this post will be made at the minimum of the band at £22,450 per annum.

A review of pay is undertaken annually at Tate through negotiation with the recognised trade unions. Any increases to individual salaries, will be subject to the terms of Tate's annual pay settlement and will be applied from 1 April.

Annual Leave and Public Holidays

Annual leave is 25 working days per annum rising to 27 working days per annum after three years' service. In addition, we offer paid time off for the 8 public holidays and 1 Tate day (on 24 December when the galleries are closed).

Pension Benefits

An important part of the pay and reward package Tate offers employees is the option to join the Civil Service Pension arrangements. These arrangements currently offer a choice of two types of pension:

- **Alpha.** This is a defined benefit occupational pension scheme that currently has a member contribution rate which ranges from 4.6%-8.05% dependent on your salary. As your employer we meet the rest of the cost of the scheme. Further information about this can be found at www.civilservicepensionscheme.org.uk
- **Partnership** pension account. This is a stakeholder pension with a contribution from ourselves. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

If you have previously worked for an employer who participated in the Civil Service Pension scheme or other Public Service pension schemes different conditions may apply.

Other Discretionary Benefits

- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

Diversity and Inclusion

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

How to apply

Our opportunities are open for you to apply online. Please visit:

www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account. For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is **Friday 31st May 2019 by midnight.**

Our jobs are like our galleries, open to all.

