



**Post:** Research Programme Manager  
**Band:** 3L  
**Department:** Learning and Research  
**Contract:** Permanent  
**Hours:** Full-time  
**Reporting to:** Head of Research  
**Location:** Millbank, London

## **Background**

Tate aims to be artistically adventurous and culturally inclusive art museums for the UK and the world that are open, bold, rigorous and kind in all that we do.

We want to celebrate the art of the past and present in its complexity and diversity, supporting artistic risk taking and deep scholarship, shared with all our audiences, in our buildings, in exhibitions we tour, through works we loan and across our digital spaces.

We want to welcome audiences that better reflect the towns, cities and the nation we are part of and attract a diverse international public. Our reach is already significant and we want to broaden this to connect across society, with art that is relevant for people today and that has a powerful impact in the world. We see access to art for everyone as a universal human right and we see our galleries as sites of creative learning. We want to champion the importance of making art and encourage people to explore the many ways in which art is created and how they can develop their own creative potential.

We hold the national collection of British art, spanning 500 years, and of modern and contemporary international art that reaches across all continents: we want to share and celebrate access to this collection and deepen knowledge and understanding of its importance.

You can find out more about Tate on our website: [www.tate.org.uk](http://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.

Tate has a well-established doctoral studentship programme, with 32 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 variety of practice-based research undertaken by staff and is working to develop these activities.

You can find out more about Tate Research at: [www.tate.org.uk/research](http://www.tate.org.uk/research).

## **Purpose of the job**

To supervise and support the efficient and effective operation of the Research Department and its programme, with particular responsibility for managing the CDP, Fellowships and practice-based research programmes across Tate.

## **Main Activities/Responsibilities**

### **Fellowships, studentships and practice-based research**

- Lead and manage the Research Fellowship and CDP programmes at Tate.
- Build and maintain relationships internally and externally acting as an advocate for the Tate Fellowship, CDP and practice-based research programmes.
- Represent Tate at CDP consortium meetings.
- Be the first point of contact for Research fellows, staff supervisors and students to support their personal, social (wellbeing) and academic needs and guiding them to best practice resources and advice.
- Lead on all communication with Research fellows and students, Tate staff and external supervisors and take initiative to pre-empt needs and information sharing.
- Develop opportunities for the sharing and dissemination of staff, students' and fellows' work.
- Review and update processes for Tate's Research Fellowships and CDP students regarding contracts, institutional and student obligations, and staff responsibilities to students' personal, social (wellbeing) and academic needs.
- Implement new processes and procedures for fellowships and studentships, creating guidelines and handbooks for best practice.
- Work with the Research Grants Manager to manage different aspects of funding and report on the CDP scheme internally and externally as required

- Provide quarterly reports on all aspects of the CDP programmes for the Research Board.
- Work with the Head of Research, Head of Collection Care Research, Deputy Head of Collection Care Research, and colleagues across Tate to develop and implement a programme of practice-based research for staff.
- Lead on devising and implementing a series of regular research seminars, workshops and other research training and learning opportunities for staff, students, and fellows, with input from colleagues within Research.

### **Management and administration - general**

- Line manage the Research Administrator.
- Co-ordinate the progress and delivery of Research projects working with Research managers across the department to ensure project aims, objectives and milestones are met.
- Manage and compile internal reports on all Research budgets for the Head of Research and others as required.
- Engage with internal and external partners to assist the development and delivery of Research projects as required.
- Act as an advocate for Tate Research internally and externally.

### **Person Specification**

#### **Essential**

- Demonstrable experience in setting up, implementing and managing the structures and processes required for a diverse range of complex research programmes.
- Significant experience in supporting students, fellows, and supervisors within a research programme.
- Solutions focussed with experience in simplifying problems, processes or projects into practical steps to achieve an outcome.
- Excellent organisational skills and experience in working autonomously.
- Experience of working within a complex and busy organisation, operating across a range of teams and programmes.
- Ability to work flexibly and collaboratively within a team, develop effective working relationships and to support and advise colleagues at all levels where required
- Excellent writing skills with the ability to put together concise and relevant written information tailored to a particular audience.
- Ability to line manage staff.
- Proven experience in office administration or programme co-ordination.
- Experience in budget monitoring and management through an annual budget cycle attention to detail, and ability to deal accurately with figures.
- Excellent interpersonal skills, including negotiation and presentation skills, and the ability to achieve consensus between organisations and individuals.
- Experience in or an understanding of scholarly research processes or cultures.
- Understanding of the ethical, reputational and other risk areas within a high-profile research programme.
- High degree of computer literacy – knowledge of Windows-based applications, able to use word processing, database, spreadsheet, Internet and email applications.
- An understanding of how equality, diversity and inclusion applies to complex research programmes. An interest in and commitment to the work of Tate.

## **Summary of Terms and Conditions of Employment**

### **Type of contract and working hours**

This appointment is offered on a temporary 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 3L of the Tate pay scales.

An appointment to these posts will be made at the minimum of the band at £31,742 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. This will be calculated on a pro-rata basis for those on part-time and/or fixed-term contracts. For permanent appointments annual leave will rise to 27 working days per annum (pro rata for part-timers) 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). For the part-time and fixed-term positions this will be calculated on a pro rata basis according to the number of hours worked per week and duration of the contract.

### **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](http://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/](http://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 **Thursday 4 April 2019 at Midnight**.

*Our jobs are like our galleries, open to all*

