

INTERNAL ONLY
Job Description

Ethics Institute London Coordinator

Position Overview

Discipline	Open
Faculty	Open
Location	London, Devon House (St Katharine Docks)
Term	0.1 FTE, 2 years fixed term (2 years + option to renew for a further 2 years)
Salary Range	N/A
Direct Reports	N/A
Reports to	Associate Dean for Research and Knowledge Exchange (dotted line)
Benefits	The university supports staff maintaining a good work/life balance, offer flexible working and parental leave opportunities, an Employee Assistance Programme which provides free, confidential advice on both home and work concerns as well as optional private medical insurance, season ticket loans and being part of the cycle to work scheme.
Start	As soon as possible

The role

Northeastern University London wishes to appoint an Ethics Institute London Coordinator.

The interdisciplinary Ethics Institute, housed in the College of Social Sciences and Humanities (CSSH) in Boston, is dedicated to bringing ethical analysis and evaluation to bear on pressing social and environmental issues, as well as to promoting ethical reflection on decisions and challenges in contemporary life. In the context of the London campus's rapid expansion and growing emphasis on research aligned with the Ethics Institute's principles, NU London wishes to appoint a local faculty member to serve as a primary point of contact between both parties. The Ethics Institute London Coordinator will be based locally at the London campus and help put in place structures that help coordinate, regularize and grow the Institute's growing footprint beyond Boston. The post's responsibilities will include:

Ethics Institute London Coordinator Job Description

- Facilitating research coordination and collaboration between Ethics Institute Faculty and NU London Faculty
- Representing the Ethics Institute at NU London events, as well as at events and conferences in the area
- Contributing to the development and implementation of Ethics Institute-led projects
- Helping to organize Ethics Institute led/supported events at NU London, as well as in the area
- Attending relevant Ethics Institute meetings and participating in relevant planning processes

About the University

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities) has established itself as a prestigious higher education institution based in the heart of London. Northeastern University London is part of Northeastern University's Global Campus Network. Positioned as top ranking in the USA, Northeastern has campuses in Arlington, Boston, Charlotte, Miami, Oakland, San Jose, and Seattle in the USA, and Toronto and Vancouver in Canada.

After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in 2021.

Northeastern University London offers a vibrant, collegiate community delivering broad and academically rigorous degree programmes, designed to equip graduates with the combination of skills and knowledge that are increasingly desired by organisations, employers, and society. It offers state of the art audio visual technology in its teaching and meeting spaces across the organisation.

Person Specification Criteria

To undertake this role, the following should apply – should you not have the experience below, please do highlight where transferrable skills would assist with you undertaking the role.

- PhD qualified
- Practical knowledge of the core research priorities of the Ethics Institute
- Ability to work collaboratively with Ethics Institute partners in London, Boston and beyond

Additional Information

Enquiries

Informal enquiries may be made to Dr Carolyn Barker (Associate Dean for Research and Knowledge Exchange): carolyn.barker@nulondon.ac.uk. However, all applications must be made in accordance with the application process specified.

Application Process

Applications should be made via **this link** by 23:59 on **11 August 2024**. Please reference your application “**EILC0724**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page that addresses the criteria for the role (including teaching and research where appropriate), and a full curriculum vitae.

Interviews are expected to commence immediately following the closing date.

Please note this role may require a basic or enhanced DBS check. Our organisation acknowledges the duty of care to safeguard, protect and promote the welfare of our students and staff, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Ofsted requirements. You must adhere to the above if you are offered a role with NU London.