

Research services

Administration Department

R.J. Killick

The Administration Department is responsible for not only the day-to-day smooth running of the Institute, but also for longer-term assessments and planning. Its work falls into two overlapping areas; personnel and finance. The overlap comprises the 66% of net expenditure on staff costs, not counting the labour cost in contracted-out services. Virtually 80% of our Grant-in-Aid is required for core staff pay costs.

Not surprisingly then, considerable importance is attached to the Personnel Section's work. Apart from recruiting staff, it is responsible for their induction and probationary oversight and for monitoring absences, especially those attributed to ill-health. It also arranges training, accommodation of visitors and new staff and various other welfare-type issues. Since the delegation of pay and grading in 1994, it also handles job evaluations upon request, of which there were 11 during the year. At any one time, there are about 60 research students working with the Institute and Personnel takes an active rôle in monitoring their progress.

The Institute is subject to considerable financial pressure; the Grant-in-Aid, which still represents two thirds of its income, has increased by only 3.1% in 5 years. Thus the prudent management of our income and expenditure is a critical activity, albeit one subject to increasing tensions as budgets shrink in real terms. Capital grant from SOAEFD was £437,000 of which a substantial portion was spent on computing equipment.

