The Mathematical Institute, University of Oxford, wishes to appoint an enthusiastic individual with excellent organisational skills as the Administrator for the EPSRC Centre for Doctoral Training (CDT) in Industrially Focused Mathematical Modelling (InFoMM). This is a full-time fixed-term position, tenable until 30 September 2019. The post is available for immediate start.

**The Role**

The postholder will be responsible for the day-to-day administration of the CDT, including helping to develop and implement processes and procedures where necessary. They will be the first port of call for students and faculty involved with the CDT and will provide advice and guidance as appropriate. The postholder will play key roles in recruitment and admissions, organising training and events, and will provide the Directors with management information, especially associated with finances.

The InFoMM CDT Administrator will form a key part of the CDT’s management backbone, which also includes two co-Directors, two Departmental Lecturers and an Industry Facilitator. The postholder will report operationally to the CDT co-Directors and will be line managed by the Mathematical Institute’s Director of Administration and IT. The postholder will have line management responsibility for two research support staff based outside the CDT.
Responsibilities/duties

Key tasks

The postholder will be responsible for enabling the day-to-day operation of the CDT. In particular, he/she will:

Centre Management:
- Develop and maintain the CDT’s administrative systems, including for monitoring student academic progress during the training phase
- Provide the secretariat for the Steering Committee and the Industrial Engagement Committee
- Work with minimum oversight to implement the decisions of the Directors;
- Draft management reports on the centre’s activities, including collating, analysing and reporting student feedback
- Provide advice and guidance to the CDT Directors on University policy and practice;
- Coordinate Instructors for CDT courses, in consultation with the Mathematical Institute’s Academic Administration team
- Coordinate and oversee the delivery of industrial courses in the two annual Industrial Enrichment Programmes, including liaising with company representatives, where appropriate
- Organise CDT events such as the Annual Meeting, Project Presentation Days, and Meet the Partners party
- Provide advice and guidance to students on administrative and financial matters, referring them to appropriate Mathematical Institute specialists if appropriate
- Provide a first port of call for students and faculty involved in the CDT, and for University queries
- Manage and update the CDT’s website, in conformance with the Department’s IT policy

Financial Management
- Provide advice and guidance to the Directors on all financial matters
- Produce management reports for the Directors and for the Department detailing budgets and expenditure
- Liaise with EPSRC about financial matters, in conjunction with the Department’s Research Grants Manager
- Liaise with the CDT’s Industrial partners and the University's Research Services Office to set up mini-project and research project contracts, and to provide administrative support for industrial funding matters
- Monitor payments to students from a variety of sources
- Authorise and monitor student expenses
- Liaise with the Mathematical Institute’s Finance team about financial and contractual, as appropriate
- Ensure compliance with University and Departmental financial regulations, especially those contained in the University’s Expenses and Benefits Guide

Recruitment and Admissions:
- Coordinate the CDT’s involvement in Mathematical Institute open days
- Organise student recruitment (liaising with the Mathematical Institute’s Graduate Studies Administrator where appropriate), to include
  – coordinating advertising,
  – managing the applications and shortlisting,
  – drawing up timetables and arranging interviews
- Provide reports on admissions
• Produce publicity material

**Line management**

• Act as a line manager for two departmental research support staff members working outside the CDT (note that these staff members are managed operationally by their research group head).

**Other responsibilities**

• Such tasks as may be requested from time to time by the Director of Administration and IT or Head of Department, according to operational needs.

**Selection criteria**

The successful candidate will be expected to meet the following criteria:

**Essential**

• Good first degree (or equivalent)
• Excellent organisation skills and experience of running events
• Excellent interpersonal skills, including written and verbal communication skills, and the ability to interact with personnel at all levels
• Fantastic attention to detail, both in their own work and in proofreading of other people’s work
• Experience of administration within a Higher Education Institution, or within a complex organisation
• Experience of financial management of projects
• Proven IT Skills (website maintenance, Word, Excel, Powerpoint)
• Ability to work using own initiative and as part of a team

**Desirable**

• Experience of line management of junior personnel
• Experience of setting up project contracts

**About the University of Oxford**

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. We are also recognised as leaders in support for social enterprise.
Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

The EPSRC Centre for Doctoral Training in Industrially Focused Mathematical Modelling (InFoMM)

The InFoMM CDT, established in 2014, is a partnership between EPSRC (who provide £4.2M of direct funding), the University of Oxford (who provide £2M of direct funding) and a broad partnership of companies, currently numbering 60 (who provide direct finding for projects; our target is to raise approximately £2.75M over InFoMM’s lifetime). InFoMM’s unique programme unites academic and industrially delivered training to create the next generation of mathematicians who are fluent in mathematical techniques and have the necessarily teamworking skills so that they can address the wide range of challenges confronting companies.

The Centre admits around 12 fully funded students annually, with the last set of students being recruited to start in September 2018. Students will spend their first year undertaking intensive training as well as two 10-week mini-projects. They then spend three years undertaking a research project focused on a problem brought by one of our company partners. The centre is run by two co-Directors, Professors Chris Breward and Colin Please.

For more information about the CDT, please visit http://www.maths.ox.ac.uk/courses/infomm

The Mathematical Institute

The Mathematical Institute, as Oxford’s Department of Mathematics is known, is one of the leading mathematics departments in the world. Our mathematical research, impact and environment were all ranked first in the UK in the 2014 Research Excellence Framework exercise, a government review of research in all UK universities. The Mathematical Institute is the focus of research into both fundamental mathematics and its applications, and our inclusive nature and overall size are key factors in the provision of an outstanding research environment for our members. The large number of faculty, postdocs and students in the Mathematical Institute, all supported by excellent facilities, allows us to maintain a critical mass in research groups encompassing a wide spectrum of mathematics, while our integrated nature fosters collaboration between fields. We also host a large number of academic visitors. Our web pages (www.maths.ox.ac.uk) provide comprehensive information about all of our activities.

The research activities of the Institute as a whole can be gauged from the web pages of the research groups and centres within the Institute (www.maths.ox.ac.uk/research). The range of our research interests is well reflected by the profile of our faculty as listed at www.maths.ox.ac.uk/people. Many members of the Institute have received prestigious prizes and other special recognition for their work; some recent examples can be found at www.maths.ox.ac.uk/news/awards-and-prizes.

The Mathematical Institute moved into the purpose-built Andrew Wiles Building in the University’s Radcliffe Observatory Quarter in September 2013. As well as providing offices for all staff and graduate students, it houses a range of other facilities available to members of the department, including the Whitehead Library, a large range of meeting rooms, teaching spaces, lecture rooms, and social spaces, and a small facility for carrying out table-top experiments. For more information, see www.maths.ox.ac.uk/about-us.
Teaching is central to the life of the Mathematical Institute and we have an annual intake of approximately 300 undergraduates, some on courses jointly with other departments. We admit 100 students each year across five taught master’s degree courses and have over 230 doctoral students in residence at any one time. Our doctoral programme always attracts the best research students from across the world, and we have a broad mentoring and training programme. Our provision expanded in 2014 following the award of two EPSRC-funded Centres for Doctoral Training.

The Mathematical Institute strives to ensure that all staff and students are given the opportunities and support they need to achieve their potential. We are committed to equality of opportunities and to advancing women’s careers. We support staff returning from long-term absence and provide flexible arrangements for staff with parental responsibilities. Further information about family support can be found in the Standard Terms and Conditions. Our Good Practice Committee contributes to many aspects of our work, see www.maths.ox.ac.uk/members/good-practice.

As part of the department’s commitment to openness, inclusivity and transparency, we strongly encourage applications from all who consider they meet the requirements of the post, and particularly from women and ethnic minorities.

**MPLS Division**

The university’s Division of Mathematical Physical and Life sciences contains departments that span the full spectrum of the mathematical, computational, physical, engineering and life sciences. Between them, they undertake a huge range of fundamental research and develop application that respond to the great societal and technological challenges of our time. Research across the Division is increasingly interdisciplinary in nature.

MPLS’s scientists collaborate closely with colleagues in other Divisions across Oxford, with other universities, research organisations and industrial partners across the globe.

Our senior researchers have been awarded some of the most significant scientific honours (including Nobel prizes and prestigious titles such as FRS and FREng). The Division is equally proud of its tradition of attracting and nurturing the very best early career researchers, many of whom regularly secure prestigious fellowships.

The Division holds six Athena Swan Awards (four silver and two bronze) illustrating its commitment to encouraging women in science research and careers.

For more information visit http://www.mpls.ox.ac.uk/about/about-mpls-division

**How to apply**

Before submitting an application, you may find it helpful to read the “Tips on applying for a job at the University of Oxford” document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the **Apply Now** button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

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1 The Mathematical Institute was a founding supporter of the London Mathematical Society’s Good Practice Scheme (www.lms.ac.uk/women/good-practice-scheme) and have recently been awarded an Athena SWAN silver award.

130810 Further Particulars final
You will also be required to upload a CV and a supporting statement. The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Please also provide details of two referees, one should include the applicant’s current or most recent employer, whenever possible and indicate whether we can contact them now.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents as PDF files with your name and the document type in the filename quoting reference number 130810.

All applications must be received by 12:00 noon UK time on Friday 22nd September 2017

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University’s policy on retirement

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/.

For existing employees any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/
There is no normal or fixed age at which support staff in posts at grades 1–5 have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

**Equality of Opportunity**

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
Benefits of working at the University

Training and Development
A range of training and development opportunities are available at the University. Further details can be found at www.ox.ac.uk/staff/working_at_oxford/training_development/index.html.

For research staff only: Support for Research Staff
There is a particularly wide range of support for career development for research staff. Please visit: www.ox.ac.uk/research/support-researchers to find out more.

Pensions
The University offers generous occupational pension schemes for eligible staff members. Further details can be found at www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/.

Information for international staff (or those relocating from another part of the UK)
A wealth of information is available on the University’s International Staff website for staff who are relocating to Oxford from abroad, at www.admin.ox.ac.uk/personnel/staffinfo/international/.

The University of Oxford Newcomers’ Club
The Newcomers’ Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

Transport schemes
The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at www.admin.ox.ac.uk/estates/ourservices/travel/.

University Club and University Sports Facilities
The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See www.club.ox.ac.uk for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit www.sport.ox.ac.uk/oxford-university-sports-facilities.

Childcare and Childcare Vouchers
The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit www.admin.ox.ac.uk/childcare/. NB: Due to the high demand for the University’s nursery places there is a long waiting list.

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit www.admin.ox.ac.uk/childcare.

Disabled staff
The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details.

BUPA - Eduhealth
Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families www.eduhealth.co.uk/mini-site/.

All other benefits
For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/.