Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Departmental Project and Policy Manager</th>
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<tbody>
<tr>
<td>Division</td>
<td>Mathematical, Physical and Life Sciences</td>
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<tr>
<td>Department</td>
<td>Mathematical Institute</td>
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<tr>
<td>Location</td>
<td>Andrew Wiles Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG.</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 8: Salary £40,792 - £48,677 p.a. (with an option of under-filling at Grade 7: salary £32,236 - £39,609 p.a. with change of duties)</td>
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<tr>
<td>Hours</td>
<td>Full time, although the department will be willing to appoint at 80% FTE spread over a minimum of four days a week</td>
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<tr>
<td>Contract type</td>
<td>Fixed-term until 31 December 2021</td>
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<tr>
<td>Reporting to</td>
<td>Head of Administration</td>
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<tr>
<td>Vacancy reference</td>
<td>139260</td>
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Additional information

This position is subject to a 9 month probationary period.

While the role is a grade 8 position, we would be willing to consider candidates with potential but less experience who are seeking a development opportunity, for which an initial appointment would be at grade 7 with the responsibilities adjusted accordingly. This would be discussed with applicants at interview/appointment where appropriate.

The Role

This post presents an ideal opportunity to gain experience in project management and policy development in a thriving academic department. You will play a wide-ranging role, leading strategic project work, engaging in departmental policy development, planning, and governance, and providing outstanding professional support for senior colleagues in the department.
You will already have professional administrative experience, ideally in overseeing projects, policy and/or planning. You will work closely with academic and administrative staff in the department and the wider university. While this collaborative approach will be a key feature of your role, you will also be required to work independently, taking the lead in initiatives and exercising sound judgement and discretion in a complex environment. You will be able to handle a demanding and varied workload, managing your time and prioritising your work effectively. You will be an enthusiastic and committed individual who welcomes the opportunity to engage in a range of activities, contribute effectively to a wider team, and who is able to respond positively to new challenges. You will report to the Head of Administration in the first instance.

Responsibilities

1. Project Management

- Manage projects as directed by the Head of Administration (HoA). You will plan, mobilise departmental resources, and deliver a portfolio of projects in a timely manner working to priorities as agreed with the HoA. In many cases you will work closely with a senior academic colleague. Projects will be wide ranging in terms of scope and complexity and it is anticipated that you will work on several projects and initiatives at any one time.

  For each project, you will:

  a) Identify the requirements for an initiative and scope them as a deliverable project
  b) Identify the resources required
  c) Develop a project plan
  d) Execute the plan, monitor delivery, and provide progress updates to the HoA and other senior stakeholders in the department.
  e) Develop and maintain processes and record-keeping systems as required, liaising with other colleagues as appropriate.

Current projects underway are as follows:

- Project manage the department’s preparations for REF 2021, working closely with the Academic REF coordinator, Head of Department, and other senior colleagues to ensure that the strategic objectives of the department are met, and that any challenges, risks, and opportunities are clearly identified and planned for. Advise colleagues on the development of processes and systems that will be required for REF-readiness. Liaise with colleagues in the Department of Statistics responsible for REF.

- Project manage the department’s forthcoming re-application to the Athena SWAN Charter (the department currently has a Silver award), working closely with the HoA and the Associate Head of Department for Equality and Diversity. You will coordinate and draft the department’s submission, and support and guide the department’s Self-Assessment Working Group.

- Project manage the development of a system for workload planning of academic staff, working closely with the HoA, the Associate Head of Department for Academic Planning, and Head of IT.

- The department has other significant projects in the pipeline, post-REF.

2. Policy and Planning
• Work closely with the HoA as required on the development of departmental policy and initiatives. This will include consultation with stakeholders, the review of data and statutory requirements, and the preparation of documentation.

• Source, synthesise and analyse management information and provide data analysis in response to specific needs. Undertake detailed analysis using both qualitative and quantitative approaches to monitor the progress and effectiveness of supporting actions and policies over time.

• Coordinate, facilitate, and (where appropriate) implement agreed actions once the department has approved an action plan.

• Support the HoA and Head of Department on the development of the department’s annual and long term strategic plan.

• Support the HoA in the coordination of the department’s annual planning submission.

3. Other duties

• Provide support for departmental governance as required, including oversight of the department’s Good Practice and Nominations Committees. You will work with the respective committee chairs and HoA to develop the agenda, plan ahead for strategic business and implementation, and ensure that there is effective liaison between these committees and other departmental committees.

• Act as professional line manager for three research group assistants, to include agreeing and monitoring personal development plans. [On a day-to-day basis these colleagues report to senior academic (and in some cases administrative) staff, with a mixed portfolio of responsibilities.] Develop a good understanding of the operational environment in which the research group assistants work, and the varied requirements of the senior colleagues for whom they provide administrative support.

• Prepare high quality papers and deliver effective oral briefings as required.

• Coordinate and administer cross-departmental processes and frameworks as agreed with the HoA.

• Other tasks commensurate with the grade, as directed by the HoA.

Selection criteria

Essential

• Education to at least graduate level (or equivalent) with the associated intellectual capacity, reasoning and analytical skills.

• Demonstrable understanding of the Higher Education sector and operational environment.

• Experience of providing professional administrative services, ideally in a projects, planning and resources or policy role.

• Excellent project planning, design, management and implementation skills.

• Proven ability to contribute effectively and creatively to the development, communication and implementation of strategy and policy.

• Advanced numeracy skills coupled with demonstrable capability in the analysis and presentation of complex data.
- Proven ability to work independently using own initiative as well as to contribute to the success of a wider team.
- Ability to adopt a flexible, pragmatic, and tenacious approach to a wide and varied workload, delivering work to sometimes constrained deadlines, paying close attention to detail while balancing this with a reasoned overview of the broader picture.
- The ability to communicate effectively (both orally and in writing) with a range of colleagues across the University, and the ability to produce high quality and balanced documents, summaries, options papers, and guidance notes, which are tailored to the appropriate audience.
- A good understanding of the potential uses of IT and systems, including optimal use of standard software packages.
- Strong interpersonal skills with a proven ability to influence change and build equally effective relationships with academic, research, and administrative staff, and students.
- Strong problem-solving skills with the ability to think laterally and creatively to resolve issues as they arise and consult as appropriate.

Desirable selection criteria

- Experience of line-managing staff

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, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, 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 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 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 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 around 150 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\(^1\) 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.

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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). We have held an Athena SWAN Bronze Award since 2013, upgraded to Silver in 2017.
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 ten Athena Swan Awards (three silver and seven 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](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 [https://www.ox.ac.uk/about/jobs/professionalandmanagement/](https://www.ox.ac.uk/about/jobs/professionalandmanagement/)

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.

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 139260.

All applications must be received by **12:00 noon UK time on Monday 11th March 2019**

### 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)*

Due to the large volume of recruitment that the department administers we are unable to provide feedback to non-shortlisted applicants.

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about_the_university/jobs/support/](http://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](http://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/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

**Data Privacy**
Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/). The University’s Policy on Data Protection is available at: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

**The University’s policy on retirement**
The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

There is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

**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

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club provides social, sporting and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff

The University offers support and advice to international staff, including a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation and local schools. See www.welcome.ox.ac.uk.

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk.

Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see www.admin.ox.ac.uk/childcare.

Family-friendly benefits

The University subscribes to My Family Care service through which staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' advice service and a wide range of guides and webinars through a website called the Work+Family space. See: www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see www.admin.ox.ac.uk/eop/disab/staff.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/.

Additional benefits

Staff can enjoy a range of other benefits and discounts, including free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.