### Job Description and Selection Criteria

<table>
<thead>
<tr>
<th><strong>Job title</strong></th>
<th>InFoMM CDT Administrator</th>
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</thead>
<tbody>
<tr>
<td><strong>Division</strong></td>
<td>Mathematical, Physical and Life Sciences</td>
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<tr>
<td><strong>Department</strong></td>
<td>Mathematical Institute</td>
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<tr>
<td><strong>Location</strong></td>
<td>Andrew Wiles Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6G</td>
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<tr>
<td><strong>Grade and salary</strong></td>
<td>Grade 7: Salary range: £32,236 - £39,609 p.a.</td>
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<tr>
<td><strong>Hours</strong></td>
<td>Full time</td>
</tr>
<tr>
<td><strong>Contract type</strong></td>
<td>Fixed-term until 30 September 2020</td>
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<tr>
<td><strong>Reporting to</strong></td>
<td>Head of Academic Administration</td>
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<tr>
<td><strong>Vacancy reference</strong></td>
<td>139264</td>
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<tr>
<td><strong>Additional information</strong></td>
<td>This position is subject to a 9 month probationary period.</td>
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</table>

The Mathematical Institute 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 post presents an ideal opportunity to gain administrative experience in a thriving academic environment, providing outstanding professional support for InFoMM, and working closely with colleagues in the wider department. This is a full-time fixed-term position, tenable until 30 September 2020. The post is available from 1 April 2019.

### The Role

You will be responsible for the day-to-day administration of InFoMM activity including the development and implementation of processes and procedures where necessary. You will be the first port of call for students and faculty involved with InFoMM, and you will provide advice and guidance as appropriate. You will play a key role in graduate recruitment and admissions, and the organization of training and events, and you will provide the InFoMM Co-Directors with...
regular management information, including the provision of financial and planning data. As an indication of the scale of financial administration required, InFoMM has an overall budget of £9 M. This consists of core project funding from EPSRC and the department plus at any given time there are a significant number of student projects underway, each of which generates industrial income (for example, in 2017/18 academic year, there were 35 long projects underway and 26 short projects undertaken, funded by 42 different companies).

The InFoMM CDT Administrator is an essential member of the CDT management team. Your professional reporting line will be to the Head of Academic Administration, but on a day-to-day basis you will report to the Co-Directors of InFoMM, Professor Colin Please and Professor Chris Breward. You will also work closely with the InFoMM Industry Facilitator.

**Responsibilities**

**Key tasks**

You will be responsible for enabling the day to day operations of InFoMM. In particular, you will:

**InFoMM and Centre Management**

- Provide informed advice and guidance to students on a wide range of matters, drawing on advice from other colleagues in the department/university if appropriate;
- Act as the first port of call for students and faculty involved in InFoMM, and for University queries;
- Plan and organise important InFoMM events such as the Annual Meeting, Project Presentation Days, and the annual Graduate Modelling Camp;
- Develop and maintain the CDT’s administrative systems, including for monitoring student academic progress during the training phase and reporting on students to EPSRC through JeS;
- Work with minimum supervision to support the Co-Directors and implement InFoMM decisions (this role involves a significant amount of managing upwards, underpinned by enhanced prioritization, judgement, and communication skills, as both Co-Directors have multiple demands on their time);
- Develop technical knowledge about the CDT’s aims and underpinning scientific goals in order to be able to effectively represent the CDT in conversations with partners and within the University;
- Prepare management reports on the centre’s activities, including collating, analysing and reporting student feedback;
- Develop processes and procedures, ranging from student course selection, through management accounts reports, to liaison on industrial contracts;
- Provide advice and guidance to the CDT Directors on University policy and practice as appropriate;
- Develop and manage best practice and policy documents for the CDT;
- Coordinate set-up, delivery, and feedback on CDT courses;
- Manage and update the CDT’s website, in conformance with the Department’s IT policy;
- Act as Secretary for the Steering Committee and the Industrial Engagement Committee;
- Disseminate the InFoMM brand via newsletters and other media.
- Attend national forums as required and represent the CDT at those, and also represent the CDT at university meetings;
- Represent the CDT as required at open days and events.
Financial Management
- Liaise with the CDT’s industrial partners and the University’s Research Services Office to set up contracts for mini-projects and research projects, and to provide administrative support for industrial funding matters;
- Work closely with the Co-Directors to develop proposals for future income generation;
- Support the Directors with the preparation of proposals for additional strategic funding;
- Monitor payments to students from a variety of sources;
- Authorise and monitor student expenses;
- Produce management reports for the Directors and for the Department detailing budgets and expenditure and undertake regular financial reconciliations of the overall funding position;
- Liaise closely with the Mathematical Institute’s Finance team on financial issues, as appropriate;
- Ensure compliance with University and Departmental financial regulations, especially those contained in the University’s Expenses and Benefits Guide.

Graduate Recruitment and Admissions
- Plan and organise student recruitment exercises (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
- Coordinate the CDT’s involvement in Mathematical Institute open days

Other responsibilities
- Other tasks commensurate with the grade as requested by the Head of Academic Administration or the InFoMM Co-Directors, in accordance with the operational needs of the department.

Selection criteria

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

Essential
- Educated to first degree level (or equivalent) with the associated intellectual capacity, reasoning, and analytical skills;
- Excellent organisational skills and experience of planning and running events;
- The ability to communicate effectively (both orally and in writing) with a wide range of colleagues, and to produce high quality documentation with appropriate attention to detail, tailored to the relevant audience;
- Demonstrable understanding of the Higher Education sector and experience of working in a complex organisation;
- Experience of the financial management of projects and demonstrable understanding of the importance of contractual documentation;
- Proven IT Skills (including website maintenance, Word, Excel, Powerpoint);
- 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 varied workload, delivering work to sometimes constrained deadlines;
• Demonstrable ability to manage upwards, with the associated judgement, prioritization, and communication skills.

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

InFoMM, established in 2014, operates as a partnership between EPSRC, the University of Oxford, and a broad partnership of companies, currently numbering 60, who provide direct finding for projects. 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 necessary team working skills to address the wide range of challenges confronting companies. 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. Thus far the core funding has been used to support 59 doctoral students, 49 of whom are still part of the centre. In addition, we have secured funding to support a further 8 students who will start in September 2019, and are actively seeking further funding to extend our Industrially Focused activities into the future.

For more information about InFoMM, please visit http://www.maths.ox.ac.uk/informm

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 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.

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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.
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 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

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/

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 139264.

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. 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/](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 dependents. 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.