### Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Research Programme Manager, DataSig</th>
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</thead>
<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, Oxford and Alan Turing Institute, London</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 7: £32,817 - £40,322 p.a.</td>
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<tr>
<td>Hours</td>
<td>Full time</td>
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<tr>
<td>Contract type</td>
<td>3 year fixed-term contract</td>
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<tr>
<td>Reporting to</td>
<td>Programme Director on a day-to-day basis. Professional reporting line to the Head of HR &amp; Faculty Services.</td>
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<tr>
<td>Vacancy reference</td>
<td>142467</td>
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<tr>
<td>Additional information</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 Research Programme Manager of DataSig. This post presents an ideal opportunity to join an exciting new research programme, working closely with collaborators at other world-leading organisations. DataSig is an inter-disciplinary cross-institutional programme, centred on a recently newly awarded EPSRC programme grant and the substantial associated scientific activity. DataSig aims to create a powerful and generic set of mathematical and computational tools for the analysis of complex multimodal data streams, and to establish their effective use in four applied challenges: Mental Health, Radio Astronomy, Human Machine Interfaces and Computer Vision.

You will report to the programme director, Professor Terry Lyons FRS, on a day-to-day basis, and will be a member of the programme’s leadership team, along with the investigators on the EPSRC grant, from Imperial College London, Oxford, and UCL. The Alan Turing Institute in London is a project partner, and will act as a hub for cross-institutional activity. While you will be based in Oxford, it is anticipated that you will spend a significant amount of your time working at the ATI in London.
The Research Programme Manager role is essential to the success of the DataSig programme. You will be responsible for effective day-to-day operations, and facilitate and develop mechanisms to support cohesion and collaboration across the group, which is geographically dispersed across multiple organisations. You will actively work with other members of the DataSig team to enable their research, and support creative collaborations and relationship building. You will also support project governance by ensuring that decisions are recorded and acted upon, and that reporting for key stakeholders is put in place.

This post presents an ideal opportunity to apply organisational and influencing skills in a thriving academic environment, and to provide outstanding professional support that allows DataSig to develop and meet its objectives in collaboration with its high-profile stakeholders. This is a 3 year fixed-term post.

The Role

The Research Programme Manager plays a critical role in connecting and project-managing all aspects of the programme. You will be responsible for the day-to-day administration of DataSig activity including the development and implementation of processes and procedures where necessary. You will be the first port of call on such matters for students and faculty involved with DataSig, and you will participate in a broad set of meetings with researchers, partners and other stakeholders, providing advice and guidance as appropriate. You will compile, organise and distribute regular management information, including the provision of financial and planning data (working closely with the Mathematical Institute’s Research Grant Manager). The programme currently has an overall budget of over £6 M and is a collaboration across three leading UK universities and eight other partners (with the possibility that more partners will come on-stream). You will also organise events and training, and liaise with the HR teams at the partner organisations (Oxford, Imperial, UCL, and ATI) on recruitment and other personnel-related and financial planning matters.

This role will require you to actively manage upwards and sideways, navigate large institutions, manage external relationships, make and sustain connections, and facilitate public engagement, and facilitate the generation of impact. DataSig consists of several linked projects, run at different partner institutions, all of which must be fully integrated to maximise the outcomes of the overall research programme. One key aspect of the programme is to develop a set of open source software tools that will facilitate the use of rough paths in data science and its applications. You will liaise with mathematicians, software engineers, and non-academic partners in order to ensure that there is consistency of approach and a cohesive narrative across the DataSig team. You will have the confidence and the ability to present complex ideas in a clear and concise manner to different audiences.

Responsibilities

Key tasks

The Research Programme Manager will be operationally responsible for ensuring that the programme can deliver each of its key challenges by managing the administration, finances, and task coordination of DataSig on a day-to-day basis.

- Project manage deliverables and dependencies, ensuring that any risks/issues are raised with the Director and Leadership Team on a timely basis;
• Act as the first port of call for students, researchers, and partners involved in the DataSig programme;
• Plan and organise DataSig events such as the Advisory Board Meetings, Periodic Seminars, and investigator challenges;
• Develop and maintain systems and controls to monitor and report on progress to stakeholders (e.g. Leadership Team, project partners, and funding bodies);
• Compile and distribute regular management information, including the provision of financial and planning data;
• Work with minimum supervision for the most part while managing operations across a complex and geographically dispersed environment (this role involves a significant amount of managing upwards, underpinned by enhanced prioritisation, judgement and communication skills);
• Ensure that DataSig maintains a high quality profile using websites and social media (in line with the Mathematical Institute’s IT policy and policies of partner institutions where applicable), and disseminate DataSig progress, breakthroughs and brand via newsletters and other media as appropriate;
• Participate as a member of the Leadership Team, facilitating transparency, good governance and record keeping;
• Keep the project teams focused on goals by managing and communicating priorities and risks, while anticipating issues and actively participating in solutions;
• Ensure the regular communication, progression, and evaluation of project activity;
• Develop and maintain a programme risk register;
• Liaise closely with the Mathematical Institute’s Finance team on financial matters, as appropriate;
• Liaise with the DataSig partners to expedite contracts (working closely with the Mathematical Institute’s Research Facilitation Team and Research Services);
• Work closely with other members of the Leadership Team to develop proposals for future income generation and additional strategic funding;
• Ensure compliance with funder terms and conditions, partner policies, and best practice;
• Develop technical knowledge of the programme’s aims, methods, and underpinning scientific goals, in order to effectively represent DataSig in conversations with academic partners, non-academic partners, and the wider public, including attendance at national and international forums as required;
• Coordinate involvement in open days and other public engagement activities and represent DataSig at these events as required;
• Produce publicity material;
• Liaise with software engineers and data scientists to ensure usability and clarity of tools and presentations;
• Facilitate a working culture that cultivates original ideas and encourages curiosity;
• Seek to create relevant connections across teams and institutions and support team members with resources/solutions;
• Other tasks commensurate with the grade as requested by the Director of DataSig or the Head of HR & Faculty Services, in accordance with the operational needs of the programme.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post. If you are offered the post, you will be asked to provide proof of your right-to-work and your identity. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions. The successful candidate will need to successfully complete security clearance to satisfy the ATI’s usual screening policy; this will include a Criminal Records Check.

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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/.

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;
- Experience of the financial management of projects and demonstrable understanding of the importance of contractual documentation;
- 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;
- Proven IT Skills (including Word, Excel, Powerpoint, databases, website maintenance);
- Demonstrable understanding of the Higher Education sector and experience of operational management in a complex organisation with multiple stakeholders;
- 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.
- Well-developed people networking skills.

Desirable

- Experience of the study of mathematics or other comparable quantitative field, data analysis, or the commercial exploitation of science.

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 spinouts, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

142467 Research Programme Manager
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 around 900 undergraduates on course, some on joint courses with other departments. We teach around 250 students each year across five taught master’s degree courses, and have over 250 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.

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.

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.

142467 Research Programme Manager
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 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 curriculum vitae and supporting statement. The supporting statement should describe how you meet the selection criteria outlined in the job description. Please upload all documents as PDF files with your name and the document type in the filename.

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.

All applications must be received by **12:00 noon UK time on Thursday 7th January 2020**

**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 department(s).

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).
**DATA PROTECTION:** All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 1998 and the department’s data protection policy. [https://www.maths.ox.ac.uk/members/policies/data-protection/statement](https://www.maths.ox.ac.uk/members/policies/data-protection/statement)

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/](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 receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.
Important information for candidates

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/. The University’s Policy on Data Protection is available at: 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. 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+/

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+/

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

#### Employee benefits

University employees enjoy 38 days’ paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits).

#### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers 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](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

#### 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](http://www.welcome.ox.ac.uk). There is also 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](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme).

#### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc).

#### Childcare

The University has excellent childcare services, including 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](http://www.admin.ox.ac.uk/childcare).

#### 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](http://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](http://www.admin.ox.ac.uk/eop/inpractice/networks).

#### 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 settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).