Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Undergraduate Studies Officer</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 7: £32,817 - £40,322 p.a. (with discretionary range to £44,045 p.a.)</td>
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<tr>
<td>Hours</td>
<td>Full time</td>
</tr>
<tr>
<td>Contract type</td>
<td>Permanent</td>
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<tr>
<td>Reporting to</td>
<td>Head of Academic Administration</td>
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<tr>
<td>Vacancy reference</td>
<td>151781</td>
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<tr>
<td>Additional information</td>
<td>This post is subject to a 12-month probationary period.</td>
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</tbody>
</table>

The role

We have an exciting opportunity for a motivated and extremely well-organised individual to join our world-leading mathematics department on a permanent, full time basis as Undergraduate Studies Officer.

Reporting to the Head of Academic Administration, you will play a leading role in managing support for all of the Mathematical Institute’s undergraduate activities, and act as trusted point of contact for providing expert advice and guidance on undergraduate matters to academics, students and members of professional services staff. Although the USO primarily manages support for undergraduate matters, there will also be some involvement in taught masters’ courses.

The Undergraduate Studies Officer is responsible for managing a breadth of undergraduate activities and, as such, there will be considerable variety in your day-to-day duties. Your responsibilities will include coordinating the timetables and lecture lists for approximately 10 taught course programmes; overseeing the administration of the undergraduate examinations process and the intercollegiate class scheme for mathematics; and servicing various...
committees related to undergraduate studies. You will also line manage three members of staff and oversee their professional development, and work closely with colleagues including the Director of Undergraduate Studies and the Faculty Teaching Advisor.

The USO supports various departmental academic committees, and is also expected to contribute to the Mathematical, Physical and Life Sciences Division and wider University through membership of committees and working groups, providing specialist input as required. The USO will build and maintain a network of professional contacts across the collegiate university.

Responsibilities

1. Teaching Administration

The coordination of the timetable and lecture list for the Mathematical Institute involves liaising with four departments and coordinating the timetables for around 10 different taught programmes. These are taught across numerous buildings involving over 200 members of faculty.

- Coordinate the annual lecture allocation procedure, supported by the Undergraduate Studies Assistant;
- Manage the termly timetable preparation;
- Oversee the implementation of lecture capture;
- Maintain and develop the pages on the departmental website for current students and teaching staff;
- Work closely with the Head of Academic Administration and the Director of Undergraduate Studies, in order to manage the annual updates to all undergraduate course documentation.

2. Undergraduate Examinations

The majority of the undergraduate courses are assessed by written examination, but there are a number of opportunities for students to undertake projects and extended essays. The USO is responsible for overseeing the undergraduate examination process. This includes:

- Develop a sound understanding of and be able to advise on the examination processes within the Mathematical Institute and the wider University;
- Oversee the preparation of documents, reports and timetables for meetings of boards of examiners;
- Recruit graduate checkers, advising them of their role, and overseeing checking of scripts;
- Oversee the operation of the examinations database, including oversight of the operation of the database for the duration of the examination period. Ensuring examination data is acute and assisting with operating the database during exam boards when required. Ensuring the database operations manual is up to date with input from the Database Administrator. Assist the with training of new staff alongside the Database Administrator.
- Deal with complex examination enquiries as they arise;
- Co-ordinate script delivery and collection;
- Ensure that all examination guidance is updated in line with University policies on examinations and assessments;
- Advise the Chairs of Examiners on examination conventions and regulations and University policy;
- Work with the Director of Undergraduate Studies to prepare the annual report to Division.
3. Intercollegiate Class Scheme

In the first and second year of the undergraduate course, teaching is usually delivered in tutorials in the students’ own colleges. However, in the third and fourth years, the large number of specialist options requires that teaching resources are pooled and intercollegiate classes, organised centrally by the department, replace tutorials. Each class usually has 8-12 students. The intercollegiate class scheme is a complex process whereby the USO coordinates the teaching provided by around 100 faculty, plus 200 graduate students and postdoctoral researchers, to ensure that option-specific classes are delivered for small groups within an overall group of around 300 undergraduate students. This is a key activity for the department and colleges. The USO is expected to have a sound understanding of the system and associated processes, and manage the linkages between this and other areas of departmental teaching activity. The USO oversees the administration of the intercollegiate class scheme for mathematics, including:

- Maintain the undergraduate web pages, posting materials for students and faculty, including course handbooks, synopses, past exam papers, guidance documents, committee papers, notices to candidates for examinations, and supporting faculty members in posting lecture notes and problem sheets;
- Update course documentation, including handbooks, course synopses, problem sheets and guidance documents;
- Use web-based database to manage payments for class tutors and teaching assistants, raising invoices and payments to colleges;
- Manage and guide the Grade 4 post in relation to their activity on the class scheme;
- Develop, and report on, statistical information for the class scheme as required;
- Raise operational issues concerning the class scheme with, and propose solutions to, the Director of Undergraduate Studies;
- Liaise with the HR team to arrange for the appointment of class tutors and teaching assistants to casual positions, and monitor working hours for Tier 4 visa holders;
- Provide expert support and training on the framework for the intercollegiate class scheme.

4. Committees

- Service committees, including Teaching Committee and Examinations Committee. This involves preparing the agenda and papers to be agreed with the Chair, and preparing the minutes;
- Hold the records for, and oversee preparation of the agenda and papers for, the Joint Consultative Committee with Undergraduates.

5. MSc in Mathematical Sciences (OMMS)

The MSc in Mathematical Sciences shares the same courses and structure as the fourth year of the undergraduate degree in Mathematics. The USO is responsible for ensuring consistency across the two programmes.

- Oversee the updating of course documentation in line with guidance from Education Policy Support and the MPLS Division;
- Oversee the preparation of agenda and minutes for the Joint Supervisory Committee;
- Attend the Examination boards in an advisory capacity.

6. Other responsibilities and duties

- Act as line manager to three members of the Academic Administration team, guiding their contribution and professional development:
  Undergraduate Studies Assistant (Grade 5)
  Part C/OMMS Administrator (Grade 5)
  Academic Assistant (Grade 4)
• Deputise for the Head of Academic Administration in relation to Undergraduate matters as required;
• Any other tasks commensurate with the grade, as directed by the Head of Academic Administration or Head of Administration and Finance.

Selection criteria
Candidates will be judged on the basis of the following criteria and should ensure that their covering letter shows in their own words how they meet the criteria.

Essential selection criteria

1. An honours degree or equivalent experience;
2. Excellent organisational skills and attention to detail;
3. The ability to work well independently, and under pressure; handling and prioritising a complex portfolio in a challenging environment;
4. The ability to show equally high effectiveness in contributing to strategic thinking and in undertaking key operational tasks;
5. Excellent interpersonal skills with an understanding of highly sensitive/confidential areas involving student and staff matters and the ability to gain the confidence of a wide range of people;
6. Experience of providing strategic and operational advice, and the demonstrable ability to influence senior academic colleagues;
7. Experience of staff management involving a diverse workforce and a proven ability to lead and deliver results by encouraging a team-based approach.
8. Proficient user of IT, including MS Office applications, and some experience of database and content management systems.

Desirable selection criteria

1. Experience of academic administration;
2. Experience of working in Higher Education;
3. Experience of committee servicing;

Pre-employment screening

Standard checks
If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University’s pre-employment screening procedures at: https://www.jobs.ox.ac.uk/pre-employment-checks

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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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 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
Equality, Diversity and Inclusion Committee\(^1\) contributes to many aspects of our work, see https://www.maths.ox.ac.uk/members/governance/committees/standing-orders-and-memberships/equality-diversity-and-inclusion.

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.

For more information on the Mathematical Institute, please visit: www.maths.ox.ac.uk

The Mathematical Institute holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

**The Mathematical, Physical, and Life Sciences Division**

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. In the results of the six-yearly UK-wide assessment of university research, REF2014, the MPLS division received the highest overall grade point average (GPA) and the highest GPA for outputs. We received the highest proportion of 4* outputs, and the highest proportion of 4* activity overall. More than 50 per cent of MPLS activity was assessed as world leading.

The MPLS Division's 10 departments and 3 interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research addresses major societal and technological challenges and is increasingly focused on key interdisciplinary issues. MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. We have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships.

We have around 6,000 students and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (http://www.oxfordsparks.net/) and a large variety of outreach activities. We also endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: http://www.mpls.ox.ac.uk/

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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.
How to Apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

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

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of 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 upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by 12:00 UK time on Wednesday 7th July 2021.

Interviews are anticipated to take place in the week commencing Monday 19th July 2021.

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

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

If you need help

Help and support is available from: https://hrsystems.admin.ox.ac.uk/recruitment-support

If you require any further assistance please email recruitment.support@admin.ox.ac.uk.

To return to the online application at any stage, please go to: 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: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University’s Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy.

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: https://hr.admin.ox.ac.uk/the-ejra

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-ejra

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 https://hr.admin.ox.ac.uk/staff-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 and https://www.sport.ox.ac.uk/.

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 https://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 https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

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 https://hr.admin.ox.ac.uk/my-family-care

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 https://childcare.admin.ox.ac.uk/

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 https://edu.admin.ox.ac.uk/disability-support

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 https://edu.admin.ox.ac.uk/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.