



MATHEMATICAL INSTITUTE
ANDREW WILES BUILDING

Job Description and Selection Criteria

Job title	Mathematics of Random Systems CDT Administrator
Division	Mathematical, Physical and Life Sciences
Department	Mathematical Institute
Location	Andrew Wiles Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG.
Grade and salary	Grade 7: salary £35,308 - £43,155 p.a.
Hours	Part-time 90% FTE
Contract type	Fixed-term until 30 September 2024, with possible extension at reduced FTE subject to funding.
Reporting to	Deputy Head of Academic Administration
Vacancy reference	164948
Additional information	This position is subject to a 9 month probationary period.

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 Mathematics of Random Systems, a new joint initiative launched in February 2019 by the Mathematical Institute (Oxford), the Department of Statistics (Oxford) and the Department of Mathematics, Imperial College London. This post presents an ideal opportunity to gain administrative experience in a thriving academic environment, providing outstanding professional support for Random Systems, and working closely with colleagues in the wider department and at Imperial College. This is a part-time fixed-term position, tenable until 30 September 2024. The post is available with immediate effect.

The Role

You will be responsible for the day-to-day administration of the Centre's 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 the Centre 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 CDT Director and Co-Directors with regular management



information, including the provision of financial and planning data. As an indication of the scale of financial administration required, Random Systems has an initial budget of approximately £8 M (core project funding from EPSRC), which will be supplemented by industrial funding from a range of sources.

The CDT Administrator is an essential member of the CDT management team. Your professional reporting line will be to the Deputy Head of Academic Administration and you will work closely with the departmental Finance Manager, but on a day-to-day basis you will report to the Centre's Director, Professor Rama Cont (Oxford) and the Co-Directors, Professor Ben Hambly (Oxford) and Professor Thomas Cass (Imperial). You will be expected to work closely with all three departments involved in the Centre: The Mathematical Institute (Oxford), the Department of Statistics (Oxford) and the Department of Mathematics, Imperial College.

Responsibilities

Key tasks

You will be responsible for enabling the day to day operations of the CDT Mathematics of Random Systems. In particular, you will:

Management of Centre's activities

- Maintain and monitor an operational plan for the Centre, ensuring that key tasks are initiated on time, resulting in the smooth running of the Centre;
- 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 the CDT, and for University queries;
- Ensure that activity across the CDT in Oxford and Imperial is effectively planned, coordinated, and communicated, including the arrangements for events (which will include regular liaison with the part-time CDT administrator at Imperial);
- Organise and manage both formal and informal events including recruitments events, interviews vivas and examinations, conferences/workshops (including the Centre's peer-to-peer training and cohort activities, the reading seminar, workshops, the CDT Spring Retreat and the International Summer School on the Mathematics of Random Systems), and outreach events to enhance the public understanding of science.;
- Facilitate student-led initiatives, cohort-building events, scientific or training workshops and excursions;
- 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 decisions (this role involves a significant amount of managing upwards, underpinned by enhanced prioritization, judgement, and communication skills, as the Co-Directors have multiple demands on their time);
- Devise and support appropriate governance mechanisms for the CDT across the three partner departments, and ensure compliance with funder terms and conditions;
- 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;
- Maintain and update the website of the Centre;
- Disseminate information on the Centre via newsletters and social 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 and funding arrangements as required for mini-projects and research projects, and provide administrative support for industrial funding matters;
- Work closely with the Director and other colleagues to develop proposals for fundraising;
- 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 across the CDT;
- Liaise closely with the Mathematical Institute's Finance Manager on financial issues, including forecasting and budgeting;
- 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 for the Oxford departments (liaising with the Deputy Head of Academic Administration where appropriate), ensuring that these are consistent with university policy, to include:
 - coordinating advertising,
 - managing the applications and shortlisting,
 - drawing up timetables and arranging interviews
 - managing all aspects of the admissions exercise for the CDT, corresponding with prospective applicants, advising them on the University's admissions policies and procedures, and supporting them through the application process
 - arranging supervision for successful applicants
 - providing support to successful applicants in preparing student visa applications.
- Support the Admissions Panel for the CDT and liaise closely with the administration at Imperial to ensure consistency of approach across the cohorts based at each institution;
- 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 Deputy Head of Academic Administration and Head of Administration and Finance, in accordance with operational needs.

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, monitoring budgets 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 resilient approach to a varied workload, delivering work to sometimes constrained deadlines;
- Demonstrable ability to manage upwards, with the associated judgement, prioritization, and communication skills;
- A friendly, warm and approachable style: able to deal confidently with postgraduate students;
- Willingness to travel to London as necessary and flexibility to attend some events outside normal working hours

The EPSRC Centre for Doctoral Training in Mathematics of Random Systems: Analysis, Modelling and Algorithms

The EPSRC CDT in Mathematics of Random Systems: Analysis, Modelling and Algorithms is a new partnership between three world-class departments in the area of probabilistic modelling, stochastic analysis and their applications. The CDT is based at the Oxford Mathematical Institute, the Oxford Department of Statistics and the Department of Mathematics, Imperial College London, with the ambition of training the next generation of academic and industry experts in stochastic modelling, advanced computational methods and Data Science.

The CDT offers a 4-year comprehensive training programme at the frontier of scientific research in Probability, Stochastic Analysis, Stochastic Modelling, stochastic computational methods and applications in physics, finance, biology, healthcare and data science. Half of the student cohort undertaking this CDT will either be based at Oxford within the Department of Mathematics or Statistics and the other half will be based at Imperial College London. Both cohorts will spend time at both institutions.

The Centre is run by the CDT Director, Professor Rama Cont, and two co-directors, Professors Ben Hambly (Oxford) and Tom Cass (Imperial). The first cohort will begin in October 2019.

For more information about the Centre, please visit <https://www.maths.ox.ac.uk/node/31492>

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 have twice been ranked first in the UK, in the 2021 and 2014 Research Excellence Framework exercises, 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.

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 laboratory 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 with teaching relief, offer flexible working arrangements, and the department sponsors University nursery places to support the priority allocation of childcare to our staff. Further information about family support can be found

below under University Benefits, Terms and Conditions. Our [Equality, Diversity & Inclusion Committee](#)¹ contributes to many aspects of our work.

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.

We have a number of family-friendly policies, such as the right to apply for flexible working, hybrid working, and support for staff returning from periods of extended absence. We are committed to ensuring an inclusive interview process and will reimburse up to £250 towards any additional care costs (for a dependent child or adult) incurred as a result of attending an interview for this position, which may not be applicable if the interviews are held remotely.

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/>

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 Silver Award since 2016.

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/professionallandmanagement/>

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 **164948**.

All applications must be received by **12:00 noon UK time on Tuesday 16th May 2023**.

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/](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.

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.

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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

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly at vacancies@maths.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 online recruitment portal 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 very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, 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 other grades 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 the Work+Family Space, 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.