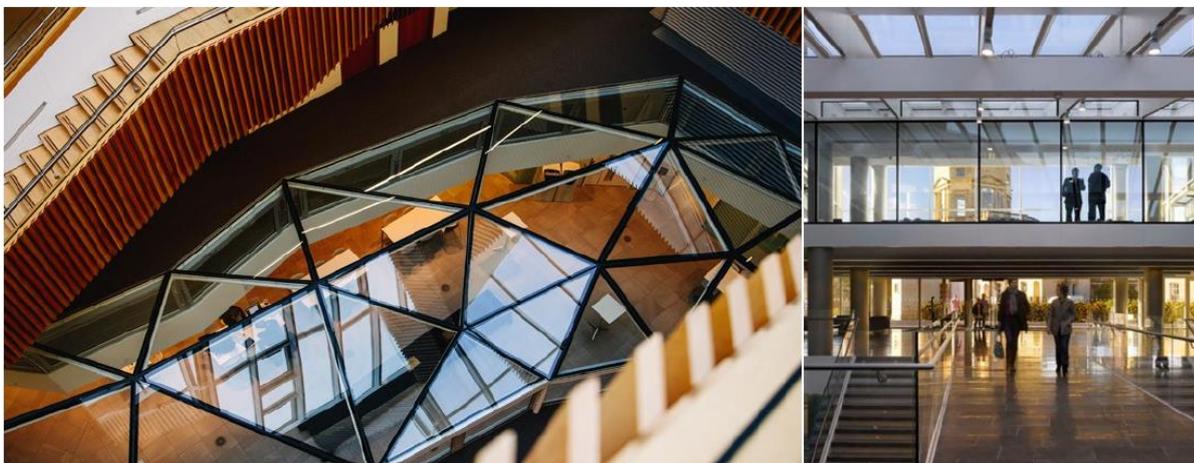


**MATHEMATICAL INSTITUTE**  
**ANDREW WILES BUILDING**

## Job Description and Selection Criteria

<b>Job title</b>	Graduate Studies Officer
<b>Division</b>	Mathematical, Physical and Life Sciences
<b>Department</b>	Mathematical Institute
<b>Location</b>	Andrew Wiles Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG.
<b>Grade and salary</b>	Grade 7: £38,674 - £46,913
<b>Hours</b>	Full time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Deputy Head of Academic Administration
<b>Vacancy reference</b>	179222
<b>Additional information</b>	<p>This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Head of Department.</p> <p>This post is subject to a 12-month probationary period</p>



## The role

We have an exciting opportunity for a motivated and extremely well-organised individual to join the world-leading Mathematical Institute on a permanent, full-time basis as Graduate Studies Officer.

This is a key senior administrative role within Academic Administration, reporting to the Deputy Head of Academic Administration. You will oversee the operational management of the postgraduate administration team, providing expert level support for all postgraduate programmes.

Keeping up to date with current developments in the HE sector, the Graduate Studies Officer will assist the Deputy Head of Academic Administration in providing a high quality service to both staff and students. You will assist with identifying trends, researching good practice, and identifying service shortfalls. You will anticipate service requirements and deliver innovative solutions to optimise service quality and efficacy, thereby improving staff and student satisfaction.

You will take responsibility for a range of academic administrative activities by ensuring that course administration is handled efficiently, designed with the student in mind, and communicated well. You will be responsible for four permanent members of the team, and any temporary staff, providing guidance and support, distributing workload, and setting objectives accordingly. You will ensure that the team remains well-functioning, resilient and committed to continuous improvement.

The post holder will manage the primary line of communication between the Graduate Studies Office of the University and the department, working under the direction of the Deputy Head of Academic Administration, the two Directors of Graduate Studies (Taught and Research), individual MSc Programme Directors and the Head of Department. Other key relationships that the Graduate Studies Officer holds include, but are not limited to:

- Departmental Finance Team
- Colleges
- Proctors Office
- Divisional staff, University Offices (e.g., student immigration), and Student Welfare.

The work is varied, demanding and incredibly rewarding. To be successful you will deploy first class judgement and attention to detail, personal organisation and flexibility, excellent communication, and an ability to work to deadlines. We will support you as you develop a breadth and depth of specialist knowledge of university regulations and procedures, so that you can lead and motivate your team to enable each of our postgraduate students to achieve their true potential here at the Mathematical Institute.

## Responsibilities

### Programme Management

Responsible for the operational delivery of the Department's postgraduate programmes, under the direction of the Deputy Head of Academic Administration. The post-holder will:

- Support the team (currently three MSc administrators and one Graduate Studies Administrator) in managing all postgraduate **on-course administration**, including:

- student induction

- keeping course materials, websites and handbooks up to date
  - maintaining accurate e-vision, GSR and database records
  - dealing effectively with all course-related correspondence
  - management of course finances, including payments through casual payroll
  - organisation of course-related events and management of associated budgets;
- Assist the Deputy Head of Academic Administration in responding to **complex enquiries** from students and academic staff, providing specialist advice and guidance on university regulations, policy and practice relating to graduate student matters;
  - Manage and optimise the administrative process of **recruitment and admissions** for postgraduate students, including visas, maintenance of systems, setting of academic conditions, effective student induction as well as training for new faculty;
  - Manage and monitor processes for **student progression, assessment and examinations**, including administration of coursework, accurate mark entry and record-keeping, and preparing the first draft of examiners' reports;
  - Assist the Deputy Head of Academic Administration in the management of **graduate funding**, providing advice to academic staff, advertising studentships, processing applications and issuing award letters, as well as proactively working with departmental and divisional colleagues to deliver management information and reporting on graduate funding;
  - Conduct thorough **reviews of relevant data and present comprehensive reports** to inform decision-making, including student demographic data, student satisfaction surveys in support of to support the Department's strategic aims including fair access for students and Athena SWAN aims, in conjunction with the Deputy Head of Academic Administration;
  - Identify, instigate, and manage **continuous improvement projects** to develop and improve academic administrative processes, delivering quality assurance and efficiency;
  - Act as secretary to the Graduate Studies Committee and oversee the servicing of the MSc Supervisory Committees and Boards of Examiners for the MSc programmes by the MSc Administrators, and the Consultative Committee for Graduates serviced by the Graduate Studies Administrator;
  - Establish effective working relationships with the holders of similar posts in other departments, the MPLS Divisional Office, as well as with colleagues across the University (e.g., the Education Policy Unit, Proctors Office, Academic Records Office) to ensure smooth communication and the alignment of departmental academic administration with University policy and procedure;
  - Assist the Head of Academic Administration in the support of students notified to the department by the Disability Advisory Service.

## Staff Management

- Manage four team members (plus any temporary/agency staff) including responsibility for their induction, on the job training and day-to-day instruction, coordinating workload, delegating tasks, and providing feedback to support their development and performance reviews;

- In conjunction with the Undergraduate Studies Officer, ensure that the Academic Administration Office maintains an efficient and professional level of service to academics and students (prospective and on-course), ensuring sufficient staff cover and appropriate allocation of tasks between the teams.

## **Other**

- Deputise for the Deputy Head of Academic Administration in his/her absence;
- Support the Deputy Head of Academic Administration and the Head of Academic Administration with the preparation and submission of documentation for large scale reviews of the department's teaching and research activities;
- Participate in relevant University committees as appropriate to the grade;
- Promote equality, diversity and inclusion across postgraduate programmes, supporting the Deputy Head of Academic Administration, the Directors of Graduate Studies and MSc Course Directors in delivery of departmental commitments;
- Undertake any other duties, commensurate with the grading of the post.

## **Selection criteria**

Your application will be judged only against the criteria which are set out below. You should ensure that your application shows clearly how your skills and experience meet these criteria. The Selection Committee for this process is expected to comprise;

- Dr Joanna Walker, Deputy Head of Academic Administration (Chair)
- Dr Kathryn Gillow, Course Director for the M.Sc. in Mathematical Sciences
- Pádraig O'Connor, Head of Humanities Education Planning and Support

The University is committed to fairness, consistency and transparency in selection decisions. Members of the selection committee are aware of the principles of equality of opportunity, fair selection and the risks of bias.

If, for any reason, you have taken a career break, parental leave or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your experience may be reduced as a result.

### **Essential selection criteria**

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

1. Educated to degree level (or equivalent) with the associated intellectual capacity, reasoning and analytical skills to be able to interpret, apply and communicate regulations and procedures;
2. Experience of staff management involving a diverse workforce and a proven ability to lead and deliver results by encouraging a team-based approach;

3. Experience in administration, preferably in higher education or a similar field, with demonstrable knowledge of systems and procedures for academic and student support;
4. Excellent organisational skills, follow through and attention to detail, with a proven ability to work well independently and under pressure, handling and prioritising a complex portfolio in a challenging environment;
5. Experience of initiating and implementing new operational processes, systems, and structures;
6. Strong interpersonal skills with an understanding of the need for confidentiality, and a proven ability to build effective relationships with academic, research and professional services staff, and students;
7. Excellent written and verbal communication skills, including a high level of personal discretion and judgement, especially when dealing with sensitive and confidential information;
8. Experience of providing specialist advice and guidance, and the demonstrable ability to influence senior academic colleagues;
9. Numerate with excellent IT skills, including proficiency with Microsoft 365 applications: Excel, Word, Teams, OneDrive and Sharepoint, and experience of developing, maintaining, and producing information from spreadsheets and databases;
10. Commitment to provision of a first-class student experience.

### **Desirable selection criteria**

1. Experience of working in Higher Education administration, ideally in Academic Administration;
2. Knowledge and experience of higher education regulations;
3. Experience of organising and running events;
4. 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](http://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](http://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](http://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](http://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](http://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](http://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](#)<sup>1</sup> 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](http://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. Oxford is widely recognised as one of the world's leading science universities and the MPLS Division is home to our non-medical sciences, with 10 academic departments that 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 tackles major societal and technological challenges – whether developing new energy solutions or improved cancer treatments, understanding climate change processes, or helping to preserve biodiversity, and is increasingly focused

<sup>1</sup> The Mathematical Institute was a founding supporter of the London Mathematical Society's Good Practice Scheme ([www.lms.ac.uk/women/good-practice-scheme](http://www.lms.ac.uk/women/good-practice-scheme)). We have held an Athena SWAN Silver Award since 2016.

on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

The disciplines within the MPLS Division regularly appear at the highest levels in rankings, including the Times Higher Education and QS world rankings. Nationally, the quality of the Division's research outputs and environment, and the resulting impact, was recognised through strong performances in the UK Research Excellence Framework in both 2014 and 2021.

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships and faculty positions. MPLS continues in its work to support diversity in its staffing, seeing that it will bring benefits to all, and we are pleased to note that all academic departments in the Division hold Athena Swan Awards.

We have around 7,300 full and part-time students (including approximately 3,400 graduate 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 academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve diverse mathematical, scientific and engineering problems.

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 ([www.oxfordsparks.ox.ac.uk](http://www.oxfordsparks.ox.ac.uk)) and a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire, aided by the work of Oxford University Innovation and Oxford Sciences Innovation, is to link our best scientific minds with industry and public policy makers.

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

## **How to Apply**

Applications are made through our online recruitment portal. Information about how to apply is available 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).

All applications must be received by **12.00 noon UK time on Tuesday, 6<sup>th</sup> May.**

Interviews are anticipated to take place on **Monday, 19<sup>th</sup> May.**

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## 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).

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**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](mailto:vacancies@maths.ox.ac.uk).

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 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 70<sup>th</sup> 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](http://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 backup 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](http://www.newcomers.ox.ac.uk)