MATHEMATICAL INSTITUTE
ANDREW WILES BUILDING

Job Description and Selection Criteria

Job title	Programme Coordinator
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 6: £36,360- £42,434 per annum (pro-rata)
Hours	Part-time (18.75 hours per week / 50% FTE)
Contract type	Fixed Term (4 years)
Reporting to	Deputy Head of Administration and Finance (with functional reporting to the Collaboration Director, Professor Jon Keating)
Vacancy reference	189858
Additional information	This post is funded by the Simons Foundation.

The role

The Mathematical Institute is seeking an organised and proactive Programme Coordinator to provide high-quality administrative support for an international research programme led by Professor Jon Keating. Funded by the Simons Foundation, this substantial collaboration involves leading researchers across multiple world-class institutions, focusing on analytic number theory and probabilistic techniques.

The postholder will serve as the operational hub and primary administrative contact for the collaboration's activities and events. Operating independently within established departmental procedures, the Coordinator will hold core responsibility for coordinating complex logistical arrangements for domestic and international conferences, workshops, steering committee meetings, and summer schools. Scientific direction, overall leadership and strategic resource allocation will remain with the Collaboration Director and Steering Committee. Financial management, funder compliance, budget monitoring and formal grant reporting will remain the responsibility of the department's Research Grants Manager**.** The Programme Coordinator will work closely with the Research Grants Manager to support the effective operational delivery of the collaboration, while ensuring that financial and grant-related matters are referred to the appropriate responsible officers.
The official start date of the project is 1st January 2027 and we are seeking to appoint a Programme Coordinator to commence in post thereafter.

Flexible working

The department supports agile and flexible working arrangements. This position is part-time (0.5 FTE, 18.75 hours per week). While the core duties require regular on-site presence at the Andrew Wiles Building to support departmental operations, facilitate visitor arrivals, and coordinate physical meetings, there is flexibility to establish a regular hybrid working pattern combining on-site and remote work, subject to operational requirements and agreement with the line manager.

Responsibilities

The successful candidate will be expected to:

- **Conferences and Events Coordination:** Act as the primary coordinator for the collaboration's extensive event schedule, managing comprehensive logistics for biennial 5-day conferences (e.g., at Princeton and the Courant Institute) and international summer schools, including the 2028 summer school at the Fields Institute in Canada, and the summer school in Oxford in 2030.
- **Travel and Visitor Logistics:** Arrange complex domestic and international travel, accommodation, and itineraries for visiting academics, guest speakers, and research students associated with the collaboration, ensuring alignment with university and departmental policies.
- **Committee and Governance Support:** Provide secretariat support to the collaboration's Steering Committee and discussion groups; schedule physical and video-conference meetings, prepare agendas, distribute papers, and record concise minutes or action items.
- **Communication and Liaison:** Act as the primary administrative point of contact for collaboration activities, maintaining regular, professional correspondence with participating researchers, international Pls, and departmental professional services staff.
- **Routine Financial Administration:** Raise requisitions, process invoices, and maintain procurement records, ensuring compliance with university financial procedures and timely supplier payments.
- **Digital Community Management:** Maintain and update the collaboration's dedicated web pages and digital platforms; coordinate the secure upload, organisation, and distribution of event recordings.
- **Recruitment Support:** Assist Pls and HR staff with the practical and logistical arrangements for postdoctoral research associate (PDRA) recruitments, including coordinating schedules and organising interview itineraries following standard departmental processes.
- **Administrative Coordination:** Manage general administrative processes under established procedures, working independently to resolve routine operational queries, while escalating complex financial, contractual, or grant reporting matters to the Research Grants Manager; act at all times in the best interests of the University to support the day-to-day administration of projects in accordance with good research practice, facilitating efficient execution and successful delivery.
- **Collaboration Reporting and Information Coordination:** Coordinate the collection and organisation of information from participating PIs and institutions for the Collaboration's annual scientific progress report, including research outputs, publications, meetings, presentations and other activities. Maintain accurate records throughout the reporting period and assist the Collaboration Director in preparing factual summaries and draft reporting material for review and approval. Scientific assessment and responsibility for the final report will remain with the Collaboration Director, while formal grant administration and financial reporting will remain with the responsibility of the Research Grants Manager.

Selection criteria

Essential selection criteria

- **Experience in Event and Logistics Coordination:** Proven experience organising high-profile academic or professional events, workshops, or conferences, including managing complex travel, accommodation, and hospitality arrangements.
- **Strong Organisational and Time-Management Skills:** Ability to manage a varied workload independently, prioritise tasks effectively, meet strict deadlines, and maintain an organised, systematic approach to administrative processes.
- **Excellent Communication and Interpersonal Skills:** Ability to communicate clearly, professionally, and tactfully in writing and verbally with a wide range of international stakeholders, senior academics, and professional colleagues, maintaining confidentiality where appropriate.
- **Digital Literacy and Digital Platform Competency:** Competence in standard tools (Microsoft Office, shared drives) and an ability to adapt to new technologies, including the judicious and effective use of generative AI tools (such as Gemini or ChatGPT) to safely streamline workflows and enhance productivity.
- **Routine Financial and Administrative Competency:** Experience dealing accurately with routine financial tasks, such as processing expense claims, raising purchase orders, tracking local receipts, or checking financial transactions.
- **Committee Support Experience:** Demonstrable experience providing administrative support to committees or working groups, including drafting meeting agendas, assembling background papers, and taking accurate minutes.
- **Commitment to Equality, Diversity, and Inclusion:** Understanding of, and commitment to, promoting an inclusive, welcoming, and equitable workplace, aligned with the university's EDI policies and recruitment initiatives.

Desirable selection criteria

- **Higher Education Experience:** Previous administrative experience within a Higher Education institution or a research-intensive academic department.
- **Familiarity with Financial Systems:** Experience using institutional financial systems or e-procurement software (such as Oracle Financials) for raising purchase orders and processing invoices.

Pre-employment screening

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 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

We proudly hold a departmental Athena SWAN Silver Award and an institutional Race Equality Charter Bronze Award.

The Mathematical, Physical, and Life Sciences Division

Oxford is widely regarded as one of the world's leading science universities, and the University's Mathematical, Physical and Life Sciences (MPLS) Division sits at the heart of this reputation. It offers an outstanding environment for research, teaching, and innovation across the mathematical, computational, physical, engineering, and life sciences. As one of the four academic divisions of the University of Oxford, encompassing nine academic departments, a Doctoral Training Centre and Begbroke Science Park, it provides a collaborative, interdisciplinary community with a vibrant network of leading researchers and educators.

The division's research outputs, environment, and impact are consistently recognised at the highest levels, both nationally and internationally. MPLS departments regularly appear at the top of global league tables, including the Times Higher Education and QS World Rankings. Our strong performances in the UK Research Excellence Framework in both 2014 and 2021 also highlight the quality and impact of our work. These achievements reflect not only our academic excellence but also the strong networks we foster—with industrial partners, policymakers, and global research institutions.

Our vibrant research environment continues to evolve with major new investments in infrastructure. The Life and Mind Building, the University's largest-ever building project, is now close to completion/opened in 2025. It provides purpose-built facilities for the Departments of Experimental Psychology and Biology in inspiring spaces designed to foster collaboration and brings together researchers working on some of the most pressing questions in life sciences and human behaviour. The striking new Andrew Wiles Building houses our Mathematical Institute next to the Schwarzman Humanities Building, and the Beecroft on the edge of University Parks has provided a transformative home for our physicists. Current plans include significant investment to expand our interdisciplinary research and innovation support facilities at Begbroke Science Park and to transform Osney Mead, to the west of the city centre, into a dynamic innovation district, further strengthening Oxford's position as a world leader in science, technology, and enterprise.

---

[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.

MPLS provides a supportive and inclusive environment for academics at every career stage, from all over the world. The Division has a strong tradition of securing prestigious fellowships and supporting researchers as they progress to leadership roles. We are proud of our diverse community and every department holds an Athena Swan Award.

For educators, Oxford's tutorial system offers an unparalleled opportunity to engage with talented students and contribute to one of the world's most respected teaching systems. The division plays a central role in shaping the future of science through its graduate programmes, with over 3,500 postgraduate students receiving rigorous training and mentorship across MPLS departments.

For more information about the MPLS Division and the dedicated professional support it provides to academics across the sciences, please visit: http://www.mpls.ox.ac.uk

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 **midday** UK time on the **closing date stated in the online advertisement.**

Information for internal candidates

If you currently work at the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving and information about your performance.

- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.Before applying for this post, you are advised to read the Internal Mobility Principles. The principles promote good practice for moving into professional services roles, and are designed to provide clarity on expectations for managers and individuals.

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).

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 recruitment@,aths.oc.ax.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** of 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.

Equal Opportunity

The University of Oxford is committed to equal opportunity, and to being an inclusive institution where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Recruitment, progression within employment and retention will be determined according to personal merit and the duties and requirements of the post. In all cases, the primary consideration will be the ability to perform the job.

Our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and freedom of speech, as stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, support for sustainable travel and other discounts. Staff can also access a huge range of personal and professional development opportunities. See https://hr.admin.ox.ac.uk/staff-benefits. Staff can access a huge range of personal and professional development opportunities. See https://hr.admin.ox.ac.uk/staff-benefits

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at https://staff.admin.ox.ac.uk/thriving-at-oxford

University Club and sports facilities

Membership of the University Club is free for University staff. It 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

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See Life in Oxford | Oxford University Jobs
There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see https://hr.web.ox.ac.uk/family-leave). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See https://childcare.admin.ox.ac.uk/.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at https://edu.admin.ox.ac.uk/disability-support. For information about how we support those going through menopause see https://hr.admin.ox.ac.uk/menopause-guidance

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more https://www.ox.ac.uk/research/support-researchers/researcher-hub

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society