



MATHEMATICAL INSTITUTE
ANDREW WILES BUILDING

Job Description and Selection Criteria

Job title	Administrative Manager, Clay Mathematics Institute
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 8: £49,119 – £58,265
Hours	Full-time
Contract type	Open-ended, externally funded
Reporting to	Operational Manager: President, Clay Mathematics Institute (currently Professor Martin Bridson) Line Manager: Deputy Head of Administration and Finance
Vacancy reference	185509
Additional information	The postholder managed the Administrative Assistant. This position is funded by the Clay Mathematics Institute on a rolling basis.

The role

The Administrative Manager takes the leading role in managing and supporting the activities of the Clay Mathematics Institute in Oxford and elsewhere. These take place on an international stage, and include the recruitment of research fellows (who are free to choose their place of work) and senior scholars, the organisation of mathematical meetings in many parts of the world (in partnership with local organisers), and the publication of mathematical work. They also include the award of prestigious international prizes. The Administrative Manager will prepare and have oversight of an annual budget of approximately \$3m, and is responsible for vetting expenditure and claims, and for passing approved financial



recommendations to the agents of the CMI Directors in the USA. As such, the Administrative Manager is expected to have a high level of financial experience and the ability and willingness necessary to understand and comply with local financial regulations as well as those governing an American charitable foundation operating in an international environment. In consequence, the Administrative Manager must show a high level of independence and initiative, beyond that normally required of departmental administrators working wholly within the University.

The Administrative Manager needs exceptional personal skills to work with a community of highly talented mathematicians in many countries and to maintain the high esteem in which they hold the Clay Mathematics Institute. The postholder needs the utmost discretion in dealing with the highly sensitive matter of awarding very prestigious and very valuable international prizes, and in preparing the associated publicity and press releases. They need to understand not only the ethos of the international research community but also how mathematicians work, so as to be able to give effective support to the work of the foundation.

The Administrative Manager will be responsible for the effective and efficient day to day non-academic management and administration of the CMI. The Administrative Manager is also required to assist the President in the development of future strategic and business plans, ensuring that expenditure is both within budget and above the minimum level required by US charity law. He or she will also advise the President of potential operational and strategic problems, offer sound solutions and implement the resultant decisions. They must maintain close contact with the Board of Directors and its officers and agents in the USA.

The non-strategic duties are wide-ranging and include: personnel management of all academic-related staff (currently there are 9 research fellows employed by the Directors under US employment law); line management of non-academic support staff (one Administrative Assistant in Oxford, employed by the University); financial management (turnover \$3m); and administration of research support activities. General operational management and administration facilities in Oxford also form part of the responsibilities. Furthermore, the Administrative Manager will ensure that the CMI's procedures conform to relevant law in the UK and the USA as well as with University statutes, regulations, policies and procedures and to those policies and procedures required by the President and the Board of Directors.

The Administrative Manager is employed by the University of Oxford and works at the Mathematical Institute (the University's department of mathematics), with full access to the facilities of the University and the department. The Deputy Head of Administration and Finance of the Mathematical Institute acts as line manager, but the postholder will work under the day-to-day direction of the President of the CMI.

Responsibilities

To manage all aspects of the administrative support for the Clay Mathematics Institute in Oxford.

1. Administration and Operational Management

In collaboration with the CMI President and with the assistance of other CMI staff:

1. Support the organisation of all the activities of the CMI, including events held elsewhere in the world
2. Manage all non-scientific aspects of CMI-hosted events, including the annual Clay Research Conference
3. Prepare annual budgets and report on actual performance against them, quarterly, or three times year.

4. Support the Scientific Advisory Board and the Directors
5. Manage CMI communications, including maintenance of its web pages
6. Manage, with the President, the CMI's academic and other publications
7. Travel to the USA to report to the Board of Directors if required
8. Travel to other countries to organize CMI events if required

2. Strategy and Planning

Assisting with:

1. Advice on and implementing changes in the strategic use of staff, the development of new ideas and business plans for the support of mathematical research
2. Strategic planning, including introduction of new information technology, and other services and facilities
3. The planning and optimisation of the use of space

3. Personnel Management

Supported by the HR team of the Mathematical Institute and, via them, University People Department:

1. Maintaining:
 - i. An awareness of current employment regulations in the jurisdictions where CMI has employees
 - ii. A sound working knowledge of University personnel policies and procedures and their impact on the CMI
 - iii. Close liaison with the University Personnel Services and with the President and Board of Directors of the CMI
2. Carrying out:
 - i. The recruitment and selection of support staff
 - ii. The employment of temporary and casual staff and acting as line manager, where appropriate
 - iii. Analysis of the CMI's personnel information and providing data and reports as required
3. Providing advice on:
 - i. The management of personnel problems
 - ii. Conduct and performance issues
 - iii. Time-keeping and absence
 - iv. Disciplinary and grievance procedures
4. Ensuring that:
 - i. All personnel work is carried out efficiently and effectively
 - ii. All of the University's and the CMI's personnel policies and procedures are followed
 - iii. All CMI staff in the UK have the right to work in the UK and that CMI research fellows and others visiting the UK have appropriate visas
 - iv. All CMI employees have the right to work in the jurisdiction in which they are employed and work permits and other necessary employment or residence documentation is obtained as appropriate; this includes liaison with the Directors' legal advisers in the USA on visa requirements and work permits in the USA and in other countries
 - v. Contracts of employment and job descriptions are issued in accordance with UK law or that of other jurisdictions as appropriate

- vi. Induction training is carried out and the information needed by new staff is readily available
 - vii. Benefits enrolment for CMI employees in the USA is complete by start of employment (in Liaison with CMI's Chief Financial Officer)
 - viii. Post grading applications are submitted as appropriate
 - ix. The welfare, career development and if necessary, the disciplining of staff is undertaken
 - x. Personnel records are maintained in accordance with the Data Protection Act and other rules of confidentiality
5. Organising:
- i. the appraisal of all levels of staff
 - ii. the identification of staff training and development needs
 - iii. the continuing training and development of staff

4. Financial Management

1. Maintaining:
- i. A good understanding of current financial practice through a thorough knowledge of University financial policies and procedures and those required by the CMI President and Board of Directors
 - ii. Close liaison with the Mathematical Institute's Deputy Head of Administration and Finance, and other appropriate University Officers, and with the CMI President, Board of Directors and Chief Financial Officer (currently Andrew Walker, based in Colorado)
2. Carrying out:
- i. The preparation of annual and longer-term estimates
 - ii. Financial planning and forecasting and advising on the setting of budgets
 - iii. The coordination of financial plans to take account of changed circumstances
 - iv. The authorisation, supervision and validation of all payments
 - v. The control of administrative budgets
3. Control of the CMI's financial operations (in conjunction with the Directors' officers in the USA and Mathematical Institute finance staff) and ensuring that all financial activity is carried out efficiently, effectively and is properly authorised.
4. Assisting in the negotiation of all contracts in liaison with the appropriate University services and with the CMI President and Board of Directors.
5. Liaising with CMI's Chief Financial Officer in the preparation of accounts for audit by the Directors' auditors.
6. Management of all contracts, trading activity and donations.
7. Providing management information for the President and Board of Directors.
8. Overseeing procurement procedures when tendering is necessary.
9. Maintenance of a fixed asset register (recording, insurance, repairs and disposals) through CMI's Chief Financial Officer.

5. Safety, Security and Other Departmental Duties

- 1. Keeping current on University health and safety policy and guidance and liaison with the University Safety Office and Occupational Health Service, normally via the Personnel Administrator and Safety Officer of the Mathematical Institute.
- 2. Assisting the Mathematical Institute's Safety Officers in the implementation of agreed or proposed safety measures.

3. Ensuring physical and personal security measures are in place including control of access to buildings and if required to specific facilities in buildings, both within and outside working hours.
4. Liaison with the University Marshal and Security Services and if required Thames Valley Police on security matters.
5. Attendance at committee meetings and in working groups as required to ensure the implementation of agreed decisions and to advise on the non-academic aspects of the CMI.

6. University and Other Duties

1. Participation in University recruitment selection and other panels as considered appropriate or agreed by the CMI President.
2. Any other administrative or managerial duties delegated or requested by the President.

Selection criteria

Essential selection criteria

1. Knowledge, intellectual capacity, reasoning and analytical skills of a graduate or equivalent
2. Previous managerial or supervisory experience in a varied environment
3. Some experience of personnel management
4. Numerate and able to demonstrate ability in financial management and analysis
5. Ability to encourage a team-based approach
6. A logical mind with the capacity to overcome difficult problems creatively
7. Ability to work independently
8. Good organisational skills together with the ability to prioritise and delegate effectively
9. Personal and communication skills necessary to maintain the outstanding reputation and high international profile of the CMI, including the ability to communicate effectively (both orally and in writing) with a wide range of people within and external to the postholder's own organization
10. Computer literate with experience of a range of software (including basic experience of maintaining web pages)
11. Experience of academic research or of working in support of research
12. Willingness and ability to travel occasionally if necessary
13. Some knowledge of major academic or charitable research funding bodies
14. Experience of creating collaborative and inclusive environments with people from different backgrounds
15. A commitment to demonstrating respect, courtesy and consideration within interactions with members of the University community
16. A commitment to ensuring the Department/Faculty provides a positive, supportive and inclusive environment for all

Desirable selection criteria

1. Experience of working overseas
2. Foreign language
3. Experience of academic publishing

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

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.

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.

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>

The Clay Mathematics Institute (CMI)

The primary objectives and purposes of the CMI are:

1. to increase and disseminate mathematical knowledge,
2. to educate mathematicians and other scientists about new discoveries in the field of mathematics,
3. to encourage gifted students to pursue mathematical careers, and
4. to recognize extraordinary achievements and advances in mathematical research.

The office of the President moved to Oxford in the summer of 2012, taking over space in the Mathematical Institute at the University of Oxford.

The CMI is governed by its Board of Directors, advised by a Scientific Advisory Board, and the President. The Board of Directors holds meetings to consider recommendations from the Scientific Advisory Board, to receive and discuss the President's report on scientific activities, to consider reports on the spending and investments of the Institute, and to conduct other business; it usually meets three times per year, once in Oxford during the annual Clay Research Conference and twice via zoom. The Scientific Advisory Board, chaired by the President, is responsible for the approval of all scientific proposals and for the selection of prize winners and Research Fellows.

The Clay Mathematics Institute is an Operating Charitable Foundation under US law. It spends around \$3m million per year in pursuance of its international mission.

Further information about the CMI is available at <http://www.claymath.org/>

The Mathematical Institute provides administrative services to the Clay Mathematics Institute, under the terms of an agreement that is renewed periodically. The current three-year agreement covers the period up to 30 September 2027.

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>.