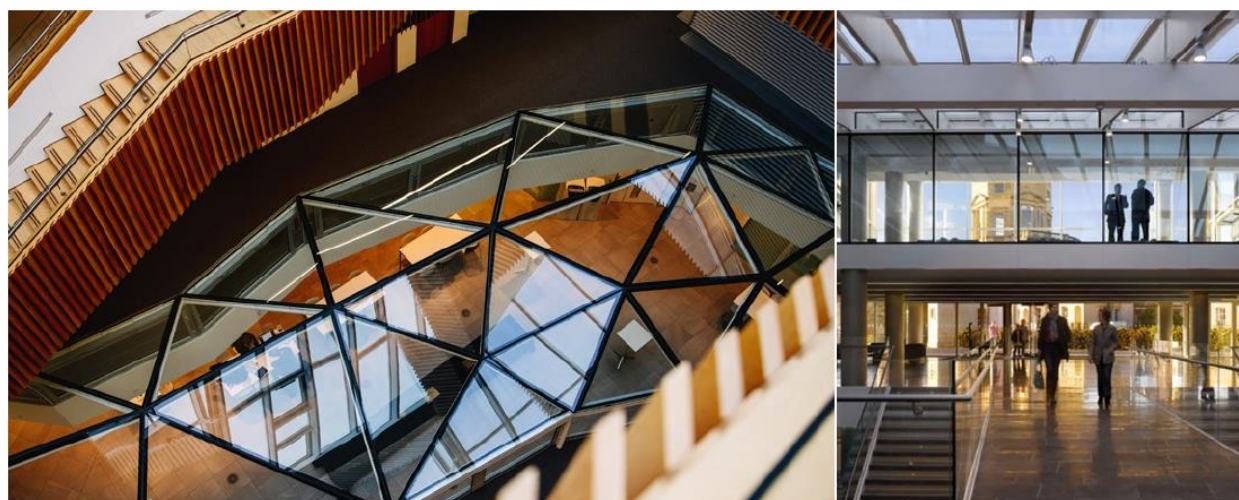


**MATHEMATICAL INSTITUTE**  
ANDREW WILES BUILDING

## Job Description and Selection Criteria

<b>Job title</b>	Deputy Head of Administration and Finance
<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 9: £ 55,636 - £64,228 per annum
<b>Hours</b>	Full-time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Head of Administration and Finance
<b>Vacancy reference</b>	180337
<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**

This exciting new post presents an excellent opportunity to join the leadership team of a thriving academic department. The Mathematical Institute is one of the world's leading mathematics departments and our research, impact, and environment were all ranked first in the UK in the 2021 and 2014 Research Excellence Framework exercises. The department has around 250 staff on the main payroll (including over 100 faculty members). Teaching is central to the life of the department, and there are around 950 undergraduate students (including joint courses with other subjects), around 250-300 postgraduate research students, and around 250 Masters students across 5 programmes.

The Deputy Head of Administration and Finance (DHAF) will play a key leadership role in providing professional support for the department, deputising for the Head of Administration and Finance (HAF) and leading the department's strategic people function. You will work closely with the department's academic leadership team including the Head of Department, the Associate Head of Department for People, and other senior colleagues to provide strategic insights and recommendations for improvements to operations and services generally, as well as contributing to the development of the department and delivery of key strategic projects.

As Deputy Head of Administration and Finance you will have a broad focus across leading people-related strategies and change management, and developing departmental policy, planning, and governance in this area. Leading the HR team, EDI efforts, administrative support for our 16 Research Groups, the Clay Mathematical Institute and the Projects team, you will be a motivational and innovative leader, with a proven ability to manage change and respond positively to new challenges. You will have sound judgement under pressure, be able to think laterally and creatively, and have the intellectual capacity and strength of character to take and implement important, complex, and sometimes difficult decisions. You will engage positively with all staff groups and work in close collaboration with the other operational service heads to ensure that service is consistently of a high standard and supports the department's delivery of its strategic objectives.

## **Responsibilities**

- Lead, motivate and support staff across a number of discrete teams, with 6 direct reports. Responsibility for ensuring clear objectives, effective performance management, and continuous professional development.
- Take the operational lead on developing and delivering the department's people-related strategy, ensuring alignment with University priorities and the department's academic and research goals, with a focus on organisational change, workforce planning and talent development. Shape and implement administrative policy and governance, ensuring departmental procedures are effective, forward-looking, support long-term teaching and research priorities and align with University and Divisional projects and frameworks.
- Lead on the formation of departmental policy and its implementation in people-related matters, writing complex policy papers as required, as well as supporting the Head of Administration and Finance in other policy areas.
- Oversee the effective delivery of the HR function, managing the HR Manager and ensuring high-quality, customer-focused services across recruitment, casework, policy implementation, and operational HR processes.

- Lead the department's approach to equality, diversity and inclusion (EDI), including supporting Athena SWAN and wider cultural and wellbeing initiatives to foster an inclusive and supportive working environment.
- Take full ownership of cross-functional departmental projects as directed by the Head of Administration and Finance and engage a variety of stakeholders in their delivery.
- Take the lead on change management within the department; coaching managers and supporting staff to successfully prepare, deliver and embed structural and process changes with minimal disruption.
- Work closely with the HAF, Head of Department and the 4 Associate Heads of Department on the development of medium- and long-term strategic plans for the Mathematical Institute.
- Support the Head of Department, Associate Head of Department for People and senior academic colleagues by providing timely, authoritative advice on University regulations, people-related matters, and operational strategy.
- Oversee periodic people-related exercises including the Reward and Recognition scheme, Recognition of Distinction exercise and Professorial Merit Pay exercise.
- Lead strategic workforce initiatives and advise departmental Nominations Committee. Such initiatives might include management of the academic workload planning model, succession planning and business cases, and departmental coordination with outcomes from the University's Pay & Conditions review.
- Deputise for the Head of Administration and Finance, assuming full responsibility for the leadership of all departmental administration in their absence, providing strategic oversight of all operational functions, including HR, finance, academic administration, research support, IT, communications, buildings and facilities, and safety, to ensure integrated service delivery.
- Support the Head of Administration and Finance in leading and managing an effective and efficient organisational environment to support the delivery of the world class research and teaching of the department, ensuring there is effective co-ordination and communication with services provided from both the Division and the central University functions.
- Drive continuous improvement and innovation in administrative systems and processes, including oversight of strategic HR and departmental projects, reporting, and risk management.
- Maintain an up-to-date expert knowledge of issues, policies, good practice and regulatory frameworks relevant to the role.
- Represent the department at a divisional and University level and ensure effective communication with other parts of the collegiate University on people-related matters.
- Other tasks commensurate with the grade, as requested by the Head of Administration and Finance and/or the Head of Department.

## **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 Rachael Sanders (Chair, Head of Administration and Finance, Mathematical Institute)
- Professor Ian Hewitt (Associate Head of Department – People, Mathematical Institute)
- Sophie Gibbons (Head of Administration and Finance, Department of Computer Science)

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**

1. Significant managerial experience at a senior level in a devolved, complex and varied working environment with a proven ability to adapt practices and processes to meet changing needs.
2. Knowledge, intellectual capacity, reasoning and analytical skills of a graduate or equivalent.
3. Experience of managing projects with multiple inputs allied with an ability to make comprehensive assessments and sound judgements.
4. Proven people-management skills. The ability to manage and engage a varied team with a range of functional responsibilities and inspire confidence from the team and customers.
5. Experience of managing and leading change with confidence; a resilient approach to problem-solving.
6. Excellent interpersonal skills and evidence of the ability to gain the confidence of a wide range of people including academic staff, senior University officers, and all grades of operational staff, in addition to building effective relationships with external stakeholders.
7. Highly developed negotiating and influencing skills and the ability to demonstrate a diplomatic and consensual approach to problem-resolution.
8. Excellent oral and written skills and the ability to communicate complex and sensitive information clearly and concisely.
9. Confidence in handling financial data and an ability to see the financial implications of specific decisions set in the context of broader structural and operational issues.

10. The ability to respond quickly, anticipate situations and take appropriate action to resolve issues and minimise any associated risk.
11. The capacity to remain resilient, calm and effective under pressure, with the proven ability to juggle multiple priorities and meet tight deadlines.

### **Desirable selection criteria**

1. Experience of working in a higher education, or related, environment.

## **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).

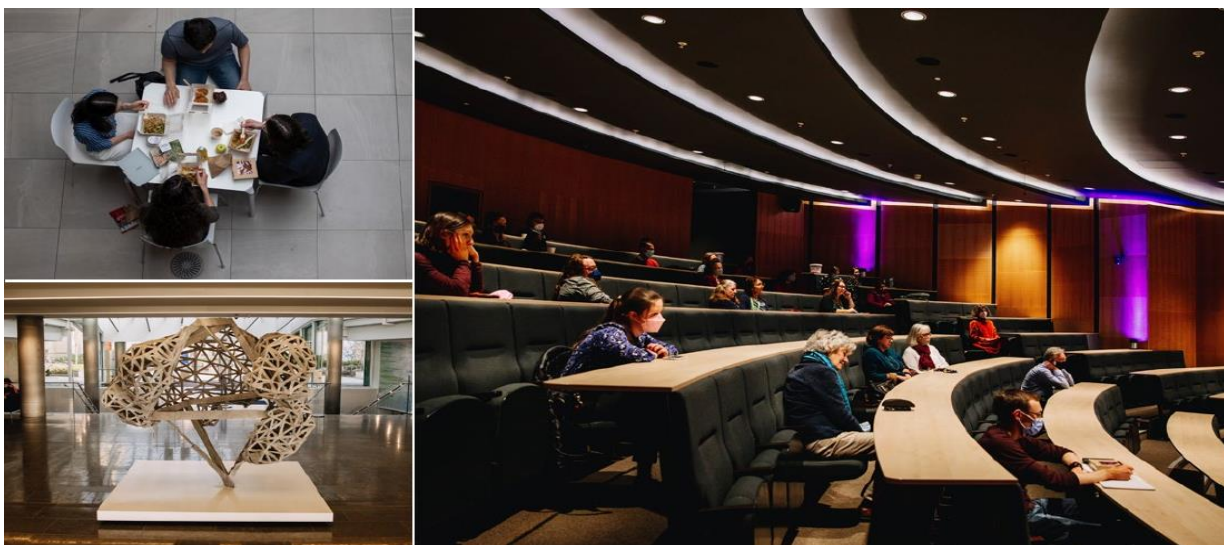
## The Mathematical Institute

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 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

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<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.

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 30 June 2025**.

Interviews are anticipated to take place on **8 July 2025**.



## 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 [recruitment@maths.ox.ac.uk](mailto:recruitment@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>

## Employee Assistance Programme

As part of our wellbeing offering staff get free access to Spectrum.Life, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/spectrum.life>.

## 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

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 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).

## 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/oxfordresearch-staff-society>