



Job description and selection criteria

Job title	Corporate Relations Executive
Division	Social Sciences
Department	Saïd Business School
Location	Park End Street, Oxford
Grade	Grade 8: £37,012-£44,166 (with discretionary range to £48,246)
Hours	Full time (37.5 hours)
Contract type	Permanent
Reporting to	Director of Development and Alumni Relations

Introduction

The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 21,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes 5,900 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and 2,820 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2010/11 was £919.6m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £400m p.a., and more than 70 spin-off companies have been created.

For more information please visit www.ox.ac.uk

Division

The School is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial

authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses.

For more information please visit <http://www.division.ox.ac.uk/>

Saïd Business School

The Saïd Business School is a department of the University and provides a range of business courses. At undergraduate level it offers a three-year BA in Economics and Management and a four-year Masters in Engineering, Economics and Management and in Materials, Economics and Management. Its Masters-level portfolio, includes the one-year MBA, an Executive MBA, taught over two years on a part-time basis, the Masters in Major Programme Management and two programmes taught jointly with other departments: the Masters in Financial Economics and the Masters in Law & Finance. In addition it offers a range of post-graduate Diplomas and open executive education programmes. A wholly-owned subsidiary company (Oxford Saïd Business School Limited) runs a number of customised executive education programmes, many delivered in other countries. Originally founded in 1990, the School is rapidly establishing itself as one of the world's leading centres for management education. Intellectually rigorous, it addresses issues that are of direct concern to businesses and policy makers. The School is also a world-leading centre for business-related research, including specialisations on strategy and entrepreneurship, operations management, finance, accounting and marketing.

For more information please visit <http://www.sbs.ox.ac.uk>

Job description

Overview of the role

The Saïd Business School is an outward-facing organisation with a strategic focus on making an impact on business practice. Strong corporate relations are key to this. The Corporate Relations Executive will be at the centre of this activity and will play a key role in managing the development of these relations. The post holder will be required to take the lead in advising colleagues in maintaining and developing relations with a number of stakeholders outside Oxford and to contribute to the School's external relations strategy. Specifically, s/he will be expected to manage, develop and maintain systems for the management of external relations, undertake key research on prospective relationships and support colleagues in initiating, creating and maintaining such relationships. In a business school, the work of external relations is a shared responsibility between individual Faculty members and the Development office personnel. The relationships that individual academics forge with corporations are a major determinant of the School's reputation in the business world. As a consequence, the School has a number of professional functions that have an outward-facing function. These include Marketing, PR, Careers, Development, Alumni, Admissions, Executive Education and Events. The person appointed will work with colleagues in these areas and will provide a high level professional and high-quality framework.

Key Relationships

Dean and Associate Dean (Executive Education)

Director of Development and Alumni Relations

Director of Marketing and team members

Director of Careers and team members

Head of Alumni Relations

Director of Custom Programmes

Director of EMBA Programme The Administrator

Business Development staff

Executive Education Associate Directors

All academic and research staff

The University's and the Division's Development teams

Current students and program participants

Administrative and IT Support Staff

Key Tasks

Manage the co-ordination of the School's Corporate relations framework.

Initiate, develop and maintain relationships with key external Corporate and individual stakeholders to strengthen business links with the global community and create new business opportunities in order to develop the reputation of the School.

Actively build and develop a network of Corporate relationships that strengthen the Saïd brand and create a platform for marketing activities.

Ensure that Schools key 'Accounts' are identified, Key Account Managers (KAMs) are appointed and School-wide Account plans are developed and reviewed regularly.

Responsible for the provision of information concerning corporate relations within the School, to be used in the preparation of marketing events and communications.

Provide regular reports to the Dean and his senior team on the status of corporate relations, including recommendations for action.

Develop and maintain management information and provide reports, in order to maximise development opportunities.

Be responsible for creating the School's external relations strategy, working closely with the other internal contributing departments and stakeholders.

Be responsible for project co-ordination involving Corporate and individual stakeholders, senior Faculty members and senior fundraising personnel both in Oxford and Overseas in order to increase Corporate Relations.

Prepare briefing notes on prospective and continuing relationships for internal stakeholders to enable them to create Corporate Relations opportunities.

Organise targeted corporate visits and host events as appropriate, with the aim of showcasing the School

Act as an ambassador for the School to increase corporate relations

Review and report on the effectiveness of delivering against the School's external relations strategy and corporate relationship management plan and make changes and recommendations in order to increase the effectiveness of the strategy.

Manage a small team providing administrative and IT support.

Selection Criteria

Essential

- Demonstrable ability to develop and maintain excellent professional working relationships with a wide range of staff and stakeholders in a complex working environment.
- Previous experience of similar work in external, corporate relations, business development or sales.
- Good problem solving and organization skills, ability to deal with deadlines and conflicting priorities.
- Excellent oral, written communication and presentation skills. Ability to create cohesive narrative out of disparate facts. Professional appearance with the ability represent the School in a range of settings
- Ability to undertake research across industries to identify beneficial relationships for the School. Excellent document/file management skills requiring a high degree of organisation and logic.
- Excellent skills in office IT systems, including Microsoft Outlook, Microsoft Powerpoint, Word, Excel and share site technology. Working knowledge of CRM systems.
- Self motivated individual with the ability to work independently and flexibly using own initiative as well as the ability to work effectively as a team.
- Educated to degree level or equivalent

Desirable

- A general understanding of the structure of the collegiate University and the division of responsibilities between the various bodies by which the University is governed and between the various officers.
- An understanding of the nature of, and interest in, the School's mission and objectives and operating model for the coming five years.
- A general understanding of the external context in which the School operates, particularly in relation to external relations and development.
- A network of external contacts.
- Previous supervisory or team management experience would be an advantage.

General Conditions

The appointment will be on Grade 8 and the starting salary of the successful candidate will be fixed according to experience. The appointment will be subject to a six-month probationary period. This is a full-time post equivalent to 37.5 hours per week, the actual distribution of those hours to be agreed. The appointment of the nominated candidate will be subject to the satisfactory completion of a medical questionnaire.

The post holder will be entitled to 38 days holiday pro rata (inclusive of public holidays), five of which are to be taken at Christmas and one at Easter when the Business School is closed.

The policy and practice of the University of Oxford require that all staff are afforded equal opportunities within employment and that 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. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, disability or age.

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 University's Data Protection Policy.

Applicants should have evidence of their eligibility to work in the UK. This post does not meet the minimum requirements for work permit employment; we can therefore only accept applications from those who can prove their eligibility to work in the UK.

Working at the University of Oxford

For further information about working at Oxford, please see:

http://www.ox.ac.uk/about_the_university/jobs

How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user.

You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage.

Applications must consist of the following:

- a curriculum vitae
- a covering letter explaining how the candidate meets the eligibility and selection criteria (no more than 1-2 pages)

Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of

transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.
All applications must be received by **midday** on the closing date stated in the online advertisement.

Should you experience any difficulties using the online application system, please email vacancies@sbs.ox.ac.uk

To return to the online application at any stage, please click on the following link www.recruit.ox.ac.uk

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all e-mails.