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OXFORD-MAN INSTITUTE OF QUANTITATIVE FINANCE

## Job description and selection criteria

<b>Job title</b>	Event Officer
<b>Division</b>	Social Science
<b>Department</b>	Oxford-Man Institute of Quantitative Finance
<b>Location</b>	Eagle House, Walton Well Road, Oxford
<b>Grade and salary</b>	Grade 5: £23,352 - £26,264
<b>Hours</b>	Full time (37.5hrs a week)
<b>Contract type</b>	2years Fixed-term
<b>Reporting to</b>	Institute Administrator
<b>Closing Date</b>	Wednesday the 19th June 2013
<b>Vacancy reference</b>	108165
<b>Additional information</b>	Please refer any queries to <a href="mailto:personnel@oxford-man.ox.ac.uk">personnel@oxford-man.ox.ac.uk</a>

## 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 £376m p.a., and more than 70 spin-off companies have been created.

For more information please visit [www.ox.ac.uk](http://www.ox.ac.uk)

## Social Sciences Division

The Social Sciences Division is one of four academic divisions of the University of Oxford. It is led by a full-time [Head of Division](#) (who also sits on Council and its key committees) and by an elected Divisional Board drawn from its constituent units.

The division has responsibility for over 700 academics in twelve departments and the Faculty of Law, about 1740 graduate students, and 1900 undergraduates.

## About the Oxford-Man Institute

Founded in 2007, the Oxford-Man Institute of Quantitative Finance is an interdisciplinary research centre in quantitative finance. It is a part of the University of Oxford and has a particular focus on alternative investments. The Institute draws researchers and students from a variety of departments at Oxford, including; Computer Science, Economics, Engineering, Mathematics, the Saïd Business School, and Statistics.

The main financial support for the Institute is from Man Group plc, one of the leading Hedge Funds. As well as providing very substantial long-term funding for the Institute, Man has collocated within the Institute its own commercial research laboratory, which fosters interaction between the academic world and practitioners.

Further information about the Institute is available at [www.oxford-man.ox.ac.uk](http://www.oxford-man.ox.ac.uk)

## Job description

### Overview of the role

The Event Officer role for the Oxford-Man Institute is a varied and exciting one. The successful candidate will have responsibility for coordinating, communicating and executing the events programme at the Institute including recurring seminar series, conferences, summer schools and workshops.

### Responsibilities/duties

#### *Seminars*

Liaising with academics and administrative colleagues within the Institute and other departments to coordinate, advertise and deliver seminars including:

- Working with academics to invite speakers and ensure all seminar slots are filled
- Booking seminar rooms in and outside of the Institute as required
- Generating marketing materials and disseminating to appropriate contacts in and outside of the Institute

- Liaising with speakers to make arrangements for their visit including accommodation bookings
- Preparing Institute rooms as required including setting up and shutting down AV equipment, arranging and setting up any catering and providing sign in sheets as required
- Meeting and greeting seminar speakers and supporting them in setting up their presentations and understanding the AV equipment
- Generating attendance certificates
- Ensuring details are maintained on relevant University and other websites

#### *Conferences and other Events*

Liaising with academics and administrative colleagues and external stakeholders to coordinate, advertise and deliver conferences and other events including:

- Supporting the Administrator in researching and applying for sponsored events to be held at the Institute
- Working with the lead academic(s) to generate an event plan and establish funding requirements
- Working with academics to invite contributors
- Arranging venues, accommodation, catering etc as required ensuring value for money
- Liaising with speakers to make arrangements for their visit
- Management of event attendees
- Generating marketing materials and disseminating to appropriate contacts in and outside of the Institute
- Coordinating events on the day including some evening and weekend working

#### *Other Duties*

- Acting as a first point of call for events enquiries, taking full responsibility for the events email inbox
- Taking responsibility for the events pages on the Institute website and intranet, entering, updating and deleting material as required
- Design of on-line event registration pages and reporting as required including management of online stores.
- Preparation of the Events summary document and event proposals for the Executive Committee meetings
- Managing calendars for the Institute seminar rooms and lecture theatre
- Production and circulation of weekly and reminder events emails (to OMI members and associates and wider interested parties at the University)
- Liaising with reception as required regarding events
- Working with IT to ensure AV equipment is in good working order and that any problems are reported.
- Working with Finance Officer to generate a budget and financial report for each event
- Taking responsibility for financial monitoring and control of the events budget
- Liaising with events venues and suppliers
- Supporting the Administrator to generate the events strategy for the Institute
- Any other duties as requested by the Administrator

## **Selection criteria**

### **Essential**

- Educated to A level standard or equivalent
- Evidence of experience of event coordination

- Able to demonstrate a high level of IT skills including proficiency in Microsoft outlook, word, excel and powerpoint.
- Good levels of numeracy and literacy
- Able to demonstrate attention to detail
- Well developed communication and interpersonal skills including a proven ability to deal with written/email correspondence and convey a range of information clearly.
- Ability to work effectively as part of a team, making an active contribution to working flexibly with colleagues within and across teams to achieve shared goals
- Able to demonstrate experience of effective time management
- Able to demonstrate ability to manage own workload and competing priorities
- A flexible attitude towards workload including occasional evening and weekend work

### Desirable

- Experience of event coordination in an academic environment
- Experience of updating websites
- Experience of working with online store software

## Working at the University of Oxford

For further information about working at Oxford, please see:

[http://www.ox.ac.uk/about\\_the\\_university/jobs/research/](http://www.ox.ac.uk/about_the_university/jobs/research/)

## 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. You will also be required to upload a CV and supporting statement. The supporting statement should describe what you have been doing over at least the last 10 years. This may have been employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. 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.

### Information for Priority Candidates

*A priority candidate is a University employee who is seeking redeployment owing to the fact that he or she has 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 departments and this letter **must** be attached to any application they submit.*

Full details of the priority application process are available at:

<http://www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate>

Should you experience any difficulties using the online application system, please email

[recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk)

To return to the online application at any stage, please click on the following link [www.recruit.ox.ac.uk](http://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.