



University of Oxford Department of Computer Science

## Job description and selection criteria

<b>Job title</b>	Part-time Research Group Administrator
<b>Division</b>	MPLS
<b>Department</b>	Computer Science
<b>Location</b>	Wolfson Building, Parks Road, Oxford.
<b>Grade and salary</b>	Grade 5: £24,298 - £28,892 p.a. pro-rata
<b>Hours</b>	Part-time (50% FTE)
<b>Contract type</b>	Fixed-term for 1 year
<b>Reporting to</b>	Professor Daniel Kroening
<b>Vacancy reference</b>	123360
<b>Additional information</b>	This is a re-advertisement, previous applicants need not apply

### 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 nearly 12,000 staff and has a student population of over 22,000.

Our annual income in 2014/15 was £1,429.3m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts in 2014/15 exceeded £522.9m p.a., and more than 80 spin-off companies have been created to date.

Oxford is a collegiate university, consisting of the central University and colleges. The central University is composed of academic departments and research centres, administrative departments, libraries and museums. There is a highly devolved operational structure, which is split across four academic divisions, Academic Services and University Collections and University Administrative Services. For further information, please see:

[www.ox.ac.uk/staff/about\\_the\\_university/new\\_to\\_the\\_university/structure\\_of\\_university](http://www.ox.ac.uk/staff/about_the_university/new_to_the_university/structure_of_university)

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

## **The Mathematical, Physical, and Life Sciences Division (MPLS)**

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. The disciplines within the MPLS Division regularly appear at the highest levels in world rankings. In the results of the six-yearly UK-wide assessment of university research, REF2014, the MPLS division received the highest overall grade point average (GPA) and the highest GPA for outputs. We received the highest proportion of 4\* outputs, and the highest proportion of 4\* activity overall. More than 50 per cent of MPLS activity was assessed as world leading.

The MPLS Division's 10 departments and 3 interdisciplinary units 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 addresses major societal and technological challenges 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.

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 (including Nobel prizes and prestigious titles such as FRS and FR.Eng) and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships. The Division is also the proud holder of eight Athena Swan Awards (4 Silver and 4 Bronze) illustrating our commitment to ensure good practice and to encourage women in science at all levels in the division.

We have around 6,000 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 major 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 (<http://www.oxfordsparks.net/>) 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 endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: <http://www.mpls.ox.ac.uk/>

## Department of Computer Science

The Department of Computer Science was established in 1957, making it one of the longest-established Computer Science departments in the country. It is one of the UK's leading Computer Science Departments (ranked first in a number of international rankings). The Research Excellence Framework (REF) in December 2014 resulted in 74 members of the Department having 53% of their research activity ranked in the top category of 4\* (world-leading). Overall, we received an average of 3.34 across the department (3\* being internationally excellent). A significant majority of the Department are active in externally sponsored research, with both government and industrial funding. At present there are 69 members of academic staff and almost 100 research staff.

The Department has close links with government, industry, and other departments within the University. Among the latter are Mathematics, Engineering, Physics, Statistics and a number of life sciences departments. The Department is housed across multiple sites within the University's South Parks Road Science area, facilitating strong collaborative links with research groups and institutes in closely allied areas (including the Oxford Internet Institute and the Oxford e-Research Centre). This is an essentially inter-disciplinary activity which is at present attracting major funding from a number of sources. At present the Department holds over £50m in external research contracts.

Research in the Department is currently managed in seven themes:

- *Algorithms* (led by Professor Leslie Ann Goldberg, and including Professors Paul Goldberg, Elias Koutsoupias, and Peter Jeavons) covers computational complexity, algorithmic game theory, and constraint satisfaction;
- *Automated Verification* (led by Professor Marta Kwiatkowska, and including Professors Daniel Kroening, Gavin Lowe, Tom Melham, Joel Ouaknine, and James Worrell) covers probabilistic and software model checking, time and concurrency, and hardware;
- *Computational Biology* (led by Professor David Gavaghan, and including Professors Kevin Burrage, Helen Byrne, and Blanca Rodriguez) is one of the world's leading groups building computational models of biological systems, and is particularly well-known for its work on the heart;
- *Foundations, Logic and Structures* (led by Professor Samson Abramsky, and including Professors Bob Coecke and Luke Ong) includes groups working on quantum information and computation, game semantics, and verification;
- *Information Systems* (led by Professor Ian Horrocks, and including Professors Michael Benedikt, Bernardo Cuenca Grau, Nando de Freitas, Georg Gottlob, Thomas Lucasiewicz, Boris Motik, Stephen Pulman, and Michael Wooldridge) has groups working on databases, knowledge representation and reasoning, multi-agent systems, and computational linguistics;
- *Programming Languages and Software Engineering* (led by Professor Jeremy Gibbons, and including Professors Jim Davies, Marina Jirotko, Nigel Shadbolt, Niki Trigoni, and Hongseok Yang) covers model-driven development, functional programming, program analysis, cyber physical systems, social computing, and web science;
- *Security* (led by Professor Bill Roscoe, and including Professors Sadie Creese, Cas Cremers, Michael Goldsmith, and Andrew Martin) specialises in cybersecurity, protocol analysis, systems security, trusted computing, human-centred security, and networking.

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

The University of Oxford is a member of the [Athena SWAN Charter](#) and holds an institutional Bronze Athena SWAN award. The Department of Computer Science holds a departmental Bronze Athena award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality and create a better working environment for both men and women.

## **Job description**

### **Responsibilities/duties**

The main duties of the successful candidate will include:

- Managing the diary of Professor Daniel Kroening, using initiative to make considered judgements when juggling the demands placed on the schedule
- Allocating ad-hoc tasks to administrative staff and organise temporary cover for the administration office as required
- Supporting the group involving tasks such as: maintaining their diaries; dealing with telephone enquiries and correspondence, including confidential material; preparing replies where necessary; dealing with urgent matters in their absence; arranging meetings; liaising with people at all levels both within the University and outside.
- Acting as the main point of contact for the group for scheduling meetings, organising itineraries and managing local projects
- Dealing effectively with postal correspondence, telephone calls, emails and faxes, diverting such correspondence to other staff where appropriate, replying to a range of issues on behalf of Professor Daniel Kroening, or researching and preparing information/drafting replies;
- Providing general administrative support for any of the academic's research group who request this service including organisation of seminars, booking rooms, dealing with visitors to the group, organising accommodation, making complex travel arrangements, and organising refreshments.
- Providing full administrative support on financial matters: for example, the management of travel, subsistence and other expenses and allowances, invoices for subscriptions
- Maintain, and improve as appropriate, record-keeping and filing systems
- Preparing and updating of specified pages for publication on either the department's or group's web-site.
- Conference bookings and workshop registrations for students and staff within the groups as required.
- Preparation of technical (mathematical) papers for publication and the production of camera-ready copy using LaTeX and/or MS Word. Training in LaTeX will be provided if required.
- Ensuring that documents, letters, reports etc are produced against deadlines
- Preparing meeting preparation notes and reports as required
- Facilitating actions and interactions among senior members of staff, ensuring urgent or high priority issues are quickly communicated and fast-tracked between all parties
- Carrying out any other duties which are requested and are commensurate with the grade of this post

### **Key Relationships**

The post holder will relate to a diverse group of people. S/he will have regular contact with:

- Professor Daniel Kroening
- Professor Kroening's research groups
- Departmental Administrator

- Finance staff in the Department
- Other administrative staff within the operations team

## **Selection Criteria**

### **Essential**

- Experience of providing an administrative service to either a group of people or a senior member of staff
- Experience of events organisation, including conferences, seminars and workshops
- Experience of diary management, including making complex (including international) travel arrangements
- Proficient in audio/touch typing
- Experience of developing good relationships with people at all levels, including highly influential external contacts
- A good standard of literacy with the ability to draft correspondence and to produce well-presented reports and emails
- A high standard of numeracy; the ability to manage finances for small events and conferences
- Excellent communication and interpersonal skills across the range of different communication methods
- Attention to detail and a high level of accuracy
- A highly professional approach to work; experienced at dealing with confidential or sensitive matters with tact and discretion.
- Self-motivated with the ability to work on a variety of tasks at the same time, experienced at organising and prioritising own work, including coping with unpredictable volumes of work and busy periods reorienting at short notice to handle urgent matters
- Proven ability of working as part of a team and liaising with colleagues where work interests overlap
- Excellent skills in office IT systems, including Microsoft Outlook (both email communications function and the calendar management function), Microsoft Power point (able to quickly create professional presentations), Word, Excel and share site technology
- The candidate must be flexible and prepared to work out of regular hours from time-to-time
- A customer-service oriented, 'can-do' approach to dealing with people, maintaining resilience if faced with demanding situations.
- Proficient in audio/touch typing

### **Desirable**

- Experience of working in an academic environment
- Experience of organising academic conferences
- Experience of using LaTeX to produce documents

## **Pre-employment screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. All applicants must read the candidate notes on the University's pre-employment screening procedures, found at:

<https://www.ox.ac.uk/about/jobs/preemploymentscreening/>.

## **Working at the University of Oxford**

For further information about working at Oxford, please see:

<https://www.ox.ac.uk/about/jobs/supportandtechnical/>

## **Salary and Benefits**

The post, which is a part-time appointment, is funded by EU FP7 and is available for up to 1 year has a salary on the University grade 05S scale (currently £24,298 - £28,982 p.a. pro-rata) This includes membership of the Universities Superannuation Scheme (USS) and has an annual leave entitlement of 38 days per year (inclusive of all public holidays and university closed periods).

## **Equality of Opportunity**

The policy and practice of the University of Oxford require that all staff are afforded equal opportunities within employment. 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.

## **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 which explains how you meet the selection criteria for the post. Please upload all documents as PDF files with your name and the document type in the filename. The supporting statement should describe your rationale for applying for the post, and outline your relevant skills, experience and knowledge gained 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.*

*If you are a priority candidate, please ensure that you:*

- attach your redeployment letter to your application*
- explain in your covering letter how you meet the selection criteria for the post.*

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.