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| Job title | Access and Alumni Officer |
| Division | Mathematical, Physical and Life Sciences Division |
| Department | Engineering Science |
| Location | Central Oxford |
| Grade and salary | Grade 6: £28,098 - £33,518 per annum |
| Hours | Full time |
| Contract type | Fixed-term until 25th September 2020 due to external funding |
| Reporting to | Deputy Administrator (Academic) |
| Vacancy reference | 136708 |
| Additional information | Relocation expenses will not apply to this post.  This role will not attract sufficient points to obtain a sponsored tier 2 visa under the points based immigration system, however applications are welcome from candidates who don’t currently have the right to work in the UK, but who would be eligible to obtain a visa via another route |

### The role

The successful candidate will play a leading role in the development and implementation of the Department’s Access and Outreach programme (involving work on Access, Widening Participation, and Student Recruitment). This will be the main primary focus of the role and you will proactively identify and promote connections of reciprocal benefit to the department, University, and external organisations and agencies. The post holder will work closely with teams of colleagues supporting student administration, and communications, events and marketing, to ascertain the most appropriate support for the department’s contacts.

In addition the role will involve networking with the Oxford Engineering Alumni (OEA) committee, individual alumni, colleges (where appropriate), industrial contacts, and engineering related organisations (internal and external), to ascertain and develop activity of mutual benefit. This part of the role is also crucial in supporting students to explore their career options and assist them in preparing for life after graduation.

This role may require occasional weekend/evening work.

### Responsibilities

It is anticipated that access and outreach activities will encompass approximately 80% of the activity of this role across a standard year. The alumni, industry liaison and other duties will comprise the remainder of the role. Workload across these differing demands will fluctuate depending on various internal and external influences, and on student lifecycle timescales e.g. delivery of summer outreach activity, scheduling of University-wide Open Days etc.

Access and Outreach

## Organise events and presentations, both in Oxford and elsewhere in the UK, for school students and teachers, to raise awareness in engineering as a career and to inform them about studying Engineering Science at Oxford.

## Take a leading role in the development and implementation of the Departmental Access policy, including identifying opportunities to work with other departments and, where appropriate, colleges within the University and with external organisations such as the Engineering Development Trust to further the access aspirations of the department.

## Develop and manage the current student ambassador scheme, ensuring students are appropriately recruited and trained to assist with access and outreach activities. Work to secure sponsorship/funding to secure longevity for this scheme.

## Create and develop a prepared suite of materials which may be used by student ambassadors and academic/related staff for the purpose of outreach. e.g. presentations and activities aimed at inspiring an interest in engineering amongst secondary school pupils.

## Develop and maintain links with schools and teachers, particularly with schools that have limited experience of pupils applying to the department or pupils receiving offers to study from the department.

## In collaboration with the Deputy Administrator (Academic), Associate Head of Department (Teaching), Departmental Admissions Tutor and Head of the Teaching and Design Support Group (TDSG), organise events in the Department such as Open Days and the Headstart and UNIQ summer schools. Lead on the co-ordination of these activities with colleges.

## Collaborate with colleagues throughout the University, including the University’s Undergraduate Admissions Office and colleagues in colleges and other departments to maximise the effectiveness of the University’s and Department’s access activities, and to help achieve objectives specified in the University’s agreement with the Office for Students.

## Work closely with the departmental communications and events team to identify areas of research which could form the basis of new and innovative outreach delivery.

**Industrial Liaison**

* Identify, build and maintain relationships with external companies and organisations with aspirations in line with those of the department e.g. encouraging diversity, increasing the number of women in engineering, addressing the UK skills gap caused by the lack of graduate engineers etc.
* Organise an annual programme of events in Michaelmas Term designed to highlight graduate career and internship opportunities in industry.
* Liaise with the departmental Events Manager to provide outreach related materials and activities at external facing departmental events such as the annual departmental flagship lecture.
* Act as the first point of contact for companies looking to recruit Oxford Engineering Science students for internship opportunities
* Liaise with the departmental Events Manager and Women in Engineering group to deliver events of mutual benefit to students, academic staff and industry partners

**Alumni Liaison**

* Act as the departmental point of contact for the Oxford Engineering Alumni (OEA) committee, building and maintaining relationships as required for departmental and alumni support and benefit
* Represent the department at departmental-focussed OEA events and committee meetings, taking minutes where required
* Establish an agreed annual planned programme of delivery and alumni communications with the Head of Department and execute/promote this activity in conjunction with departmental communications and events colleagues
* Assist the departmental Events Manager with the organisation of the Alumni Weekend, providing input from the OEA committee where appropriate
* Take responsibility for departmental usage of the University’s Development and Alumni Relations System (DARS) system, ensuring that the department is in compliance with current data protection legislation and operating within agreed terms and conditions of usage.
* Liaise with OEA to secure and administer OEA sponsorship of annual prizes e.g. student prizes

## Other

* Act as the department lead on University safeguarding policies, ensuring departmental compliance at all times. Raise any potential issues with the Deputy Administrator (Academic) or HR Manager as appropriate.
* Build and maintain relationships with the University’s Careers Service with a view to increasing employability of Engineering Science students
* Develop and maintain the content of the parts of the department’s website related to access, alumni and student/industry engagement, ensuring that it communicates the Department’s values and objectives clearly and effectively.
* In conjunction with the Deputy Administrator (Academic, develop and manage the budget for access and student/industry engagement activities.
* Devise and maintain appropriate mechanisms for recording access, outreach and industry engagement activity, analysing data on a regular basis within established reporting frameworks and with consideration to initiatives such as Athena SWAN. Highlight any recommended actions or opportunities with the Deputy Administrator (Academic) in the first instance
* Attend and act as Secretary for relevant boards and Committees such as the Industrial Liaison Board and Admissions and Access Committee where required
* Undertake other reasonable duties as required appropriate to the grade of the post.
* Take part in the department’s PDR process.

**Additional security pre-employment checks**

This job includes the following duties which will require additional security pre-employment checks:

* A satisfactory Disclosure and Barring Service check due to regulated activity involving children

## Selection criteria

### Essential

### A good first degree in a science subject e.g. Engineering, Mathematics, Physics

### Excellent interpersonal skills with an ability to work both independently and also collaboratively as part of a team as workload dictates

### Excellent and concise written and oral communication skills, including the ability to communicate and influence audiences at different professional or educational levels. The ability to present engineering material and engage with school students is also very important.

### Excellent organisational and time management skills with the ability to work to deadlines whilst managing competing demands.

### Strong attention to detail

### Proven ability to demonstrate initiative and self-motivation

### Strong IT skills including the use of databases and ability to learn new IT systems

### Flexibility with working hours and willingness to travel within the UK

### Interest and enthusiasm for outreach work and higher education.

### Desirable

### A good first degree in an Engineering discipline

### Recent experience of Access and Outreach activities in higher education

### Possession of an understanding of safeguarding issues, particularly within a higher education environment

### Experience of school/college teaching or working with school-aged students

### Possession of skills in website updating, or willingness to gain such skills

### Possession of a valid current driving licence

**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, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and 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. Income from external research contracts in 2014/15 exceeded £522.9m and ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. 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)

### Engineering Science Department

Engineering teaching and research takes place at Oxford in a unified Department of Engineering Science whose academic staff are committed to a common engineering foundation as well as to advanced work in their own specialities, which include most branches of the subject. We have especially strong links with computing, materials science and medicine. The Department employs about 120 academic staff (this number includes 13 statutory Professors appointed in the main branches of the discipline, and 25 other professors in the Department); in addition there are 9 Visiting Professors. There is an experienced team of teaching support staff, clerical staff and technicians. The Department has well-equipped laboratories and workshops, which together with offices, lecture theatres, library and other facilities have a net floor area of about 22,000 square metres. The Department is ranked third in the world in the latest *Times Higher Education World University Rankings*, behind Caltech and Stanford, but ahead of MIT (4th), Cambridge (5th), Princeton (6th) and Imperial (7th).

*Teaching*

We aim to admit 170-180 undergraduates per year, all of whom take a 4-year Engineering Science course leading to the MEng degree. The course is accredited at MEng level by the major engineering institutions. The syllabus has a common core extending through the first two years. Specialist options are introduced in the third year, and the fourth year includes further specialist material and a major project.

*Research*

The Department was ranked the top engineering department in the UK, as measured by overall GPA, in the Research Excellence Framework 2014 exercise. We have approximately 420 research students and about 250 Research Fellows and Postdoctoral researchers. Funding for research grants and contracts, from a variety of sources, generates an annual turnover of approximately £34m in addition to general turnover of about £24m. The research activities of the department fall into seven broad headings, though there is much overlapping in practice: Thermofluids; Materials and Mechanics; Civil and Offshore; Information, Control and Vision; Electrical and Optoelectronic; Chemical and Process; Biomedical Engineering.

For more information please visit:

<http://www.eng.ox.ac.uk/>

The Department of Engineering Science holds a bronze 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. 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. MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe.  We have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships

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 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. 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/>

## How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

If you would like to apply, click on the **Apply Now** button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. 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 (one of which must be your current or most recent employer/supervisor) and indicate whether we can contact them at this stage. You will also be required to upload a supporting statement which explains how you meet the selection criteria for the post.

**Supporting Statement**

The supporting statement should describe your skills and experience relevant to the post. These may have been gained through employment, education/training, voluntary/community work or you may have taken time away from these activities in order to raise a family, care for a dependent, 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. *We will short list for interview those whose applications best demonstrate that the applicant meets the selection criteria, so it is important that you use your supporting statement to explain clearly, point by point, how you match them.* Please note that a copy of a CV will not be accepted as substitute for a supporting statement and that inclusion of the statement is a mandatory step in the online application process.

**References**

Please give the details of people who can provide a reference for you. If you have previously been employed, your referees should be people who have managed you, and at least one of them should be your formal line manager in your most recent or current job. Otherwise they may be people who have supervised you in a recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. ‘line manager’, ‘college tutor’). Your referees should not be related to you.

We will assume that we may approach them at any stage unless you tell us otherwise. If you wish us to ask for your permission before approaching a particular referee, or to contact them only under certain circumstances (for example, if you are called to interview) you must state this explicitly alongside the details of the relevant referee(s).

If you currently work, or have previously worked, for the University of Oxford, we will also take up a reference from the head or administrator of the previous employing department. This will be in addition to taking references from the referees you have provided.

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Please upload all documents **as PDF files** with your name and the document type in the filename.

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 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 departments.*

*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)*

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). Further help and support is available from [www.ox.ac.uk/about\_the\_university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). 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 be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

## Important information for candidates

**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. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at:

[www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

**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: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/). The University’s Policy on Data Protection is available at: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

**The University’s policy on retirement**

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/).

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/)

Form 1 October 2017, there is no normal or fixed age at which staff in posts at **grades 1–7** 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**

## University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. 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 [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

## Information for international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor.

See: [www.internationalstaffwelcome.admin.ox.ac.uk/](http://www.internationalstaffwelcome.admin.ox.ac.uk/)

## 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 to settle into Oxford and to provide them with an opportunity to meet people in the area. See [www.newcomers.ox.ac.uk/](http://www.newcomers.ox.ac.uk/)

## Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries.

For full details including how to apply and the costs, see [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare/).

## Family-friendly benefits

The University subscribes to My Family Care ([www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/)) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

## Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details including information about how to make contact, in confidence, with the University’s Staff Disability Advisor.

## 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 [www.admin.ox.ac.uk/eop/inpractice/networks/](http://www.admin.ox.ac.uk/eop/inpractice/networks/)

## Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University’s colleges and the Botanic Gardens as well as a range of discounts.

See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits)