OXFORD MARTIN SCHOOL

Job description and selection criteria

Job title	Centre Manager, INET Oxford
Division	Social Sciences Division
Department	Oxford Martin School
Location	Manor Road Building, Manor Road, Oxford, OX1 3UQ
Grade and salary	Grade 7: £32,236 - £39,609 per annum
Hours	Part time (30 hours / 0.8 FTE)
Contract type	Fixed-term (3 years)
Reporting to	Eric Beinhocker, Executive Director, INET Oxford
Vacancy reference	140867

The role

The INET Oxford Centre Manager has responsibility for all aspects of the research centre's operations including finance, grants management, IT, human resources, events, visitors, communications, and facilities. The Centre Manager reports to INET Oxford's Executive Director, Professor Eric Beinhocker, and is a member of the INET Oxford Management Committee. The Centre Manager also works in close collaboration with the Head of Administration and Finance of the Oxford Martin School (OMS), and the OMS central team, as well as administrative and research staff associated with INET Oxford's programmes: Complexity Economics; the Economics of Sustainability; Employment, Equity and Growth; Economic Modelling; Ethics and Economics; and the Future of Capitalism.

The Centre Manager is also responsible for working closely with senior administrative and finance staff in key partner Departments and Schools, including the Mathematical Institute, the Department of Social Policy and Intervention, the School of Geography and the Environment, and the Blavatnik School of Government, amongst others. The Centre Manager also liaises regularly with key individuals in the Social Sciences Division and University functions such as Finance, IT, Research Services/Accounts and Estates.

The successful candidate will be a highly motivated individual with strong management, finance, organisational, and communications skills who has the background and ability to take on the challenge of managing one of Oxford's most dynamic research centres.

The role is part-time, 0.8 full-time equivalent (FTE), with flexibility on how working hours are allocated.

Responsibilities

- Financial management of the INET Oxford budget and grant portfolio including:

  - Working with staff at OMS to prepare bi-annual budgets
  - Maintaining and developing centre information systems for tracking grants, expenditures, and flows to/from departments
  - Regular reviews with the Executive Director on the centre's budget position
  - Preparing grant reports for funders
  - Liaising with OMS, Departments, University Finance, Research services and funders on financial issues
  - Managing and improving centre systems (e.g. spreadsheets and databases) for tracking, analysing, and managing grants and finances.

- Providing general advice to Programme Directors on new and potential sources of funding, including identifying opportunities, assistance with grant applications, and liaising with departments on grant budgets and costings

- Overseeing purchasing for the Centre, including supplier liaison where appropriate.

- Ongoing negotiation and application of Memoranda of Understanding that INET Oxford has with its key partner Departments.

- Managing the human resource operations of the Centre in conjunction with partner departments. This may include preparing job descriptions and Departmental visitor applications, responsibility for the orientation of new starters.

- Input into the line management of the Executive Assistant to the Executive Director and the Complexity Group Projects Manager. This will include –

  - allocating work to these posts
  - supporting specific elements of their induction
  - providing coaching and mentoring to ensure that the overall direction for the administration function in INET is common across the team
  - direct involvement in recruitment for these or any other new administrative posts within the research group as a panel member and by setting interview exercises.

- Overseeing the communications function of INET Oxford, including the website and Twitter feed, ensuring that the INET Oxford platform is effectively utilised, has current high-quality content, and an effective mail list is maintained.

- Managing the events programme, liaising and coordinating with programme staff and the OMS events team to organise, publicise and manage events.

- Managing the IT provision at INET Oxford in conjunction with the OMS IT Manager and other IT professionals within the University.

- Liaising with the Manor Road Building Facilities Management team to ensure that any

maintenance is carried out promptly and to spec.

- Sitting on the Manor Road Building and Catering Committees.

- Any other duties commensurate with the grade of the post.

Selection criteria

Essential
- Educated to at least undergraduate level (or equivalent) with the demonstrable intellectual capacity, reasoning and analytical skills expected of a graduate.

- Significant experience in administration, preferably in higher education or a comparable field.

- Well-developed financial skills including budget and grant management; the ability to understand financial reports and

- Basic knowledge of HR processes, procedures and legal requirements.

- Excellent written communication skills, including a high standard of written English and experience presenting information in written form to a variety of audiences.

- Outstanding interpersonal skills, including the ability to communicate effectively and in a confident and professional manner with people at all levels; and a demonstrably high level of personal discretion and judgement, especially when dealing with sensitive and confidential information.

- Evidence of effective professional network-building within an organisation to ensure multi-departmental projects run smoothly.

- Highly developed organisational skills, the ability to work independently and proactively, to prioritise tasks and manage conflicting deadlines, to manage pressure, and the capacity to address and resolve problems. Ability to work accurately with minimal supervision, and to prioritise competing demands efficiently.

- Management experience including a demonstrated record of being able to design, oversee and execute a portfolio of multiple projects and coordinate and organise multiple stakeholders involved in those projects.

- Excellent IT skills, including the standard Microsoft suite of programmes, especially Excel, Outlook and Word.

- A proven ability to contribute as a team member in a busy office environment and to proactively assist in different areas as required, to be flexible and adaptable to changing circumstances and the changing needs of different stakeholders.

Desirable
- Direct experience working in a higher education setting, either at the University of Oxford or elsewhere.

- Knowledge of the University of Oxford's administrative, HR, and financial processes and systems.

- More advanced skills in finance, budgeting and accounting

- More advanced skills in HR management

- Experience in the preparation of grant proposals and grant reporting

- Experience with web content management systems.   Training will be provided where necessary, and the successful candidate should expect to attend occasional University training courses in line with operational and professional development requirements.

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. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 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

Oxford Martin School

No other university, anywhere in the world, hosts a research organisation like the Oxford Martin School. Our community of more than 200 researchers, from Oxford and beyond, are working to address the most pressing global challenges and opportunities of the 21st century.

The School was founded with the belief that this century, and specifically the next few decades, is a crucial turning point for humanity. The sheer speed of change means that we now have the power to destroy possibilities for future generations. Equally, we have the potential to dramatically improve the wellbeing of people across the planet.

It is this combination of urgency and optimism that characterises all our work at the Oxford Martin School.

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

INET Oxford

The Institute for New Economic Thinking at the Oxford Martin School (INET Oxford, www.oxfordmartin.ox.ac.uk/institutes/inet_oxford) was established in May 2012 as a result of a major grant to the University by the Institute for New Economic Thinking (INET,

www.ineteconomics.org). INET is a philanthropic foundation based in New York that was founded in 2009 to promote innovative, cross-disciplinary, policy-relevant economic research. INET Oxford was established by INET and University of Oxford to become a major centre for leading-edge economic research addressing questions ranging from how do we prevent future financial crises, to how do we address rising inequality, to how do we tackle the threat of climate change?

INET Oxford has six major research programmes: Complexity Economics, Economic Modelling, the Economics of Sustainability, Employment, Equity and Growth, Ethics and Economics, and the Future of Capitalism, each led by a senior academic Director or co-Directors. The Programme Directors and Centre Manager report to the Executive Director of INET Oxford, Professor Eric Beinhocker, and together form INET Oxford's Management Committee.

INET Oxford faculty, researchers and graduate students have affiliations and collaborations with a number of the University Departments and Schools, including the Department of Economics, the Mathematical Institute, the Department of Computer Science, the Department of Social Policy and Intervention, the Faculty of Philosophy, the School of Geography and the Environment, the Department of Sociology, the Saïd Business School, the Blavatnik School of Government, and the Smith School of Enterprise and Environment. INET Oxford is housed in the Manor Road Social Sciences building.

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/.

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.
Please provide details of two referees and indicate whether we can contact them now.
You will also 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).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

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. Further help and support is available from

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.

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/.

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/. The University's Policy on Data Protection is available at: 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/acrelretire8+/.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

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

Membership of the University Club is free for all University staff. The University Club provides 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 and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff

The University offers support and advice to international staff, including a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

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 www.welcome.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.

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.

Family-friendly benefits

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

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see www.admin.ox.ac.uk/eop/disab/staff.

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/.

Additional benefits

Staff can enjoy a range of other benefits and discounts, including free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.