



European Union

European Regional
Development Fund

Saïd Business School
University of Oxford

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Job Description

SAID BUSINESS SCHOOL

Job title	Programme Administrator, Marketing and Communications Creative Destruction Lab Oxford
Division	Social Sciences
Department	Saïd Business School
Location	Park End Street, Oxford OX1 1HP
Grade and salary	Grade 5: £25,941 - £30,942 (with a discretionary range to £33,797) per annum
Hours	Full time: 36.5 hours per week
Contract type	Fixed term until 31 August 2022
Reporting to	Programme Manager (Operations)

The role

The Programme Administrator, Marketing & Communications, is an exciting opportunity to join the Creative Destruction Lab (CDL) team at the University of Oxford's Saïd Business School. The Creative Destruction Lab, originally conceived at the University of Toronto's Rotman School of Management, is one of the world's premier seed stage programmes for massively scalable science and technology-based ventures. Oxford is the first site outside of North America to offer the CDL programme. The programme is rapidly expanding and currently focuses on the areas of Artificial Intelligence and Health, and from September 2021 will be growing into the areas of FinTech and Climate.

The Programme Administrator, Marketing and Communications, will be a core member of the CDL-Oxford team. They will be responsible for preparing marketing and communications activities for the CDL team, supporting the planning and delivery of CDL-Oxford's events and general administration tasks.

Responsibilities

- The Programme Administrator will support the CDL team to create both print and digital content, such as pamphlets, brochures, presentations, reports, videos, newsletters, blogs and press releases.

- Support the team to produce high-quality presentation slide decks and reports for CDL-Oxford's funders, to effectively communicate the team's work and vision.
- Working closely with the Director of CDL and their line manager, the Programme Administrator will support the creation and production of internal and external communications activities for CDL-Oxford. This includes supporting communication channels such as the CDL-Oxford website and working with the Central Marketing and Press team to promote the work of the CDL internally.
- Coordinate and liaise with the CDL-Global marketing team, and where appropriate, also with other CDL sites, to ensure aligned marketing activities across the CDL network.
- Support the Programme Manager (Operations) on logistics and execution of high-quality session event days and any other major events held by CDL-Oxford.
- Establish and maintain good relationships with internal and external stakeholders. Collaborate with internal departments such as the School's Central Marketing and Press Teams to ensure Centre communications are aligned with and leveraging the School's efforts.
- Support the Venture Management team to promote the CDL programme externally to encourage high-calibre venture applications during the venture recruitment period.

The post-holder must be able to perform other such duties as required, as appropriate to the grade.

Selection criteria

Essential selection criteria

- Experience in creating high-calibre marketing and communication content involving a variety of online and offline channels, for both internal and external audiences.
- Excellent verbal and written communication skills, including the ability to proofread, draft correspondence and with a strong attention to detail.
- Strong organisational and administration skills and the ability to manage several projects effectively and proactively in a fast-paced environment.
- Completion of a degree in a relevant field (Business Administration, Marketing, Communications, Public Relations and/or Advertising) is an asset.
- Excellent interpersonal skills with a proven ability to develop close working relationships with colleagues with CDL-Oxford as well as across the University and CDL-Global.
- A proactive and independent self-starter with an entrepreneurial spirit who takes pride in creating high quality work.
- A can-do attitude, willingness to get involved with a variety of tasks and support other team members.

Desirable selection criteria

- Experience within a higher/further education institution and familiarity with the academic environment.
- An interest or background in entrepreneurship is an asset.
- Photography, photo editing and digital design skills or experience is an asset.
- Experience using InDesign or other design software is an asset.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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.

Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business school, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate people for successful business careers, and as a community seek to tackle world-scale problems. We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom and open programmes, and accredited diplomas for executives, and we undertake ground-breaking research that transform individuals, organisations, business practice, and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.

We seek to be a world-class business school community, embedded in a world-class University, tackling world-scale problems.

Further information about Saïd Business School is available at www.sbs.oxford.edu

The School holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Social Sciences

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.socsci.ox.ac.uk/>

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will 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)

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

All applications must be received by **midday** UK time 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 department(s).

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).

If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email recruitment.support@admin.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

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: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. 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: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

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

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers 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 <https://www.sport.ox.ac.uk/>.

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 <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including 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 <https://childcare.admin.ox.ac.uk/>

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 <https://edu.admin.ox.ac.uk/disability-support>

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 <https://edu.admin.ox.ac.uk/networks>

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 settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.