

## Job Description

### Summary

<b>Job title</b>	<b>Graduate Studies Administrator</b>
<b>Division</b>	<b>Social Sciences</b>
<b>Department</b>	<b>Faculty of Law</b>
<b>Location</b>	<b>Centre for Criminology, St Cross Building, Manor Road</b>
<b>Grade and salary</b>	<b>Grade 5: £26,341-£31,406 per annum</b>
<b>Hours</b>	<b>Full time (36.5 hours per week)</b>
<b>Contract type</b>	<b>Permanent</b>
<b>Reporting to</b>	<b>Graduate Studies Officer, Faculty of Law</b>
<b>Vacancy reference</b>	<b>154247</b>
<b>Closing date</b>	<b>Midday on Wednesday 1 December 2021</b>
<b>Interview date</b>	<b>Interviews are likely to be held on Thursday 9 December 2021</b>

### Overview

The Graduate Studies Administrator in the Centre for Criminology will play a key role in administering the Centre's programme of taught and research graduate degrees, including admissions, teaching, course information and examining. Criminology is a small and friendly teaching and research centre within the Faculty of Law, and an on-site presence is essential during term time, though some flexibility may be possible outside term.

The postholder will support the Director for Graduate Studies in Criminology, who will direct their day-to-day work in the Centre. The postholder's professional HR support will be provided by the Faculty's Graduate Studies Officer, providing an important connection to the wider student administrative team in the Faculty. They will also work closely with the Criminology Centre Administrator, the Director and Assistant Director of the Centre for Criminology, and will support the students and other academic staff of the centre.



## The role

The postholder will have the following broad areas of responsibility:

- The administration of the Centre's Masters' degrees in Criminology and Criminal Justice, in liaison with the Director of Graduate Studies (Taught Courses), Chair of Examiners, and other teachers in, or associated with, the Centre.
- The administration of the full- and part-time DPhil Criminology programmes, covering the admission and support of DPhil students in the Centre in liaison with the Director of Graduate Studies (Research) and Chair of Examiners.
- General administrative tasks in support of the Centre, in liaison with the Centre Administrator. General tasks will include helping to support the organisation of FHS teaching delivered by members of the Centre for Criminology, in conjunction with the Student Administration team in the Faculty of Law.

## Responsibilities

Working closely with the Director of Graduate Studies (Taught Courses), Director of Graduate Studies (Research Degrees), Chair of Examiners and in close liaison with teaching staff in the Centre, the postholder will be responsible for:

1. *General taught course administration.* The postholder will be required to manage all necessary arrangements to enable the course to operate efficiently. The postholder's principal duties are to support both the full and part time MSc Criminology and Criminal Justice programmes, working with the academic staff in respect of the preparation of programme specifications, handbooks and teaching materials, the organisation of practical arrangements for the teaching, including the induction programme, the organisation of the teaching timetable (including room booking) and basic first-line support for users of the AV equipment in the seminar room; and with the student administration team to ensure adherence to University and Faculty policies in respect of admissions, records, teaching and examining. In conjunction with the Law student admin team, the postholder will also help to support the organisation of FHS teaching delivered by members of the Centre for Criminology.
2. *General administration of the DPhil Criminology.* The postholder will be required to manage all necessary arrangements to enable the DPhil Criminology programme to operate efficiently. The postholder's principal duties are to work closely with the Director of Graduate Studies (Research Degrees), and with academic staff in respect of the preparation of teaching materials and practical arrangements for supervision; the organisation of qualifying tests, confirmation of status and final examinations; and with the student administration team and the Doctorial Training Centre to ensure adherence to University and Faculty policies in respect of admissions, records, teaching and examining.
3. *Committee support.* The postholder will provide administrative support to the Board of Studies (termly), Board of Admissions (annually), Board of Examiners (6 each year) and the Management Committee (termly).
4. *Examinations.* The postholder will work closely with the chair of Examiners in administering all aspects of examinations for the MSc programmes. This includes drawing up the agenda for board of examiners meetings, co-ordinating the nomination of examiners and assessors, working with the Examiners to finalise exam/assessment papers for release, overseeing and reporting late submissions, managing student applications relating to FAPS and alternative arrangements, checking the consistency and accuracy of information, processing large quantities of confidential data including marks and final classifications, and

providing general practical assistance throughout the examination period, including the maintenance of the online submissions site and liaising where appropriate with students, the Faculty and the Proctors Office.

5. *Enquiries.* The postholder will be the principal point of contact for all enquiries about the MSc and DPhil Criminology programmes, including prospective students; they will answer queries and maintain appropriate records; and have oversight of the Centre's generic email account.
6. *Admissions.* The postholder will be the first point of call for all admissions enquiries including telephone and email enquiries. They will be a member of the graduate admissions administrative team and support all aspects of MSc and DPhil admissions, including conducting processing data on applications, and setting up systems and procedures in line with University and Faculty policy to support the programme. This will include ongoing liaison with successful applicants in preparation for their arrival, including visa requests, contract letters and induction information.
7. *Student administration.* The postholder will be the Centre for Criminology's principal point of contact for students on the MSc and DPhil programmes. They will create and maintain student records and implement any changes which emanate from the central University, Social Sciences Division and/or the Faculty. The postholder will keep these systems under review and recommend amendments where appropriate. The postholder will also be responsible for the management of the data within the system to ensure accuracy and relevance; they will organise student-related activities and events for both prospective and current students, and be responsible for communications with students.
8. *Marketing and publicity.* The postholder will provide information for prospective and current students, to include updating handbooks and updating and maintaining web-based admissions information, as well as the provision of information during the academic year. They will also be the contact for the production of the annual student profile books.
9. *Website management.* The postholder will be responsible for overseeing the content and accuracy of all aspects of the Centre for Criminology website and microsites, working in close liaison with the Centre Administrator and the Faculty's IT team as appropriate.
10. *Scholarships.* As required, the post holder will work closely with internal and external contacts in relation to student bursaries/scholarships opportunities.

The postholder will be required to keep all areas of graduate studies administration under review, identifying areas for improvement and making amendments as appropriate. The postholder will work closely with the Centre Administrator, whose responsibilities are complementary and include finance, research support, events management and administration pertaining to the Centre's overall strategy and reputation.

### ***Other duties***

11. to work closely with the Centre Administrator, to contribute to the operation and development of the Centre's overall administration, and to carry out relevant tasks as required by the Centre Director; and
12. to work collaboratively with colleagues in the Faculty, the Social Sciences Division and the University, and to respond to requests to carry out comparable tasks for the Faculty as required by the Centre Director and the Head of Administration.

The postholder may need to be able to be flexible with working hours at the busiest times, for which time off in lieu will be available.

## Selection criteria

### Essential

1. A proven ability to communicate effectively at all levels on the telephone, in writing and in person; and to deal appropriately with academic staff at all levels, with students and with a range of people external to the University (including enquiries from prospective students and funding bodies).
2. Excellent interpersonal skills and a demonstrated ability to work effectively as part of a small team.
3. The capacity to understand and apply University and Centre policies and procedures accurately and effectively.
4. Familiarity with and confidence using a web-based software packages to support data management (e.g. eVision), our virtual learning environment (e.g. Canvas), website data content management (e.g. such as Drupal), and an online assessment tool (such as Inspira).
5. Strong IT skills including an excellent knowledge of Word, and a good knowledge of Outlook, Excel, etc.
6. Tact and discretion when dealing with sensitive and confidential information, and sympathetic to the needs of students.
7. The ability to work flexibly, prioritise effectively and produce accurate work to tight, and sometimes competing deadlines.
8. Able to work without the need for close supervision.
9. The ability to use initiative and to be proactive in solving problems, and good judgement to know when to seek advice.

### Desirable

10. Experience of working in the field of higher education, particularly in relation to student administration.
11. Experience and/or training in dealing with sensitive personal data, and an understanding of the principles of the General Data Protection Regulation.
12. Experience of first-line (i.e. basic) support to academics in their use of AV for teaching purposes and proactively scheduling and managing online meetings whether via Teams or Zoom

## 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](http://www.ox.ac.uk/about/organisation).

## Centre for Criminology

The Centre for Criminology is the focal point for criminological studies in Oxford. It is a sub-unit of the Faculty of Law and is located in the St Cross Building.

The Centre currently comprises the Director of the Centre (Professor Mary Bosworth), Professor Ian Loader, Professor Julian Roberts, Professor Carolyn Hoyle, Professor Rachel Condry, Dr Katrin Mueller-Johnson, Professor Lucia Zedner of All Souls College, Departmental Lecturer Omar Phoenix Khan, and visiting Professor Hindpal Singh Bhui. In addition to these posts, the Centre has a (varying) number of Research Officers and Post-Doctoral Fellows employed on fixed-term contracts, a number of Research Associates who are involved with the work of the Centre and a thriving Academic Visitors Programme.

The Centre for Criminology has in recent years developed and pursued a research strategy that emphasises theoretically driven empirical research that aims to intersect with, and speak to, current dilemmas in crime and penal policy, both in the UK and internationally. As part of this strategy the Centre has identified six broad thematic research areas around which it will seek to organize and develop its intellectual life. The current themes are: security, rights and justice; penal culture, policy and practice; politics, legitimacy and criminal justice; crime and the family; victims and victimology; and criminal justice, citizenship and migration.

The Centre for Criminology has established a strong reputation over three decades, first for undergraduate teaching and criminological research, latterly also for its graduate criminology programme. Its current strategic objective is to establish itself as one of the world's leading graduate schools in criminology. It runs a successful masters' degree – the MSc Criminology and Criminal Justice which accommodates about 37 students including a part time variant of the programme. Students on this degree may study for a second year and graduate with an MPhil in Criminology and Criminal Justice. The thriving DPhil (full-time and part-time) in Criminology prepares students for careers in academia, the law, policy, politics, and work in NGOs. There are currently 31 doctoral research students.

Centre staff also teach a 'Criminology and Criminal Justice' option on the final year of the Undergraduate Law degree, as well as options on the Law Faculty's postgraduate Bachelor of Civil Law (BCL) and Magister Juris (MJur) courses. The Centre also runs a high-profile series of 'All Souls Criminology Seminars' each year in support of both the teaching programmes and its research agenda. It has a lively website with a criminology blog and a separate and influential web presence and blog for its 'Border Criminologies' programme of research and activities and for the 'Death Penalty Research Unit'.

The Centre is housed next to the Law Faculty. Next door is the Social Sciences building – see [www.manor-road.ox.ac.uk](http://www.manor-road.ox.ac.uk) - which offers great opportunities for interaction with colleagues from the other Social Science units: Socio-Legal Studies (within the Faculty of Law), Sociology, Politics and International Relations, and Economics.

More details about the Centre are available on its website at <https://www.law.ox.ac.uk/centres-institutes/centre-criminology>

## Faculty of Law

The Faculty of Law in the University of Oxford is the largest in the United Kingdom. It is a federation of thirty law schools in the colleges of the University. There are five specialised centres associated with the Law Faculty: the Centre for Socio-Legal Studies in which this post is based, the Centre for Criminology, the Institute of European and Comparative Law, the Oxford Intellectual Property Research Centre and the relatively new Bonavero Institute of Human Rights. Legal scholars in the colleges and University are members of the Faculty, which coordinates and supports the teaching and writing of one hundred fifty three academics.

The Law Faculty has a distinguished reputation in research and publications in Law. The last Research Assessment Exercise reported that substantially more top-rated research activity went on at Oxford than in any other university in the country. Oxford is consistently listed in the top three for law in the leading guides to British universities.

There are 225 students in each of the three years of the Faculty's BA in Jurisprudence. The Faculty's graduate programme includes the BCL, MJur, MSc in Criminology, the Master's in Law and Finance, the MSc in Taxation, and a large doctoral programme.

There are over 30 professional support staff in the Faculty. The Faculty of Law holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all. For more information please visit [www.law.ox.ac.uk](http://www.law.ox.ac.uk)

## Social Sciences Division

The Division is one of four academic Divisions in the University (that is, Humanities Division, Social Sciences Division, Mathematical, Physical, and Life Sciences Division, Medical Sciences Division). It comprises fourteen academic departments – Anthropology and Museum Ethnography, Archaeology, Area Studies, Blavatnik School of Government, Economics, Education, Geography and the Environment, International Development, Law, Oxford Internet Institute, Politics and International Relations, Saïd Business School, Sociology, Social Policy and Intervention – and three cross-divisional units – Oxford-Man Institute, Oxford Martin Institute, and Smith School of Enterprise and the Environment. Each Division has its own academic Head of Division and a divisional secretariat, led by the Divisional Secretary and is responsible for academic oversight of the teaching and research of its various departments and faculties, for strategic and operational planning, and for personnel and resource management. For more information about the Social Sciences Division please visit:

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[http://www.ox.ac.uk/divisions/social\\_sciences.html](http://www.ox.ac.uk/divisions/social_sciences.html)

## 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.

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## 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).

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

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 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 69<sup>th</sup> 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](http://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 the Work+Family Space, 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](http://www.newcomers.ox.ac.uk).