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Summary

Job title	Programme Manager (Cyber Security)
Division	University Administration and Services
Department	IT Services
Location	Central Oxford
Grade and salary	Grade 9: £52,815 -£61,198 per annum with a discretionary range up to £66,857
Hours	Full time
Contract type	Fixed-term (24 months)
Reporting to	Portfolio Manager- Technology Portfolio
Vacancy reference	167116
Additional information	

The role

Programme manager roles within the Programme and Projects Delivery Group are responsible for the definition and delivery of specific programmes of technology-led change within the overall IT Development Plan, a three-year £60m IT-enabled change plan and the Digital Transformation Programme. Programme managers oversee teams of up 50 individuals comprising a mix of staff drawn from IT Services and BAU teams, other central units, third-party suppliers, delivery partners and freelance contractors. Budgets are typically in the order of £3-10m over multiple years.

Programme managers guide their programmes through the complete life-cycle, including: evaluation of high-level needs against strategic aims, programme design in collaboration with senior stakeholders, options analysis, procurement of software or infrastructure solutions, management of risks and issue resolution and transition to BAU service. They will also be expected to work with business change experts to plan business change activities, communications and stakeholder engagement.

Programme managers need to possess excellent leadership qualities, to manage staff working directly on the programme as well as working closely with key stakeholders and external suppliers. They represent their programmes at the relevant IT Board(s) and at other governance bodies when required and have the skills and experience required to liaise with senior University Officers across key central Divisions as well as key stakeholders in academic areas. Knowledge of the University's operating

structures is essential as is the ability to influence and manage these external users in respect of the significant change that the programme will introduce.

Working in close collaboration with portfolio managers and stakeholders, programme managers currently play a key role in contributing to and supporting shaping and delivery of the University's digital transformation programme.

The Programme Manager (Cybersecurity) role will focus on supporting the requirements of the main Cybersecurity initiatives arising from the Digital Transformation Plan and the IT Development Plan.

Responsibilities

1. Maintain overall integrity and coherence of the programme and develop and maintain the programme environment to support each individual project within it. Where necessary, manage select projects directly to reduce risk and support balanced workloads. Manage and resolve escalated programme-level risks and issues.

2. Ensure good practices and governance processes are being followed within individual projects at all times, including challenging the composition and effectiveness of project boards, ensuring team dynamics are constructive and collaboration in planning is occurring. Ensure focus on customer service and expected progress is being made in delivery.

3. Manage engagement and communication with stakeholders. Working in collaboration with senior stakeholders, ensure operational staff are supported through the process of change created by each project and that progress is monitored and reviewed throughout this process.

4. Ensure the programme achieves set objectives and that agreed benefits are being realised. Continually reassess programme priorities, resolving resource conflicts, and reorganising accordingly. Manage the overall programme, monitoring the expenditure and costs against benefits that are realised as the programme progresses.

5. Report progress of the programme to various governance groups as required.

6. Ensure maximum efficiency in the allocation of resources and skills within the programme. Liaise with resource managers, portfolio and programme managers to aid effective resource planning.

Team management

1. Develop staff within the programme teams (project managers, team leads, functional business analysts, developers) through providing constructive feedback and career development planning and providing input to development reviews for project staff who report to other managers.

2. Drive excellence at all levels within individual projects and provide targeted support for project managers in stakeholder engagement, developing good judgement in planning, identifying resource requirements and team leadership.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and 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 so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

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/Selection criteria
Essential selection criteria

1. A high level of general education to at least degree level or equivalent.

2. Experience of both the shaping and delivery of complex, large scale IT programmes (with total budgets of c£5m+) delivering a range of applications, preferably within a Higher Education organisation.

3. Previous experience of managing and motivating a large team (of up to 50), including both business and technical staff, and of working effectively as part of a wider, multi-disciplinary team.

4. Experience of working in a complex environment where there is a wide range of parallel and mutually dependent activities.

5. High level of skills and experience in project planning, estimating, risk management and issue management.

6. Demonstrable ability of financial management, in particular, substantial programme or project budget oversight, contract negotiation, and developing supplier relationships.

7. Proven ability to shape a range of diverse requirements into coherent and understandable change programmes which can be justified at a strategic level.

8. Detailed knowledge and experience of preparing business cases for funding.

9. Proven understanding industry standard portfolio, programme and project management methodologies, tools, and techniques such as PRINCE2, Managing Successful Programmes (MSP), and Management of Portfolios (MoP)

10. Excellent communication skills, both written and verbal, with the ability to interact with staff at all levels of the collegiate University, recognising the demands of an academic environment and the specific challenges that these present.

11. Proven ability to manage, plan and take responsibility for a range of tasks involving interaction with and the co-operation of business and IT people, including the agreement of technical solutions.

Desirable selection criteria

1. Familiarity with IT service management methodologies, such as ITIL.
2. Experience of formal Agile methodologies such as SCRUM, DSDM
3. Knowledge of cybersecurity – best practice and latest developments

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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.

IT SERVICES

The role of IT Services is to ensure that the University of Oxford has the robust, reliable, and high-performing IT facilities it requires to support the distinctive needs of those engaged in teaching, learning, research, administration and strategic planning.

IT Services, headed by the University's Chief Information Officer, has around 320 staff across 2 buildings, an annual revenue budget of £22m and an IT capital plan of £60M across three years. The department is divided into groups covering infrastructure services, projects and programmes, software development, and customer services. Our aim is to attract and retain a workforce that is diverse, skilled, creative, and committed. We encourage flexibility in how we work, and welcome part time and flexible working arrangements. As a department we encourage a culture where we respect each other, are accountable for what we do, where we collaborate, give and receive constructive feedback and challenge one another. IT Services is a place where we value and recognise both our own and the contributions of others. By doing so we want to create a great culture to work in and a place where we all feel we belong.

For more information please visit: http://www.it.ox.ac.uk/

University Administration and Services (UAS)

University Administration and Services (UAS) is the collective term for the professional services departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: http://www.admin.ox.ac.uk

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available 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

Application FAQs, including technical troubleshooting advice is available at:
https://staff.web.ox.ac.uk/recruitment-support-faqs

Non-technical questions about this job should be addressed to the recruiting department directly hr@it.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 online recruitment portal 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 very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra.

For **existing** employees on these grades, 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 other grades 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 dependants. 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.