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Summary

Job title	**Programme Manager, Oxford Martin AI Governance Initiative**
Division	**Social Sciences**
Department	**Oxford Martin School**
Location	**34 Broad Street, Oxford, OX1 3BD**
Grade and salary	**Grade 7: £36,024 - £44,263 per annum**
Hours	**Full time hours**
Contract type	**Fixed Term for 3 years**
Reporting to	**Co-Director, Oxford Martin AI Governance Initiative**
Vacancy reference	**167678**

The role

The Oxford Martin AI Governance Initiative (AIG Oxford) seeks to improve the impact of AI on global societal outcomes through impactful research that is rigorously grounded in the social and computational sciences, decision-maker education campaigns, and training the next generations of technology governance leaders. It is one of the few organisations in the world to focus on the governance of AI from both technical and policy perspectives.

The Initiative's research addresses topics such as:

- *Frontier AI Regulation*: What form should it take — domestically and internationally?
- *Technical Governance*: What machine learning, computing hardware, and cryptographic approaches can facilitate governance including treaty compliance and regulatory oversight?
- *International Governance*: What international norms and institutions - standards setting, monitoring, collaborative research, arms control - can mitigate risks across jurisdictions?
- *AI Auditing Regimes*: How should model access decisions be made, and what institutions should make them?
- *AI Industry Cooperation*: How can AI firms cooperate for the public benefit?

The AIG Oxford Programme Manager has responsibility for all aspects of the Initiative's day-to-day operations, working with Oxford Martin School colleagues to support IT, human resources, events, visitors, communications, grants management, and finance. The Programme Manager reports to AIG Oxford's Co-Director, Robert Trager and will have a professional reporting line to the Head of Administration and Finance of the Oxford Martin School (OMS).

The Programme Manager is also responsible for working closely with senior administrative and finance staff in key partner Departments and Schools, including the Blavatnik School of Government, the Department of Engineering Sciences, the Department of Politics and International Relations, amongst others

In coordination with the OMS Communications team, the Programme Manager will be responsible for all aspects of the Initiative's Communications Strategy, including managing the Initiative's website, posting on social media, monitoring social media related to AI Governance, and collecting materials for the Initiative newsletter. They will also be responsible for identifying fundraising leads, for instance monitoring government requests for proposals, assisting with proposal writing, and liaising with funders.

The successful candidate will be a highly motivated individual with a desire to work in the unique environment of an interdepartmental research centre at an internationally renowned institution of higher education. They will have strong management, organisational, budgeting and communications skills.

Responsibilities

- Ensure the different research components of the Initiative remain connected and establish an integrated research community.
- Develop and execute a plan for Initiative delivery including monitoring and reporting procedures.

- Ensure research activities are managed to an agreed budget and adopting best financial practice, applying a comprehensive understanding of University financial policy and procedures including liaising with OMS, partner departments and other colleagues across the University
- Provide high-level project budget oversight.
- Identify potential external partners and help raise research funding, working with OMS, partners and colleagues in Research Services and the Development Office as appropriate.

- Overseeing purchasing for the Initiative, including supplier liaising where appropriate.
- Supporting HR and recruitment activity in conjunction with departmental HR colleagues. This may include preparing job descriptions and leading recruitment panels, managing departmental visitor applications, and being responsible for the induction of new starters, using a comprehensive understanding of relevant policies.
- Planning and organising all AIG Oxford events, and project managing all elements of delivery, including promotion, event specific websites and compiling event materials. Events will range from small internal gatherings to large-scale public events.

- Managing the Initiative's Communications Strategy, in coordination with the OMS Communications team - including managing the Initiative's website, posting on social media, monitoring social media related to AI Governance, and collecting materials for the Initiative newsletter.

- Identifying fundraising leads, for instance monitoring government requests for proposals, assisting with proposal writing, and liaising with funders.

- Providing advice and sign-posting researchers to professional development programming, in particular junior academics within the Centre.

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

Selection Criteria

Essential selection criteria

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

- Substantial experience of research administration or research programme management within higher education or a comparable environment.

  Experience of budget setting and financial management

- Excellent written and oral 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 and liaise effectively and in a confident and professional manner with people at all levels.

- A demonstrably high level of personal discretion and judgement, especially when dealing with sensitive and confidential information, or data that falls under GDPR protections.

- Highly developed organisational skills with the ability to work independently, adapt quickly, prioritise tasks, manage conflicting deadlines, and resolve problems.

- A commitment to advancing Equality, Diversity and Inclusion.

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

- High attention to detail and conscientiousness.

- Ability to think laterally and creatively to proactively resolve problems.

Desirable selection criteria

- Experience / knowledge of the AI Governance field.

- Experience providing administrative support in a collaborative, multi-departmental, interdisciplinary higher education research environment.

- Experience of academic research funding applications and processes.

- Experience with event management.

- Good working knowledge of Teams, Zoom and Cvent for delivering online / hybrid events.

- Experience using Oracle or similar finance system.

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.

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

Oxford Martin AI Governance Initiative

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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 / three 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
recruitment@oxfordmartin.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 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.