

Job description and selection criteria

Job title	Programme Manager for Minerva Global Security Programme
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	<p>Grade 8: £45,585 - £49,794 per annum (pro rata for part-time appointments)</p> <p>Whilst this role is a grade 8 position, we are willing to consider candidates with potential but less demonstrable experience who are seeking a development opportunity, for which an initial appointment would be at grade 7 with the responsibilities adjusted accordingly. This would be discussed with applicants at interview/ appointment where appropriate.</p>
Hours	0.5 FTE – 1 FTE
Contract type	Fixed-term for two years with possibility of extension until 31 August 2027, subject to availability of external funding
Reporting to	Academic Director
Vacancy ID	168030
Closing date	12 noon (UK time) Monday 9 October 2023

Job description

Overview of role

The Blavatnik School of Government is looking for a highly skilled and experienced Programme Manager to play a key role at the heart of the **Global Security Programme: Contested Cross-border Spaces, Illicit Flows, and Order in the Contemporary World**, funded by the Minerva Research Initiative. Led by Dr Annette Idler (Associate Professor, University of Oxford), the project studies the dynamic interactions of the political, economic, and social dimensions of global security: global order, transnational supply chains and local experiences of instability.

Networked illicit flows of weapons, drugs, money, and trafficked people span contested cross-border spaces embedded in unstable regions. They can turn local security risks into



a globally relevant phenomenon. Our interdisciplinary project team studies how this mechanism works, and how it helps proliferate cross-border violence, strengthen armed actors and shift the global balance of power. We expect that, together, these intersecting dynamics undermine global security, influencing order in the contemporary world.

This is a key and senior role in this programme. The Programme Manager has oversight of the overall programme timelines, appropriate sequencing of priorities, and ensures project deliverables and outputs are planned and delivered effectively and on time, in line with financial regulations and budget requirements, and in close coordination with the collaborating institutions. The role will be extremely fast paced, technically demanding, and will entail working with partners around the world, as well as a team based in Oxford.

The Programme Manager will have outstanding strategic, operational, and financial skills, and will be used to managing complex projects. This appointment offers a unique opportunity to take on significant operational responsibilities in an exciting multidisciplinary research project.

The Programme Manager will line manage the Project Officer, will report directly to the Director of the Global Security Programme and will work closely with other teams within the Blavatnik School of Government.

Responsibilities

Project management

- Have oversight of the overall programme timelines, appropriate sequencing of priorities, and ensure project deliverables and outputs are planned and delivered effectively and on time.
- Identify, develop and implement governance and accountability systems within the project team and including with collaborators.
- Lead on research grant contract amendments and all actions involved to deliver these.
- Ensure electronic and hard copy financial and administrative records are well-maintained and in compliance with Funder and University requirements.
- Lead in the year-end and research project close-out processes.
- Lead on the continuous improvement of project finance and administrative procedures; suggest improvements and facilitate their communication and implementation.
- Undertake other finance and management tasks as required for the role.
- Detect risks and (potential) problems in work processes; and implement strategies and actions to respond accordingly.
- Prepare detailed reports for submission to the funder and others as required by the Director.
- Provide strategic advice to the Director for the future of the programme both including for the five-year period of the programme and beyond including setting standards for the work of the wider group, collaborating, and working with researchers on projects and administrators at the School and University to ensure

efficient work practices and accountability.

- In consultation with the Director, provide strategic and tactical guidance in designing and achieving the research objectives. This may include working collaboratively with other PIs in the School and the wider University.
- Formulate task objectives for and supervise the work of administrative colleagues in the team.
- Liaise with external stakeholders on behalf of the PI.
- Serve as the senior point of contact in the team (to internal and external stakeholders) and provide coaching on project management to team members.

Project finance and accounting

- Manage project expenditure for University and funder compliance.
- Lead on project-related budgets, forecasts and variance analysis.
- Identify and pursue major grant opportunities to advance the research further.
- Write funding applications for new projects that build on the research carried out in this project, including providing expert advice and input into both the research content and preparation of costings.
- Oversee the preparation of interim and final financial reporting for projects.
- Oversee the purchasing process and ensure University and funder procedures are followed, particularly with the number of quotes and tendering requirements.
- Oversee the set up and processing of research grant related consultancy and collaborators contracts.
- Oversee the day-to-day administration of financial expenditure through the processing of purchasing orders, expense claims, payment requests, journals and transfers.
- Have oversight of sub-budgets allocated to fieldwork or other project-related activities.

General duties

- Assist and deputise for the Director with project management and other key duties as necessary.
- Communicate effectively and with tact using initiative and judgment to solve problems and reporting project progress to senior colleagues as appropriate.
- Maintain confidentiality of issues relating to those participating in research studies.
- Contribute to the success of the programme by working collaboratively with the project team to help to secure funding.
- Cover for colleagues as required.
- Develop and maintain excellent relationships with colleagues at the School, investigators, and grant holders, but also with other researchers across the University.
- Be proactive in promoting the Global Security Programme to the academic community, the public, and policy makers. This will require excellent communication skills and the ability to deliver complex information in a concise

way to varied audiences.

Selection criteria

Essential

- University degree or equivalent significant experience working in research/ research administration.
- Experience of project management at a senior level on a research programme or similar, and experience in overseeing and managing large budgets - with the ability to deliver an ambitious programme of activity on time and on budget, to an exceptional standard.
- Excellent organisational and time management skills with the ability to work to deadlines.
- High levels of accuracy and attention to detail when inputting data and providing information, alongside high level of numeracy, and confidence dealing with financial data.
- A systematic, thorough, and well-organised approach to work with evidence of the ability to work to deadlines with minimal supervision.
- Strong problem-solving skills and a flexible can-do approach, self-motivation, and resilience with evidence of the ability to adapt to the changing needs and priorities in the team.
- A demonstrable ability to communicate professionally, confidentially, tactfully and effectively to a high standard in writing as well as verbally. Demonstrated ability to develop and maintain relationships with colleagues at various levels both within your organisation and externally and evidence of being a proactive team player.
- Excellent IT skills including experience in the use of the Microsoft Office Suite, particularly Excel.
- Experience of line management and staff development, including prioritising and managing own and others' workloads in a calm, tactful, and professional manner and supporting career progression and dealing with performance issues.
- Experience or understanding of being involved with audits and inspections.
- Detailed and current knowledge of the regulatory and governance requirements for research involving human participants.
- Experience of successfully contributing to grant applications and preparing budget costings.

Desirable

- Previous experience of working at the University of Oxford or at a Higher Education Institution.
- Previous experience of Oracle Financials or X5.
- Experience working with confidential information.

- Formal project management qualification.

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: <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. 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

The Blavatnik School of Government

Our vision is of a world better led, a world better served and a world better governed. We are a global school committed to improving the quality of government and public policymaking worldwide, through three routes: teaching current and future leaders; applied research; and engagement with government and practitioners.

The School was founded in 2010. We accept around 120 MPP (Master of Public Policy) students and five doctoral students a year.

For more information please visit: www.bsg.ox.ac.uk.

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

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