JOB DESCRIPTION

Job title	**Enterprise Programme Manager**
Division	MPLS
Department	MPLS Divisional Office
Location	9 Parks Road OX1 3PD
Grade and salary	Grade 8 £45,585 - £54,395 per annum
Hours	Full Time Until end of July 2025. 0.7 FTE from then onwards.
Contract type	Permanent
Vacancy reference	168120

The Role

The purpose of this role is to manage and further develop the strategic approach to enterprise in the division, and to plan, manage and deliver the Enterprise training and development programme.

The Division has an established programme of enterprise resources, training and networks for doctoral students and research staff: https://www.mpls.ox.ac.uk/training/enterprise.

The programme is multi-faceted and consists of a suite of core training courses and resources together with broader activities and interventions designed to establish and build mutually beneficial links between research and other sectors. It has the following aims:

- To develop and grow a culture across the division that takes an enterprising approach to research.
- To enable researchers to grow their enterprise skills equipping them for a wide range of roles and activities in higher education and beyond: from enhancing their practice as a researcher; through consultancy; to spinning out their own company.

- To support researchers in:

▪ Developing an enterprising approach and skills that will improve their research practice

▪ Applying enterprising mindsets and skills to encourage the building of a positive research culture

▪ Working to adapt the research culture to become more outward looking and enterprising in its approach, and employing enterprise and entrepreneurial skills to work with industry, business and the public sector on the challenges they face.

▪ Commercialising their research, where there is a desire and ambition to do so, through developing skills in business tools, intellectual property development, innovation, creative problem solving, negotiation, and the processes needed to bring scientific concepts to market

▪ Networking with researchers from their own and other disciplines to facilitate sharing of ideas, communication of research impact, and develop potential collaborations

Some evening and weekend work will be needed as some aspects of the programme are delivered at times designed to fit around researchers' other commitments

Responsibilities

• Build and maintain an up to date awareness of the enterprise agenda nationally, within academia and the University and Division

• Develop and implement a strategy for the Division's Enterprise Programme

• Build and maintain collaborative and productive relationships and networks with stakeholders across the division and University to create development opportunities

• Identify opportunities to gain funding, collaborate with other stakeholders, and develop training and culture change activities. Evaluate such opportunities to develop those best suited to enhance research and enterprise culture, and provide high quality training opportunities for researchers.

• Take an enterprising approach to all aspects of the work, liaising, networking, consulting and collaborating with stakeholders and colleagues, including departments, both within and beyond the University as appropriate.

• Maintain and further develop the enterprise training suite: - Direct and lead delivery of the Division's flagship Innovation Leadership Programme (https://www.mpls.ox.ac.uk/training/enterprise/mpls-innovation-leadership-programme) and Enterprising Women programmes (https://www.mpls.ox.ac.uk/training/enterprise/enterprising-women)

- consult students, research staff, supervisors, PIs and other stakeholders on researchers' training needs in the enterprise and entrepreneurship context
- Develop interventions as appropriate to meet identified needs; ensure existing and new courses and resources are developed and maintained to enable participants to take a progressive and reflective approach, starting with those that offer a basic foundation in enterprise fundamentals, through to more in-depth and specialist courses.
- Identify and implement suitable methods of learning and delivery for courses, events and other resources
- Recruit and manage those who deliver courses and events. These might be academics, trainers, entrepreneurs or others. Liaise and make decisions on learning outcomes and content; manage contracts and payments; support individuals and manage quality of delivery
- Deliver aspects of the programme in line with post holder's individual experience and expertise
- Organise and implement logistical aspects such as venues, publicity, participant recruitment and communication, materials.
- Keep the programme under ongoing review and refinement to ensure its relevance and quality. Evaluate the programme, courses and other resources and events; analyse results and make decisions about embedding, refinement, or discontinuation.

• Identify appropriate sources and apply for funding; manage the Enterprise programme budget in consultation with the Researcher T&D Manager

• Maintain and develop other aspects of the programme, finding synergies between the University and other sectors and creating interventions where researchers and those from other sectors can work together on problem-solving projects. Use these synergies to promote equality, diversity, accessibility and inclusivity.

• Line management and team working:
   - Line manage the MPLS Enterprise team and manage the Enterprise Fellows Scheme
   - Advise, report to and support the Researcher Training and Development Manager in enterprise matters
   - Play an active and collaborative role in the training team, supporting them in taking an enterprising approach to their work
   - Contribute to the design and delivery of the division's flagship Leadership in Action Programme and act as a group facilitator on the course.

Selection Criteria

Essential selection criteria

1. In depth and comprehensive knowledge and understanding of the enterprise and innovation landscape in academia, and an agile approach that will enable the post holder to stay up to date and responsive

2. Experience of developing and implementing strategy in the enterprise and / or training sectors

3. The ability to spot and evaluate opportunities offered by the enterprise and innovation landscape, and develop those best suited to the MPLS researcher context for development into activities and resources designed to meet researchers' needs in this context

4. Able to demonstrate an enterprising approach to work

5. A first degree or equivalent intellectual ability that will enable the post holder to approach problems constructively and work with others to generate creative solutions, as well as a sharp analytical mind and an ability to think laterally.

6. Skills, knowledge and experience of the leadership and management context and able to transfer that to learning and development interventions. A 'leaderly' attitude towards work in general.

7. Demonstrable experience of developing, implementing and managing training programmes and other resources and interventions for research students and staff, including identifying learning needs, and designing and analysing training evaluation

8. Demonstrable experience of the successful facilitation of training sessions in a variety of settings and using a range of media & tools

9. Experience of finding and successfully applying for funding, and of budget management

10. Strong interpersonal and communication skills; persuasion & listening skills, experience of building effective working relationships, consulting, networking and liaising with colleagues and stakeholders from all levels of seniority and roles.

11. *The ability to communicate very effectively to clients and colleagues in writing and orally to a very high standard and to present a coherent argument.*

12. Has existing networks in relevant areas and the ability to build new ones

13. Demonstrable ability to: lead, work closely with, collaborate and support the team.

14. Line management experience

Desirable selection criteria

A qualification in coaching

A qualification in either: training, facilitation, teaching in higher education and or adult education

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.

About the Mathematical, Physical, and Life Sciences (MPLS) Division

Oxford is widely recognised as one of the world's leading science universities for teaching, research and innovation. The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University, alongside the Humanities, Social Sciences and Medical Sciences Divisions. It is led by an academic Head of Division (Professor Sam Howison) and an administrative Divisional Registrar (Dr Tracy Gale) and comprises nine of the University's academic departments – Biology, Chemistry, Computer Science, Earth Sciences, Engineering Science, Materials, the Mathematical Institute, Physics, and Statistics – as well as Begbroke Science Park, the multidisciplinary Ineos Oxford Institute for Antimicrobial Research and an interdisciplinary Doctoral Training Centre.

MPLS is proud to be home to some of the most creative and innovative scientific thinkers and leaders in academia, whose interdisciplinary research is tackling major societal and technological challenges, from new energy solutions or improved cancer treatments to understanding climate change processes and helping to preserve biodiversity, tackling antimicrobial resistance, advancing AI and quantum technologies and space exploration, and much more. The quality and impact of our work have been recognised by successive rounds of the national Research Excellence Framework and Teaching Excellence and Student Outcomes Framework exercises, and our departments frequently top the major higher education league tables. We teach around 7,300 students (including around 3,400 graduate students) and are playing a key part in training the next generation of leading scientists.

Divisional activity is co-ordinated and represented by the MPLS Divisional Office based at 9 Parks Road, in the heart of Oxford's Science Area. The Divisional Office, which is led by the Divisional Registrar, has around 55 dedicated members of staff, as well as a number of colleagues who are embedded in divisional teams but based in central University services (e.g. in Finance, HR and Development).

To find out more, please visit: www.mpls.ox.ac.uk.

You can find out more about teams and people in the Divisional Office at:
https://www.mpls.ox.ac.uk/about/the-divisional-office/our-team

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 2 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

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** of 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.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.