

Job Description



DEPARTMENT OF CHEMISTRY

Summary

Job title	Educational Outreach Project Officer
Division	Mathematical, Physical and Life Sciences
Department	Department of Chemistry
Location	Chemistry Teaching Laboratory, Mansfield Road, Oxford
Grade and salary	Grade 6: £32,332 -£38,205 per annum pro rata
Hours	Part time (18.75 hours / 50% FTE)
Contract type	Fixed-term (to 20 th December 2024), with strong likelihood of renewal
Reporting to	Educational Outreach Officer
Vacancy reference	168528

The role

The Department of Chemistry has a clear commitment to outreach and engagement, and to share and celebrate the role of chemical sciences research in wider society. Reporting to the Educational Outreach Officer, the successful candidate will work closely and collaboratively with those involved in these two projects, including members of the university's access and outreach community, and researchers in the Ineos Oxford Institute, to further develop and deliver two important projects within the Department, namely the *Building Bridges* and *Crush the Bugs*.

The Building Bridges Partnership Project

This is a partnership project between the University of Oxford, its Colleges, Departments, Gardens, Libraries and Museums (GLAM) and secondary schools with established links to primary schools in areas of least advantage, as measured by percentage pupil premium and IDACI. The partnership works with external partners to achieve its aims, currently the University of Reading and the Alnwick Gardens.

The partnership aim is to work collaboratively to boost students' motivation, engagement and academic belonging, supporting transition between primary and secondary phases. This is to be achieved by building science capital and identity, and an understanding of the utility of Science, Technology, Engineering, the Arts and Maths (STEAM), with particular regard to chemistry, within a diverse range of careers. Specific objectives are to: a) Co-create an enrichment programme of activities and days which support and extend the KS2 and KS3 curriculum; b) Highlight the diverse career opportunities available in STEAM, particularly relating to the chemical sciences; c)



Support practical science and mathematics in Key Stage 2; and d) Develop researcher and ambassador engagement and communication skills.

Crush the Bugs

A collaboration between the Ineos Oxford Institute (IOI) and the Department of Chemistry has led to the development of project activities which aim to showcase the work of the Schofield Group and the IOI within the context of the GCSE and A level Biology and Chemistry. The objectives are to: a) inspire the public, in this case school students and teachers, with current research; b) Educate participants on the urgency needed in tackling the AMR crisis and their agency in this fight; c) Support school students to understand the concepts covered in their curriculum; d) Highlight career opportunities associated with the field. Additionally, these activities provide the IOI researchers and staff with the opportunity to engage with and listen to the views of members of the public.

The successful candidate will: be self-motivated and have an enthusiasm for access and outreach work; have demonstrable experience of delivering projects; be a keen team player who relishes the opportunity to work with a range of researchers and staff in the departments, colleges, institutes and GLAM (Gardens, Libraries and Museums) as well as external partners including schoolteachers to enable the delivery of high-quality engagement. As the role involves working with schools, there is a requirement to be able to work flexible hours at times of delivery.

Please note that this post is being advertised concurrently with a 0.5 FTE, part-time STEM Officer post at Hertford College, such that a successful candidate for both roles would be supported to work full-time. However, applying for the other post will not have a bearing on the selection process operating in the Department of Chemistry.

Responsibilities

Working collaboratively with multiple partners, you will:

- Oversee each project's activities, working closely with the Department's Outreach Programmes Manager, Access and Outreach staff at Hertford, Balliol, Wadham, Trinity and Worcester Colleges, our GLAM and external partners.
- Plan the annual programme of events for each project, working closely with our project schools, internal and external partners, communicating in a timely manner with key contacts.
- Work with members of each project team to organise and deliver outbound visits, activities and resources for schools and colleges;
- Liaise and collaborate with internal and external project partners to host and support events for students and school staff visiting Oxford;
- Develop and maintain links with schools and colleges in each project's designated target regions, and elsewhere as appropriate;
- Develop the two projects in accordance with the overall aims of the department's educational outreach and specifically meeting the objectives set out in each project. This includes the development of new partnerships with external organisations where these contribute to the overall project aims and being proactive in generating new ideas and their implementation.
- Represent each project within the Department, the wider university and externally at meetings and in written communications.
- Manage each project's budget, ensuring planned activities are appropriately costs and within budget and that expenditure is closely monitored throughout the year.
- Ensure the accurate recording of all project activity, uploading to HEAT as appropriate.
- Prepare briefings and documents to assist with fundraising and development, including preparation of reports.
- Recruit, train and manage the ambassadors involved in the delivery of each project's activities, allocating tasks and managing workloads to ensure the project deadlines are met.

- Deliver or organise, as appropriate, training for researchers involved in the delivery of the public engagement with research (PCER) aspects of the project.
- Promote the projects via the web and social media, as appropriate, working with communications professionals within the department and externally;
- Any other tasks commensurate with the post. Undertake additional training and development as agreed.

Selection criteria

Essential selection criteria

- An undergraduate degree in a STEM subject (science, technology, engineering or maths); applications would also be considered from candidates with an undergraduate degree in a related subject with a strong scientific or mathematical component;
- Confident and fluent presentation skills, with the ability to engage and motivate an audience;
- Excellent interpersonal and written and oral communication skills, with the ability to deal confidently and appropriately with a wide range of people, including professors, college staff, students, teachers and parents, and external agencies;
- Ability to work independently, practically, and resourcefully as a member of a small team – this includes being willing to take ownership of their duties, and possessing the judgement to know how and when to take initiative, and when to refer to others;
- Strong time-management skills, and the ability to plan and manage their own workload;
- Excellent IT skills, including experience of using Microsoft Office (particularly Word and Excel), email and the internet, and the capacity to pick up other software packages quickly;
- A flexible approach to work, with a co-operative and collaborative attitude and willingness to work irregular hours as the role requires (including early mornings, evenings and weekends on occasion);
- Commitment to fair access and sympathy with the values, ethos, and objectives of the department.

Desirable selection criteria

- A postgraduate qualification in a STEM (or related) subject;
- Experience of educational outreach work, either from the perspective of secondary or higher education;
- Sensitivity to the particular needs of students from a diverse range of backgrounds;
- A full UK driving licence and willingness to drive the Department van.

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.

Department of Chemistry

The mission of Oxford Chemistry is to advance the global understanding of chemistry and to use that knowledge to address major challenges for society. Oxford Chemistry maintains world-class strengths in fundamental research, including the training of outstanding young scientists, whilst being an outward-looking department engaging with other disciplines, industry, public services, government and the general public. We are a large department within the University's Mathematical, Physical and Life Sciences Division with over 70 research groups and 900 researchers including 400 graduate research students. Our MChem degree takes 180 students a year and features the distinctive tutorials of Oxford, an innovative three-year programme of practical teaching within our state-of-the-art teaching laboratory, and a 4th year focused on research based within one of our research groups.

Research in Oxford Chemistry focuses on fundamental science aimed at making significant and sustained long-term impact. We provide an environment that enables research by hiring, developing, and supporting talented researchers, many recognised as international leaders, across the spectrum of the chemical sciences. Our students and staff work in excellent research facilities to deliver field-leading research that crosses traditional boundaries and engages strongly with other disciplines, both within Oxford and across a range of external sectors.

The impact of our research in the wider economy and society is manifest in our many industrial and clinical collaborations and successful start-ups. Our eight research themes and business engagements showcase the breadth and depth of our research across the chemical sciences.

We are committed to providing an inclusive and supportive work and study environment for all our staff and students based on core values of respect, equality and collaboration. We have held an Athena SWAN silver award since 2015 reflecting our commitment to improving gender equality within our discipline.

Oxford Chemistry is accommodated within five buildings in the University's science area, including a modern RIBA award-winning dedicated research facility and a state-of-the-art practical teaching laboratory. Researchers are supported by a research infrastructure within Chemistry that includes NMR, Mass Spectrometry, Crystallography, Surface Analysis, Inorganic Materials Characterisation, Advanced Electron Spin Resonance and high-performance computing facilities as well as access to facilities across the wider University and at national research facilities including the Rosalind Franklin Institute and Diamond Light Source.

To support the Teaching and Research in the Department, there are a number of administrative functions including Finance, Human Resources, Facilities, Information Technology, Student Administration, Health and Safety, Communications and Alumni Relations.

Find out more about the Department, our work and our people at chem.ox.ac.uk

Equality, Diversity and Inclusion in Oxford Chemistry

We are committed to promoting an inclusive and diverse community of students and staff based on core values of respect, equality and collaboration. The Department has an active Equality, Diversity and Inclusion (EDI) committee and since 2015 we have held an Athena SWAN silver award in recognition of our efforts to introduce organisational and cultural practices which promote gender equality and create a better working environment for all. We promote family-friendly policies and support flexible working arrangements where possible. For more information about the University's family friendly benefits, please also see <https://hr.admin.ox.ac.uk/information-for-parents-and-carers>

Mathematical, Physical and Life Sciences Division

The academic administration of the University is conducted through four divisions (Humanities, Social Sciences, Mathematical, Physical and Life Sciences, and Medical Sciences). The Mathematical, Physical and Life Sciences Division consists of ten constituent departments: The Department of Chemistry, the Department of Computer Science, the Department of Earth Sciences, the Department of Engineering Science, the Department of Materials, Mathematical Institute, the Department of Physics, Department of Plant Sciences, Department of Zoology and the Department of Statistics. The division provides a framework for interdisciplinary teaching and research. There are also links with the Medical Sciences Division.

The disciplines within the MPLS Division regularly appear at the highest levels in rankings, including the Times Higher Education and QS world rankings. Nationally, the quality of the Division's research outputs and environment, and the resulting impact, was recognised through strong performances in the UK Research Excellence Framework in both 2014 and 2021.

For more information please visit: <http://www.mpls.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

recruitment@chem.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** 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.