DEPARTMENT NAME

Job title	Senior Programme Manager and Deputy Director
Division	HR
Department	People and Organisational Development
Location	Doctoral Training Centre, 1-4 Keble Road, Oxford Hybrid Flexible working
Grade and salary	G8
Hours	0.8 - 1 FTE
Contract type	Fixed term – two years
Reporting to	Programme Director
Vacancy reference	168565
Additional information	

The role

A fantastic opportunity to be part of a high impact programme team, serving the needs of researchers across the whole University. The role will own the administration and manage the evaluation of an innovative and impact driven leadership development programme for researchers and work closely with the programme director on its successful delivery.

Our vision for leadership development at Oxford is to develop research leaders who can co-create environments in which people and research can flourish, to improve research culture and drive creativity. The programme team will develop an institution-wide leadership programme that is tailored to the situations and barriers encountered by researchers.

Funded by the Wellcome Trust, this role will play a pivotal part in forming the programme team which will deliver an innovative and researcher-driven leadership development programme. The individual will have the opportunity to establish innovative ways of working and to shape an outstanding participant experience.

The role will take ownership of and manage the end-to-end administration of this large-scale programme delivery, organise interventions and events, manage participant communications and marketing activities with support of the facilitation team, design and execute comprehensive

programme evaluations and impact analysis, create reports, deputise for the programme director and serve as secretary to the advisory group.

Key Responsibilities

End-to-End Programme Administration:
- Project manage all aspects of large-scale programme delivery, from initiation to completion.
- Coordinate logistics, schedules, and resources for effective execution.

Communications Management:
- Maintain clear communication with participants, stakeholders, and partners.
- Oversee internal and external communication channels and marketing activities.

Programme Evaluation and Impact Analysis:
- Implement a comprehensive evaluation framework for interventions.
- Conduct data analysis and support the provision of overall impact assessment.

Reporting and Documentation:
- Generate board reports and fulfil reporting requirements.
- Maintain accurate records of programme activities and expenses.

Vendor Sourcing and Management:
- Identify, evaluate, and onboard external experts, vendors and partners.
- Negotiate contracts and manage vendor relationships.

Event Management:
- Plan and execute program events, including logistics and budget management.
- Source event locations, catering, and negotiate budgets.
- Be point of contact at the event to ensure a positive participant experience.

Budget Management:
- Manage programme budgets, ensuring financial alignment.
- Provide regular financial updates and reports.

Advisory Group Secretary:
- Act as secretary to the programme's advisory group.
- Facilitate meetings, document discussions, and follow up on action items.

Continuous Improvement:
- Identify opportunities for programme enhancement.
- Incorporate feedback from stakeholders and evaluation results.

Selection criteria

1. A first degree, or equivalent experience.

2. Experience managing large-scale leadership development programmes, including scoping, consultation with relevant parties, project management, budgeting, dissemination and evaluation.

3. A high level of competence in project management techniques, coupled with the ability to work to timelines, identify priorities, set targets and work in a proactive, self-reliant and hands on way.

4. Demonstrable evidence of excellent communication and collaboration skills to work productively and collaboratively in a team environment and across divisions, and to liaise and communicate effectively with colleagues across the University.

5. A high level of competence in event management, coupled with strong attention to detail.

6. Strong expertise in conducting comprehensive programme evaluation and demonstrable understanding of the processes involved in conducting impact analysis.

7. Demonstrable experience in creating board level reports and possessing a strong understanding of the responsibilities of serving as a secretary to a committee.

8. An understanding and practical awareness of the issues pertaining to inclusivity and diversity in higher education.

9. An understanding, or the ability to develop an understanding, of academic research institutions.

10. The ability to proficiently perform quantitative and qualitative analyses, manage evaluation forms, and effectively use common word-processing, spreadsheet, and presentation packages

Desirable selection criteria

11. Possession of a coaching accreditation or relevant experience.

12. Expertise in marketing, communications and copy writing.

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.

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/.

People and Organisational Development

The People and Organisational Development unit supports the University's strategic aims through the targeted development of people. We contribute to people development strategy across the University, working strategically with partners such as Human Resources, Equality and Diversity and Athena SWAN leads in departments.

The unit delivers a range of programmes and resources on leadership and management and personal effectiveness for all staff groups. We also offer practical support to all leaders on managers in terms of supporting change, growth and development.

For more information please visit: https://pod.admin.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 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).

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 receive an automated email from our e-recruitment system 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: 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. 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

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 www.admin.ox.ac.uk/personnel/staffinfo/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 www.sport.ox.ac.uk/oxford-university-sports-facilities.

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. There is also 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/.

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 My Family Care, 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 www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

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 www.admin.ox.ac.uk/childcare/.

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/.

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.