

Job description

Post	Research Coordinator: CASCADE programme
Department	Biology
Division	Mathematical, Physical and Life Sciences Division (MPLS)
Location	11a Mansfield Road, Oxford, OX1 3SZ
Grade and salary	Grade 7: £36,024 - £44,263
Hours	Full time
Contract type	Fixed Term for 24 Months
Reporting to	Professor E.J. Milner-Gulland, Tasso Leventis Professor of Biodiversity
Application deadline	12 noon (GMT+1) on Tuesday 14 th November 2023
Vacancy reference	168677
Recruitment contacts	HR: hr@biology.ox.ac.uk
Additional information	

Research topic	Effective Knowledge Exchange for International Biodiversity Conservation
Principal Investigator / supervisor	E.J. Milner-Gulland
Project team	Interdisciplinary Centre for Conservation Science
Project web site	www.iccs.org.uk www.cascade.ac.uk
Funding partner	The funds supporting this research project are provided by the UKRI Research England Development Fund
Recent publications	<ol style="list-style-type: none"> 1. Díaz, S., Zafra-Calvo, N., Purvis, A., Verburg, P. H., Obura, D., Leadley, P., ... & Zanne, A. E. (2020). Set ambitious goals for biodiversity and sustainability. <i>Science</i>, 370(6515), 411-413. 2. Milner-Gulland, E. J., Prue Addison, William NS Arlidge, Julia Baker, Hollie Booth, Thomas Brooks, Joseph W. Bull et al. "Four steps for the Earth: mainstreaming the post-2020 global biodiversity framework." <i>One Earth</i> 4, no. 1 (2021): 75-87.

	3. Rose, D.C., Sutherland, W.J., Amano, T., González-Varo, J.P., Robertson, R.J., Simmons, B.I., Wauchope, H.S., Kovacs, E., Durán, A.P., Vadrot, A.B. and Wu, W., 2018. The major barriers to evidence-informed conservation policy and possible solutions. <i>Conservation Letters</i> , 11(5), p.e12564.
--	---

The role

The role is based within the Interdisciplinary Centre for Conservation Science in the Biology Department, working closely with the wider CASCADE programme's core team across five universities to deliver the programme's strategy in the UK and internationally. The person will be the key focal point for this ambitious new programme and will take the lead in coordinating its delivery across the five universities. They will have particular responsibility for internal and external communications, events and internal governance of the programme as we move towards ongoing sustainability.

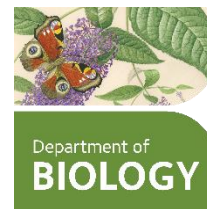
Research Coordinators have a key role to play in advancing an inclusive culture within their programmes, their Departments, and the University. You will be expected to contribute to ensuring a productive, welcoming and collegiate environment, for example by contributing to initiatives and policies promoting equality, diversity and access for under-represented groups at all levels.

Interdisciplinary Centre for Conservation Science

The Interdisciplinary Centre for Conservation Science (ICCS) is an academic research group working at the interface of social and ecological systems within the Department of Biology at the University of Oxford. The team uses a range of approaches to address key issues in current conservation, with a focus on evidence-based approaches that have social justice at their core, and a mission to ensure that our research is based on end-user priorities and has real-world impact.

CASCADE

The Conservation and Sustainability Consortium of Academic Institutions (CASCADE: www.cascade.ac.uk) is a consortium of leading conservation researchers in UK academic institutions (currently 23 institutions, but with the ambition to grow), which brings together researchers working on finding solutions to one of the biggest challenges facing humanity, the biodiversity crisis. The core institutions are Oxford, Leeds, Newcastle, York and Durham universities. CASCADE aims to develop the collective capability for KE of UK academic institutions, partner institutions and end-users, in order to support international conservation policy and practice. We believe that only through sharing resources and knowledge and acting in partnership with other research institutions, government agencies, NGOs and industry will we be able to work towards finding solutions to global issues. Working together, we aim to be much more effective in increasing the impact of, and funding coming into, cross-disciplinary conservation research, and reducing duplication of effort. We want to build on, deepen, and extend our existing relationships with external partners, so that our research is demand-led, with impact in the areas that matter most to these partners. This will generate timely



real-world impact from conservation policy engagement by CASCADE members and establish CASCADE as the major UK-based knowledge exchange hub for international conservation.

Support and benefits

Roles at Oxford are inherently flexible, so your working hours can be arranged around caring responsibilities with relative ease. We also welcome requests for more formalised flexible working, such as a reduction in hours.

Perhaps the most enjoyable aspect of working at Oxford is the collegial working environment and interaction you will have with your colleagues from across multiple disciplines.

The Department is committed to providing you with the time and resources needed to develop your career aspirations. You will be supported by your line manager, who will be available to give advice on all aspects of the position. You will have annual Career Development Reviews as well as two meetings with your line manager during your probation period. You will also be part of a broader team of research coordinators who can provide advice and mentorship. The University has a large programme of personal development and training opportunities, and you will be encouraged to access relevant elements of this programme during your working hours.

Responsibilities

- Act as the focal point for the large cross-institutional CASCADE programme, liaising with relevant individuals and teams within the CASCADE network and external stakeholders to ensure that work is carried out according to the agreed deliverables
- Act as the administrative lead on the programme, including carrying out financial and narrative reporting to the funder, and maintaining budgetary control
- Actively maintain an inclusive, outward-looking and collaborative culture within the programme, with particular focus on maintaining relationships with members of the programme core team and the wider network, as well as with our external stakeholders, and supporting Early-Career Researchers
- Organise a large two-day networking event for CASCADE members
- Organise the CASCADE internship scheme for evidence syntheses, including mentoring the interns and providing guidance and leadership towards a high quality product
- Initiate and coordinate the development of CASCADE's online presence, including working with a web designer to develop our website and resources hub, and leading on outreach, dissemination and social media, including writing blogs and briefings and drafting funding proposals
- Keep the CASCADE website updated, including writing content about the research being carried out in within the programme and keeping the resources database
- Build and maintain relationships with relevant colleagues within Oxford university and beyond, including in particular Oxford's Knowledge Exchange and Innovation Professional Services teams at Departmental, Divisional and University levels, and external to Oxford university within the CASCADE programme and beyond
- Take the initiative to actively seek out new members for CASCADE, new opportunities for engagement with end-users, and potential new funding sources

- Represent Oxford and the CASCADE programmes at external forums and meetings with stakeholders, including high level meetings with UK government and with the Secretariat of the Convention on Biological Diversity
- Support the Programme's Principal Investigators in the development of funding applications and in external relationship-building towards long-term financial sustainability of the programme

Selection criteria

Essential selection criteria

- Extensive strategic planning and organisational skills
- Excellent writing skills and attention to detail, with a proven ability to communicate complex concepts to a non-specialist audience.
- Strong interpersonal skills, including the ability to communicate diplomatically and professionally with people from a range of backgrounds
- Ability to work independently and flexibly in a complex environment, using personal initiative and judgement and taking the initiative when necessary, including prioritising effectively to meet deadlines
- Ability to develop externally facing communications materials including content for websites

Desirable selection criteria

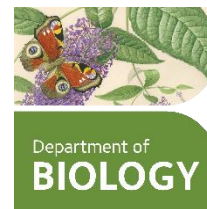
- An interest in conservation and international development
- A graduate degree in a relevant subject
- Experience of leadership of a programme of work and mentoring others
- Experience of project coordination, including financial and human resources processes
- Experience of social media, communications and website management
- Experience of knowledge exchange, outreach and research dissemination
- Experience of acting as a research coordinator within a university or similar setting
- Experience in organising workshops and events, including catering and travel.

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.

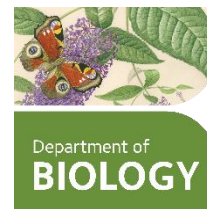
The Department of Biology

You will be joining the Department of Biology at an exciting time. The Department established from August 2022 as a result of a merger between the Departments of Zoology and Plant Sciences, and is preparing to move into the new state-of-the-art Life and Mind Building in two to three years time.

The Department of Biology is recognised internationally for its research in a wide range of fields spanning all levels from molecules to ecosystems, and tackling global challenges through fundamental bioscience research. Over time, the research interests of the Department has been focused on five primary themes: Behaviour & Biomechanics; Ecology & Conservation; Evolutionary Biology; Microbiology & Infectious Disease; and Molecular Plant Biology. Research is conducted in all spheres from laboratory and in silico analysis to theoretical and field-based research.

At all times we seek to reinforce the connections between research and our education offering, at both graduate and undergraduate level. The Department teaches a four-year undergraduate degree MBiol course in Biology, with fourth-year students undertaking a Masters-level research project. It also supports a variety of graduate placements and hosts the University's DPhil in Biology.

External research income to the Department is derived from over 50 different funding agencies, with the principal current funders being the European Research Council, the Royal Society, the Wellcome Trust, BBSRC and NERC. The Department has a significant record in integrating broader societal impacts of its research, including the provision of policy to government at the highest level, as well as supporting the commercialisation of research through spin-out companies and licensing arrangements that have generated hundreds of millions of pounds' worth of innovation.



The Department is located in the University's Science Area at two sites, and will move into the new £200m Life and Mind Building in 2024 that will include extensive laboratory provision with controlled environment rooms, glasshouses and an imaging suite. The Department also benefits from extensive facilities at the John Krebs Field Station at Wytham, with Wytham Woods nearby, as well as partnerships with organisations in the area such as the Oxford Botanic Gardens and Oxford Natural History Museum.

For more information please visit: <https://www.biology.ox.ac.uk>

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

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.

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).

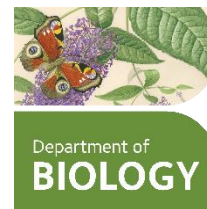
If you need help

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 at HR@Biology.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 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.

