



Job Description



Job title	Senior Leadership Programme Facilitator & Coach
Division	HR
Department	People and Organisational Development (POD)
Location	Doctoral Training Centre, 1-4 Keble Road, Oxford Hybrid
Grade and salary	Grade 8 -£45,585 - £51,283 per annum
Hours	0.8 - 1 FTE
Contract type	Fixed term until December 2025
Reporting to	Programme Director
Vacancy reference	168845
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. Funded by the Wellcome Trust, this role will play a pivotal part in forming a new 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 shape an outstanding participant experience.

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.

The role will provide facilitation and bespoke leadership coaching and manage the activities of the facilitation team. It will play a leading role in programme evaluation and provide leadership expertise and design support alongside the programme director.

The role involves facilitating the various strands of the leadership development programme, conducting thorough programme evaluations, aiding the programme design and continuous improvement processes, offering group facilitation proficiency, generating comprehensive reports, and providing personalised one-on-one leadership coaching to participants, including highly experienced leaders across the university.



Key Responsibilities

Programme Facilitation:

- Facilitate group dynamics and interactions within the programme setting.
- Manage and oversee all facilitation activities for the wider facilitation team.
- Promote inclusive leadership principles throughout the programme, fostering an environment that values diversity and champions equity and inclusion.
- Guide and support diverse elements of the programme, ensuring smooth delivery and an outstanding participant experience.

Design and Continuous Improvement:

- Play leading role in shaping and consistently enhancing the programme alongside the programme director, incorporating feedback and innovative approaches.
- Provide strong leadership and facilitation expertise to aid the programme design.
- Collaborate with EDI coordinators to ensure that the programme's design and improvements align with principles of equity, diversity, and inclusion.

Personalised Leadership Coaching:

- Provide tailored one-on-one leadership coaching to participants across various career stages, including highly experienced leaders.

Communications Management:

- Maintain clear and inclusive communication with participants, stakeholders, and partners.

Programme Evaluation and Enhancement:

- Conduct comprehensive evaluations of the programme, contributing to its refinement and effectiveness.
- Generate data that capture the programme's progress and outcomes.

Reporting and Documentation:

- Support the creation of board reports and fulfil reporting requirements.
- Maintain accurate records of programme activities.

Expert Sourcing and Management:

- Identify, evaluate, and create partnerships with leadership experts and other relevant programme stakeholders.

Continuous Improvement:

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

Selection criteria

1. A first degree, or equivalent experience.
2. Extensive experience facilitating large-scale leadership development programmes, ideally with a focus on experience-based learning interventions.
3. A coaching accreditation and/or significant one-on-one leadership coaching experience.
4. Demonstrable expertise in cultivating and fostering inclusive learning environments that encourage diverse participation, foster open dialogue, and facilitate collaborative growth.
5. Subject matter expertise in leadership

6. First-hand leadership experience, involving the guidance of teams and/or projects and extensive experience of working closely with senior leaders.
7. Demonstrable evidence of excellent verbal and written communication skills and experience delivering an outstanding participant experience.
8. High level of self-organisation and collaboration skills to work productively and collaboratively in a team environment and across a large and complex organisation.
9. Expertise in designing and conducting comprehensive programme evaluation and a solid understanding of the processes involved in impact analysis.
10. An understanding, or the ability to develop an understanding, of the specific researcher context across a research-intensive higher education institution.
11. 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

12. Possessing prior experience in a research environment.
13. Public speaking or relevant performing arts expertise and/or qualifications.

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.

IT SERVICES

The role of IT Services is to ensure that the University of Oxford has the robust, reliable, and high-performing IT facilities it requires to support the distinctive needs of those engaged in teaching, learning, research, administration and strategic planning.

IT Services, headed by the University's Chief Information Officer, has around 320 staff across 2 buildings, an annual revenue budget of £22m and an IT capital plan of £60M across three years. The department is divided into groups covering infrastructure services, projects and programmes, software development, and customer services. Our aim is to attract and retain a workforce that is diverse, skilled, creative, and committed. We encourage flexibility in how we work, and welcome part time and flexible working arrangements. As a department we encourage a culture where we respect each other, are accountable for what we do, where we collaborate, give and receive constructive feedback and challenge one another. IT Services is a place where we value and recognise both our own and the contributions of others. By doing so we want to create a great culture to work in and a place where we all feel we belong.

For more information please visit: <http://www.it.ox.ac.uk/>

University Administration and Services (UAS)

University Administration and Services (UAS) is the collective term for the professional services departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: <http://www.admin.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 hr@it.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.