



## SCHOOL OF ANTHROPOLOGY AND MUSEUM ETHNOGRAPHY

<b>Job title</b>	CSSC Administrator
<b>Division</b>	Social Sciences
<b>Department</b>	School of Anthropology and Museum Ethnography
<b>Location</b>	Oxford University
<b>Grade and salary</b>	Grade 6: £31,502 - £37,386
<b>Hours</b>	60% FTE (22.5 hours per week); 50% FTE (18.75 hours per week) will be considered
<b>Contract type</b>	Fixed Term: 2 years from December 2023 or as soon as possible thereafter
<b>Reporting to</b>	Head of Administration and Finance
<b>Vacancy reference</b>	167082

## Overview

The [Centre for the Study of Social Cohesion](#) (CSSC) is part of the School of Anthropology and Museum Ethnography and aims to harness social cohesion for a more peaceful world. Researchers at CSSC study cognition and culture within a broadly evolutionary anthropology framework. Current and recent research projects have included exploring how religion motivates cooperation, examining the underlying motivations of violent extremists, and the psychology behind football fandom.

The Administrator is responsible for the effective financial and administrative management of the Centre. We are looking for a self-starter to look after the Centre's varied portfolio of grant-funded research projects, working closely with the School's Finance Manager to manage research project finance, with the research pre-award team to prepare new funding applications, as well as managing the communications strategy for the Centre including the organisation of events and maintenance of the website. The role will be varied and will require someone able to juggle a number of different activities, whilst ensuring detailed and accurate information and reporting on behalf of the Centre.

For further information regarding CSSC, or the School, please contact [recruit@anthro.ox.ac.uk](mailto:recruit@anthro.ox.ac.uk)

## The Role

### General Centre support

- Be a first point of contact for all CSSC enquiries, referring to the Director or others as appropriate;



- Manage the Centre, including workflow management, the development and maintenance of office systems and human resources, keeping accurate and up to date records of staff, visitors and affiliates, liaising with the School's HR team to ensure contracts are in place for both casuals and staff;
- Produce reports, service committees, and represent the Centre at School meetings and in the wider University as appropriate;
- Provide administrative support for the Director of the Centre and its members, including coordinating travel arrangements;
- Liaise with external funders and monitor information circulated internally in order to identify relevant funding opportunities for CSSC;
- Coordinate or assist with the completion of funding applications (research grants or donations), liaising with relevant teams as appropriate, and ensuring research application costings are prepared in line with funding body regulations and university and school procedures;
- Manage temporary staff as required;
- Manage special projects as required;
- Liaise with collaborators as required;
- Coordinate CUREC (Ethics) applications;

### **Finance support**

- Produce budget statements, forecasts and financial reports in accordance with School and University norms;
- In collaboration with the School's Finance team and the Deputy Head of Administration & Finance, set up processes to manage the Centre's financial records, including monitoring large research project budgets, in accordance with the University financial regulations and School procedures;
- Use of the University's Oracle Financials to raise requisitions, receipt goods, produce reports and review research project budgets;
- Work with the grant application pre-award team or with other colleagues as relevant (e.g. Development team and the Head of Administration & Finance for donations) to ensure that CSSC applications are prepared and submitted according to the School and University procedures;
- Manage the Centre research grant portfolio and provide support, reports and information for staff or for committees, as required, sometimes liaising with dedicated project administrators to ensure a Centre-wide view;
- Advise on grant expenditure, and resolve competing demands for resources between research groups;

### **Communications and Event Management**

- Manage the Centre's communications strategy, in collaboration with the School's communications team;
- Write, edit and update all aspects of CSSC website(s);
- Assist with preparation of papers for submission to journals;
- Manage the production and distribution of marketing materials;
- Plan, organise and run meetings, seminars, conferences, including running registration, the arrangement of accommodation, venues and catering, speakers, publicity, inviting and looking after delegates.

## **Selection criteria**

### **Essential**

- Relevant Higher Education degree, with either an understanding of experimental psychology labs or ability to learn the specificities of the context

- Good knowledge of research project administration, including research financial administration
- Ability to act equally effectively as a team member and as an independent self-starter, working on own initiative, solving problems, setting goals and priorities
- Excellent communication skills, both oral and written, with the ability to engage positively with both internal colleagues and external partners, brokering relationships when needed
- Ability to work under pressure, to meet deadlines, to remain positive when reorienting at short notice in response to changing priorities
- Excellent attention to detail and an organised and structured approach to work
- Excellent IT competence and familiarity with standard Office software
- Ability to pro-actively develop and grow strategic relationships.

## 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 in empowering both 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](http://www.ox.ac.uk/about/organisation).

## School of Anthropology and Museum Ethnography

The School of Anthropology and Museum Ethnography (SAME) is renowned for its broad and interdisciplinary approach to anthropology, its commitment to long-term ethnographic fieldwork, and its association with the Pitt Rivers Museum and the anthropology of visual and material culture. It has also become known as a centre for medical and ecological anthropology, migration studies, evolutionary anthropology, cognition and culture, and science and technology studies.

Home to over sixty members of academic staff and researchers, over a hundred doctoral students in two doctoral programmes, eight Master's programmes, and two undergraduate degrees, Oxford anthropology is one of the world's largest and most exciting centres for teaching and research in the discipline.

The School brings together a number of institutes and centres. These include the Institute of Human Sciences (IHS), home to our interdisciplinary undergraduate programme and research on the evolution of human behaviour drawing on a diverse range of approaches, including biology, primatology, palaeoanthropology, cultural evolution, and psychology. The Institute of Social and Cultural Anthropology (ISCA) is a world-leading centre for comparative, empirically grounded research in anthropology, including ethnographic, historical, medical, material, visual and bio-cultural approaches. The Centre on Migration, Policy and Society (COMPAS) provides a strategic, integrated research approach to understanding contemporary and future migration dynamics in the UK and EU. The Centre for the Study of Social Cohesion (CSSC) conducts research on the causes and consequences of social cohesion – the bonds that hold groups together, from families and gangs to nations and world religions. The Institute for Science, Innovation and Society (InSIS) researches and informs the key processes of social and technological innovation that are critical to business, governments and civil society in the 21st century and beyond.

The School of Anthropology has close links with the Pitt Rivers Museum, which houses one of the world's greatest ethnographic collections.

The School strives for a culture that is transparent, inclusive and supportive for all its staff and students. We have achieved Bronze Level Athena SWAN accreditation, and we are committed to supporting all staff who wish to undertake a rewarding career whilst maintaining a balance with their home and family lives. More information about the School can be found at [www.anthro.ox.ac.uk](http://www.anthro.ox.ac.uk).

## **Social Sciences Division**

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,000 academic and research staff working across fifteen departments, faculties and schools.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings placed the University of Oxford as number one in the world for Social Sciences in 2018 and 2019. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, accounting for more 4\* research than any other institution. Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance and justice. As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year. As part of our commitment to equality of opportunity, eight of our departments have achieved bronze Athena SWAN awards: the Blavatnik School of Government, Economics, Education, International Development, Law, Geography & the Environment, Anthropology & Museum Ethnography and the Saïd Business School, with all our other departments either in the process of applying or scheduled to do so shortly.

The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally-oriented provision in areas such as business, law and education. The Division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

For more information, please visit: [www.socsci.ox.ac.uk](http://www.socsci.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: <https://www.jobs.ox.ac.uk/how-to-apply>.

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](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from <https://hrsystems.admin.ox.ac.uk/recruitment-support>. To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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/](http://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/](http://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 69<sup>th</sup> 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+/](http://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+/](http://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.

## 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/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

## 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](http://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](http://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 [www.welcome.ox.ac.uk](http://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/](http://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/](http://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/](http://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](http://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/](http://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 with settling into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).