

Job Description

Summary

Job title	Administrator - ECI Energy Programme
Division	Social Sciences
Department	Environmental Change Institute (ECI), School of Geography and the Environment (SoGE)
Location	South Parks Road, Oxford OX1 3QY
Grade and salary	Grade 6: £32,332 - £38,205 p.a.
Hours	50% of full time
Contract type	Fixed-term for three years, with potential for extension
Reporting to	ECI Energy Programme Leader
Vacancy reference	169121
Additional information	<p>We can support flexible working arrangements (for instance if you have caring responsibilities), but with a general expectation the post-holder will work from the ECI offices where the group is based, particularly on Thursdays 11am-2pm when group meetings and seminars take place.</p> <p>Applications are particularly welcome and encouraged from women, black, and minority ethnic candidates, who are under-represented in posts in SoGE. SoGE are committed to equality and values diversity.</p> <p>The School of Geography and the Environment holds an Athena Swan Silver award in recognition of our commitment and success in addressing gender equality.</p>

<https://www.admin.ox.ac.uk/eop/disab/mindfulemployer/>



The role

This is an exciting opportunity to be part of ambitious research and engagement programme on one of the most timely and high-profile environmental issues of our time - the challenge of reducing greenhouse gas emissions from energy use.

As Administrator for the ECI Energy Programme, your role will be to support the research and engagement activities of the energy team, and be responsible for internal and external processes related to programme activities including event organisation and facilitation, new staff induction, liaising with ECI professional services including finance, programme management and communications, and other administrative support. For this role you will report to the Energy Programme lead and deputy lead, and work alongside the other members of the programme.

About the ECI Energy Programme

The Energy Programme at the Environmental Change Institute is one of the leading energy research groups in the UK. It is led by Prof Charlie Wilson, with Dr Tina Fawcett as Deputy Lead. The group currently has around 21 researchers including 4 doctoral students, with additional staff involved in knowledge exchange, communications and management of the UK Centre for Research into Energy Demand Solutions (CREDS). The Energy Programme also hosts the Coordinator role for the cross-university Oxford Energy Network.

Current research in the Energy Programme focuses on delivering an inclusive, just, and effective net-zero transition in the UK and beyond. This includes work on low-carbon energy systems, digitalisation, tackling fuel poverty, integrating renewable energy onto electricity networks, flexible demand and smart grids, and policy and governance for net-zero. The group has close links to other programmes in the Environmental Change Institute (ECI), the Transport Studies Unit (TSU), the Oxford Martin School, and the newly launched ZERO institute at Oxford University, as well to other major UKRI investments such as the Centre for Research into Energy Demand Solutions (CREDS).

Responsibilities – Energy Programme

Communications

- Ensure up-to-date information is provided about Energy Programme activities on the ECI, SoGE, and University websites, and liaise with the relevant website and communications officers as necessary, including on publications, events, impact activities.
- Develop digital communication skills in order to lead on Energy Programme publicity and communications including through social media to maintain a good public profile for the programme and to build and maintain research profiles.

- Identify opportunities for additional promotion of Energy Programme activities via various routes, working with the ECI Communications Officer as necessary.
- Act as a point of contact for journalists and communication managers of other projects to access academic papers and other material, and liaise with journalists to arrange media interviews and filming.
- Facilitate the maintenance of good working relationships with Energy Programme collaborators, and related Oxford initiatives including the ZERO institute and the Oxford Energy Network.
- Maintain up-to-date open access publications for the Energy Programme including through University, ORCID, and third-party bibliographic repositories.
- Identify and maintain metrics of impact, including submissions to the annual ResearchFish exercise.

Events

- Organise meetings, seminars, workshops, weekly research seminars and other events both for internal programme activities and as part of projects involving programme staff, including venue booking, catering, and accommodation for visitors as required.
- Provide technical expertise for hybrid and online meetings to ensure smooth functioning.

Administrative Support

- Provide full administrative support on financial matters: for example, the management of travel, subsistence and other expenses and allowances in liaison with the finance office, research support and external organisations.
- Provide full administrative support on logistical and organisational matters: for example, filing, printing, onboarding new staff, hosting visitors, and applying university policies and procedures.
- Develop and formalise new office procedures and train team members in their use to improve the operations of the group.
- Lead the transition of the group to file-sharing via Sharepoint, offering support to individuals and a developing a plan for management of legacy files.
- Plan and record the Energy Programme all-group meetings in co-operation with the Programme Leader.
- Prepare and circulate papers, agendas, minutes and draft briefing notes as appropriate.
- Act as a source of advice and support on administrative issues for all Energy Programme team members;
- Act as a point of liaison for researchers and students, especially when in the field, helping to resolve problems.

- Provide a termly audit of desk space accommodation to OUCE Facilities and maintain contact with the Buildings Manager and other staff as needed, to keep them informed about space and equipment needs.
- Prepare documentation and costings for Honorary Research Associates as directed by the Programme Leader, liaising with the Head of School's PA.
- Prepare documentation and costings for Visiting Student Researchers as directed by Energy Programme researchers, liaising with the Head of School's PA.
- Prepare documentation for student summer placement and student work experience and liaise with OUCE HR and OUCE Finance (e.g. Sixth Form students).

Travel

- Arrange UK and international travel arrangements by booking travel, accommodation, transfers, visas and travel insurance as required in liaison with administrative and other team members.
- Prepare travel risk assessments when necessary.

Project Management

- To assist with managing selected projects by keeping financial records up to date, working with the Finance Office to resolve queries, and helping the project manager keep track of progress. Training will be provided for this part of the role, as required.
- Develop project management guidance for Energy Programme team members, building on existing documentation.

Selection criteria

Essential selection criteria

- Have a degree, or have equivalent professional experience.
- Ability to clearly and accurately craft and communicate **correspondence, minutes and reports**, verbally and in writing.
- Excellent **computer skills** including Microsoft Office and hosting online and hybrid meetings (via Teams, Zoom, etc.).
- Interest in **communications**, website content management.
- A high standard of **numeracy** and an ability to manage finances.
- Experience of **organising events**.
- Ability to develop professional and effective **working relationships** with **key stakeholders**.
- Ability to **manage and prioritise a varied and busy workload**, and work to deadlines.
- Commitment to advancing **diversity and inclusion**.

Desirable selection criteria

- **Enthusiasm and interest** in the content and goals of the programme.
- Experience with **Oxford University processes and organisations**.

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.

School of Geography and the Environment

The School of Geography and the Environment (SoGE) is a dynamic, diverse, interdisciplinary academic department at the University of Oxford combining natural and social science interests and skills, underpinned by Geography's tradition of working across differing cultures. The School is internationally recognized for the quality of its teaching, research and wider engagement across the breadth of human and physical geography and environmental studies.

Based within the Social Sciences Division, the School incorporates three affiliated research centres: the Environmental Change Institute (ECI), the Smith School of Enterprise and Environment (SSEE), and the Transport Studies Unit (TSU). The School is based within the Oxford University Centre for the Environment (OUCE) building – which has benefited from extensive refurbishment in recent years - in the heart of Oxford's Science Area. The School's physical location enables us to easily connect with many of the academic departments and organisations with whom we collaborate. The School has also been an active participant in fostering the [Oxford University Networks for the Environment](#) (ONE), which link up over 1000 individuals within the University on the themes of Biodiversity, Climate, Energy, Food and Water.

The **School of Geography and the Environment** is an energetic and multi-dimensional hub of geographical and environmental research, teaching and wider engagement. The School's ambition is to play a leading role in shaping the international research agenda through 'world-class' research and teaching across the breadth of the discipline; employing the very best researchers and attracting excellent national and international students; encouraging national, international and interdisciplinary research collaborations; and engaging with others through policy, partnerships, business and social enterprise. The School's cross-cutting [research](#) portfolio totalled £61.9million across more than 80 projects in 2015/16, with projects and collaborations involving over 70 countries across the globe. The School's researchers actively engage in discussion on environment, energy, transport, urban, and rural policies; in advising local, national and international organisations; and in written and oral contributions to government consultations.

The School provides world-class, multidisciplinary teaching. Our [Undergraduate Honour School](#) provides undergraduate students with research-led teaching across the breadth of human and physical geography and environmental studies by internationally recognised academic staff. Two hundred and fifty graduate students from a range of nationalities make our [International Graduate School](#) one of the world's largest and most diverse in the discipline.

For more information the School please visit: <http://www.geog.ox.ac.uk>

The School of Geography and the Environment holds an Athena SWAN Silver Award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality and create a better working environment for both men and women. Further information about Athena SWAN can be found at <http://www.geog.ox.ac.uk/about/equality-diversity/>.

Formed in 1991 through benefaction, the **Environmental Change Institute** works alongside partners in business, academia and the community to understand environmental change and explore possible responses to the risks and opportunities it poses. With an annual research income of over £3.6 million in 2015/16, a portfolio of over 60 active projects, 108 academics and researchers working around the world, the ECI is an active and influential player in environmental change science. The ECI's research is interdisciplinary, both in outlook and approach. ECI has a well-established track record in relation to climate, energy and ecosystems and a growing expertise in relation to food and water. ECI is a leading player in number of large research activities, including: the UK Climate Impacts Programme (UKCIP) which develops new tools to link climate science with stakeholders in business and government in order to create innovative adaptations to the impacts of climate change; the world's largest citizen science climate ensemble with 350,000 individuals running climate simulations in order to better understand regional climate patterns; leaders of major EU consortium programmes including one on the impacts and risks of extreme climate change; and coordinators of a global ecological monitoring programme across remote forest locations in South America, Africa and Asia. The ECI's full portfolio of projects has led to academic papers and citations totalling over 45,000 since 2000. The ECI is also home to the MSc in Environmental Change and Management, the School's first taught postgraduate

masters' programme, established in 1994. Through this MSc the ECI have successfully trained over 600 upcoming environmental leaders who comprise a lively and increasingly influential alumni community.

For more information on the ECI please visit: <http://www.eci.ox.ac.uk>

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply 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

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email recruitment.support@admin.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 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: <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 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: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, 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 **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 <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 dependents. 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 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 <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