

Job Description



Summary

Job title	Academic Administrator (parental leave cover)
Division	Social Sciences Division
Department	Department of Social Policy and Intervention
Location	Barnett House, 32 Wellington Square, Oxford, OX1 2ER
Grade and salary	Grade 6: £32,332 - £38,205 per annum
Hours	37.5 hours (1.0 FTE)
Contract type	Fixed term up to one year to cover a period of parental leave
Reporting to	Head of Administration and Finance
Vacancy reference	169425
Additional information	The post may also be offered as a secondment opportunity

The role

The Department of Social Policy and Intervention is seeking a highly motivated and competent individual to join its busy administrative team, to provide parental leave cover. The Academic Administrator has overall responsibility for the administration of the Department's courses (the MSc and MPhil in Comparative Social Policy; MSc and MPhil in Evidence-Based Social Intervention and Policy Evaluation; and supporting administration for the DPhils (Oxford PhD) in Social Policy and Social Intervention and Policy Evaluation), supporting academic members of staff who typically have fixed term responsibilities for the courses and students, including the two Course Directors, the Director of Graduate Studies, the Admissions Tutors and the Chairs of Examiners. The Academic Administrator also works closely with Divisional Office.

This is a fixed term, full-time appointment. The Academic Administrator reports to the Head of Administration and Finance, and has line management responsibility for the Academic Admissions Officer.



Responsibilities

The main duties of the Academic Administrator are detailed below. This is not an exhaustive list, and you may be required to carry out other tasks from time to time and as the role develops. Please note that the balance of duties varies throughout the year.

Teaching administration

The Academic Administrator is responsible for supporting academic staff to ensure that the courses run smoothly. Tasks include:

- Preparation of course materials, such as Course Handbooks, reading lists, and syllabi, in consultation with the Course Directors (prepared and distributed electronically).
- Preparation of course timetables and ensuring practical arrangements are in place for teaching (such as booking rooms and liaising with external lecturers)
- Collection of course evaluation and feedback from students (electronically).
- Servicing meetings of the two teaching committees, including preparation of papers, providing advice and continuity for the Course Directors, and taking minutes.
- Provision of administrative support for the undergraduate social policy option, including maintaining records of students taking the course and distributing materials.

Graduate Research Students (doctoral students and second year MPhils)

Provides support as required to the Director of Graduate Studies and the Graduate Research Students Convenor, and works closely with Divisional Office to support students:

- Preparation of course materials, such as Course Handbooks.
- Assisting as required with the organisation of events such as the GRS seminars, induction event or other events as become relevant.
- Servicing the Graduate Studies Committee.
- Liaison with students, the Director of Graduate Studies and Divisional Office to arrange changes and progression milestones.

Examinations

Ensuring smooth operation of the examinations process and collation of marks is a highly responsible role and includes:

- Supporting the Chairs of Examiners for each degree and servicing Examiners' meetings.
- Corresponding and liaising with Examiners, Assessors, Proctors, Exam Schools and students as necessary.
- Administration of Exams and Assessments using Inspira.
- Administration of exam marking, such as maintaining records of markers for each paper, distributing papers, and recording, checking, and issuing results correctly.
- Making practical arrangements for meetings and vivas.
- Preparing papers as required, such as the Examination Conventions and statistics for Examiners' Reports.
- Ensuring that amendments to the Exam Regulations are consistent and submitted in time, and ensuring that the department operates in line with the Regulations.
- Advising Chairs of Examiners on processes, regulations and deadlines.

Student Administration

The Academic Administrator is responsible for maintaining student information:

- Management of and responsibility for student information, such as student files and databases, in line with policies on data security and confidentiality.
- Administration of the process for monitoring students visas in line with University process and legal requirements.
- Servicing the Graduate Joint Consultative Committee, a forum in which students provide feedback to the department.
- Support for departmental processes for responding to complaints.

Admissions and Ethics

Overseeing the work of the Academic Admissions Officer (1.0 FTE) which includes:

- Providing information, including on the courses and funding opportunities, to prospective students, and providing pre-course information to successful applicants.
- Processing application forms, supporting the Admissions tutors, preparing offer letters, and maintaining databases and files for prospective and current students.
- Servicing the Scholarship committee, and preparing paperwork regarding scholarship awards.
- Liaising with central offices such as the Graduate Studies Office and with colleges to ensure students receive timely placements.
- Administration of the department's Student Visa System, preparing CAS numbers, liaising with students, the Visa Support Office and Visa officers.

General

The Academic Administrator is a member of the administration team and is relied upon to liaise with the Head of Administration and to provide information to other members of the team as required, as well as providing advice to academic staff and to students.

- Advising academic staff on processes and procedures, and ensuring that these are following and relevant deadlines are met.
- Providing information and statistics to the Head of Administration, Director of Graduate Studies, or Divisional Office as required.
- Managing process for completing returns or reports required by Divisional Office or the Central University.
- Acting as a contact point for students as appropriate.
- Working closely with other members of the administration team, for example providing information to the Communications Officer for the website and weekly bulletins.
- Coordinating the provision of transcripts and references for alumni on request.
- Liaising with the Departmental Safety Officer to ensure that health and safety issues, particularly regarding student fieldworks, are embedded in processes.
- Supporting the work of the Administrative Team, offering cover for sickness and absence as required.
- Additional duties as may be required from time to time as required by the Head of Administration or Head of Department

Selection criteria

Essential selection criteria

- University degree or equivalent experience in a similar role.
- Experience within the field of courses administration in a higher education institution.
- Excellent administrative and time management skills and ability to manage pressure of competing deadlines; proven experience of project management and delivering projects to time.

- Excellent communication skills, including the ability to interact with a wide range of people both within the Department and outside, and to act as an ambassador to prospective and current students.
- Strong IT skills and ability to use a range of systems, including Microsoft Office (including excel) and student database systems.
- Understanding of the importance of maintaining clear and accurate data and sharing it as appropriate.
- Very high standard of written English, with the ability to write in different styles to suit different audiences, and to convey complex information in an accessible manner.
- Experience of committee servicing in a formal setting.
- Evidence of very accurate working and strong attention to detail.
- Experience in a management or supervisory capacity.
- Team player with demonstrable commitment to working collaboratively and as part of a team, who is able to work independently on day-to-day work.
- Strong problem solving skills and ability to think creatively and present and develop new ideas.

Desirable selection criteria

- Experience within a social sciences department.
- Experience of working with SITS e-vision.

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.

Department of Social Policy and Intervention

The Department of Social Policy and Intervention is a multidisciplinary, social science centre of excellence for research and teaching in comparative social policy and evidence-based social intervention and policy evaluation. In the UK-wide 2021 Research Excellence Framework (REF), it was a top-five scoring department in the country, across all subjects and universities, with 62 per cent of the Department's research activity classified as 'world leading' (4*) with a further 30 per cent classed as 'internationally excellent' (3*). In the most recent QS World University Rankings by Subject (2022) the Department ranked second in Social Policy and Administration globally.

The Department has undergone substantial transformation in recent years. This renewal includes the expansion of graduate teaching and supervision in policy evaluation and comparative social policy; significant expansion in research income; and the creation of new research groups and areas of research expertise.

The Department's teaching is largely devoted to graduate students. It offers master's degrees in Comparative Social Policy (CSP) and in Evidence-Based Social Intervention and Policy Evaluation (EBSIPE). Students may study for either a one-year MSc or a two-year MPhil. The Department also offers supervision for doctoral degrees in Social Policy or in Social Intervention and Policy Evaluation. The graduate intake is highly international with students drawn from the United Kingdom, EU member states, and many countries across the world.

Research within the Department is largely organised under the auspices of two main research groups:

- The Centre for Evidence-Based Intervention (CEBI)
- The Oxford Institute of Social Policy (OISP)

More information about the department can be found at www.spi.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 Head of the Social Sciences Division is Professor Timothy Powers, who is a member of the University's Council.

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 master's 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.

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. Please email hrteam@spi.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](https://compliance.admin.ox.ac.uk/data-protection-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** of 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.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.