

## Summary

<b>Job title</b>	Project Manager for the Oxford Martin Programme on Net Zero Policy and Regulation
<b>Division</b>	Social Sciences
<b>Department</b>	Blavatnik School of Government
<b>Location</b>	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
<b>Grade and salary</b>	Grade 7: £36,024 - £44,263 (with a discretionary range to £48,350) per annum, dependent on experience
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term for 12 months (with potential to extend)
<b>Reporting to</b>	Principle Investigators, Oxford Martin Programme on Net Zero Policy and Regulation
<b>Vacancy reference</b>	169494
<b>Additional information</b>	The closing date for applications is 12 noon (UK time) on Friday 1 December 2023

## The role

The Blavatnik School of Government is looking for a talented Project Manager to join the Oxford Martin Programme on Net Zero Policy and Regulation. This is an exciting role at the centre of a critical new research endeavour.

The Oxford Martin Programme on Net Zero Policy and Regulation is a collaboration between the Blavatnik School of Government and the Oxford Sustainable Law Programme, supported by the Oxford Martin School, that forms part of the University's Oxford Net Zero strategic cluster. Achieving net zero at speed and global scale requires radical innovation to address the complex "ecosystem" of multi-actor, multi-domain, multi-jurisdiction governance around it. The Programme is a world-leading centre of expertise on aligning the rules that structure the economy to achieve climate goals. Combining insights from law and political economy, and rooted in climate science, finance, ethics, and economics, the Hub tracks, analyses, and advances the frontier of best practice in regulating for net zero.



Based in the Blavatnik School of Government, and reporting to the Programme's Principle Investigators ([Professor Thomas Hale](#) and [Dr Thom Wetzer](#)), the postholder will manage the day-to-day financial and administrative activities of the Programme, as well as helping to coordinate Programme's multidisciplinary team of engaged researchers and practitioners, while also liaising with external partners in academia, policy, and the private sector. The post-holder will oversee project management, ensuring project plans are delivered to a high standard, and develop and monitor budgets for the programme. You will act as the first point of contact for all external enquiries, be responsible for meetings and events, and contribute to the project's online presence.

The successful candidate will be educated to undergraduate level or beyond with a flexible can-do approach to work, self-motivation, resilience and a willingness to adapt to the changing needs and priorities of the programme. You should have excellent problem-solving, communication, team-work and numeracy skills, and be confident dealing with financial data. Experience in budget management and demonstrable skills in writing financial reports is highly essential.

In the first 12 months, the Project Manager role will be allocated 50% to overall project delivery responsibilities, such as managing the budget and finances, helping to organize meetings, write fundraising materials, etc., 40% to tasks supporting research and especially the development of the Net Zero Regulation Tracker, and 10% to supporting related work in the Blavatnik School and the Oxford Sustainable Law Programme, which is focused on event organizing, planning, and coordination.

## Responsibilities

- Project manage, support, and oversee delivery of project activities and deliverables, including general planning and oversight of the programme's projects and their delivery.
- Work with the PIs and others in the team on the development and implementation of the Programme's engagement strategy.
- Support the development of the Net Zero Regulation Tracker.
- Develop and maintain excellent relations, and liaise closely on an on-going basis, with partner organisations (including academic organisations, NGOs, the private sector, and governments) to ensure coordination and that delivery is on track.
- Work with the PIs and other researchers to ensure that working papers, databases, tools, and policy outputs are delivered on time and to the highest quality.
- Keep the team's meetings well organized and scheduled, tracking decisions and action items across individual and group workflows.
- Detect risks and (potential) problems in work processes, and implement strategies and actions to respond accordingly, including ensuring that any project management concerns are flagged to the PIs as soon as possible.
- Work on agreed objectives and tasks, and planning and managing own workload to meet deadlines.
- Develop and monitor budgets, and provide financial information and reporting for projects, ensuring compliance with University and School regulations and

procedures. When needed, compile and distribute financial budget reports for relevant research projects.

- Develop and maintain excellent relationships with the operational teams in funders and donors, including managing the process of grant reporting, preparing financial reports and funder updates, with support from the School's research support team.
- In collaboration with senior colleagues, develop further funding proposals, including reviewing and ensuring compliance with funder rules and regulations, developing budgets, managing timelines for drafting and submission, liaising with team members and external partners, as relevant.
- Create application/award costings in the X5 and/or IRAMS online platforms, as well as in any other costing systems.
- Coordinate the purchasing process, setting up suppliers, raising purchasing orders, paying invoices and receipting goods in Oracle. Following up with stakeholders and the payments team to ensure payments are made in a timely manner. Ensure University and funder procedures are followed, particularly with the number of quotes and tendering requirements.
- Manage administrative arrangements for meetings and events, including room booking, catering, travel and accommodation arrangements, compiling agendas and drafting minutes.
- Act as a first point-of-contact for external enquiries, and triage requests and inquiries across the rest of the team.
- Coordinate with relevant team members to produce content for the website and social media, ensuring that the project's online presence is kept up-to-date with news, events, research, media activity, profiles, etc.
- Support the PIs to manage the Programme's team, including recruitment by working with the HR team to facilitate job postings, arranging interviews, and related tasks.
- Liaise with other teams in the Blavatnik School and across the University (e.g. Finance, HR, Research Support, Communications and Events) as required.

## Selection criteria

### Essential selection criteria

- Hold a Master's degree in a relevant field such as economics, development studies, political science, law or public policy.
- Excellent project management skills with the ability to deliver an ambitious programme of activity on time and on budget, to an exceptional standard.
- Experience of working on international programmes or projects.
- Strong organisational and time management skills, with an exceptional eye for detail.
- Experience of maintaining websites and using a content management system.
- Experience using social media (Twitter & LinkedIn) ideally in a professional context;
- Demonstrated understanding of key substantive questions related to net zero regulation and policy.
- Outstanding verbal and written communication skills, and excellent interpersonal skills, including the ability to establish and maintain strong working relationships with partners and colleagues.

- Evidence of a diplomatic approach to work, employing tact, discretion, and initiative when dealing with a diverse range of people.
- Proven problem-solving skills, with the ability to identify potential issues and take initiative to improve and change strategies, as needed.
- A flexible can-do approach, self-motivation, resilience, and a willingness to adapt to the changing needs and priorities of the programme.
- Experience of developing funding proposals.
- Experience in budget management and demonstrable skills in writing financial reports and ensuring financial compliance. Excellent numeracy skills and confidence in dealing with financial data.
- Motivated by the missions of the Blavatnik School of Government and the Project

#### Desirable selection criteria

- A project management qualification.
- Fluency in languages beyond English.

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

## The Blavatnik School of Government

Our vision is of a world better led, a world better served and a world better governed. We are a global school committed to improving the quality of government and public policymaking worldwide, through three routes: teaching current and future leaders; applied research; and engagement with government and practitioners.

The School was founded in 2010 and our founding dean is [Professor Ngaire Woods](#). We admitted the first 38 Master of Public Policy (MPP) students in 2012 and we currently accept around 120 MPP students and five doctoral students a year.

The Blavatnik School of Government holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all. You can find more information on the [Blavatnik School of Government's website](#).

## The Oxford Sustainable Law Programme

The Oxford Sustainable Law Programme (SLP) is a world-leading centre operating at the intersection of law and sustainability with the mission to advance a just and sustainable world by leveraging law for people and nature. Based at the University of Oxford, the SLP is a partnership between the Faculty of Law and the Smith School of Enterprise and the Environment. We are impact-oriented thinkers who see the law as a tool to catalyse the sustainability transition.

We focus on research, education, and engagement and our work is characterised by its multidisciplinary and impact-focused approach. Currently, the programme focuses on climate change litigation, the relationship between scientific development and the law, the governance of climate finance, and the transition towards net zero emissions. In

addition to producing cutting edge research in these areas, we also educate the leaders of today and tomorrow and engage actively with governments, the private sector, NGOs, and beyond to translate our insights into impact.

For more information please visit: <https://www.smithschool.ox.ac.uk/programme/oxford-sustainable-law-programme>

## 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.

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## 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).

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## 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 via [recruit@bsg.ox.ac.uk](mailto:recruit@bsg.ox.ac.uk).

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 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** of 30 September before the 70<sup>th</sup> 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](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 <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](http://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](mailto: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](mailto:committee@oxrss.ox.ac.uk). For more information, see [www.ox.ac.uk/oxrss](http://www.ox.ac.uk/oxrss), Twitter @ResStaffOxford, and Facebook [www.facebook.com/oxrss](http://www.facebook.com/oxrss).