

Job Description



Summary

Job title	Centre Administrator (Centre for the Study of African Economies [CSAE]) (Centre Operations Manager)
Division	Social Sciences Division
Department	Economics
Location	Manor Road Building, Manor Road
Grade and salary	Grade 7: £36,024 - £44,263 per annum
Hours	Full time (37.5 hours / 1 FTE) Part time applications for 0.8 FTE will be considered
Contract type	Fixed-term (2 years), externally-funded
Reporting to	Rose Page, CSAE Executive Director
Vacancy reference	169704

The role

The CSAE Administrator (Centre Ops Manager) provides comprehensive support for the management, research, dissemination, user engagement, and fund-raising activities of the CSAE at Oxford and its partner organisations. Much of the role is based around research management, requiring communication and collaboration with Oxford colleagues, and with international partners.

As the focus of development economics at Oxford, the CSAE has research teams in the Department of Economics, the Blavatnik School of Government [BSG], and the Oxford Department of International Development [ODID]. The CSAE Administrator is a key senior member of the CSAE professional services team, and reports directly to the CSAE Executive Director.

The CSAE Administrator manages the CSAE Publications Officer, and the CSAE Projects Officer based in the Department of Economics, Manor Road. The role is firmly integrated into the Department of Economics support team structure, working closely with colleagues in finance, personnel, and research management.



Responsibilities

Governance input:

- To provide strategic advice to the CSAE Executive Director;
- To present to the CSAE Executive Director any potential impact of University or government [UK and international] policy changes;
- To assist in the implementation and development of CSAE systems and procedures involving research teams in Economics, BSG and ODID;
- To arrange CSAE management team meetings and act as minute taker;
- To provide administrative and management support in large multi-departmental and institutional research collaborations;
- To represent the CSAE at University and interdepartmental meetings.

Financial management

The postholder has key responsibilities in relation to the financial management of CSAE, supported by the Department of Economics Finance Manager and the St Antony's College Accountant.

- Input to and management of CSAE budget and finance processes, including for research projects and programmes, and the CSAE fund at St Antony's College;
- quarterly budget forecasting and reporting as required by the Department of Economics;
- input to CSAE staff salary mapping exercise to ensure continuation of core posts;
- maintenance of financial records in accordance with University Financial regulations;
- advice to Centre staff on finance regulations and procedures;
- input to the finances for the CSAE small grants scheme;
- maintenance of effective working relationships with BSG and ODID colleagues, the University Finance and Research Accounts teams.

Research management

These post-award duties are supported by the CSAE Projects Officer; and colleagues from BSG and ODID.

- Responsibility for pre-award activities including potential funder search; budget setting; X5 costings;
- Input to ethics approval process for individual research projects;
- Responsibility for general post-award management including managing project budgets and financial reporting;
- Liaising with lead researchers at Oxford and in partner institutions regarding research progress and timeline, issues with surveys and fieldwork, recruitment, reporting requirements, dissemination;
- Maintaining links with UK and international programme collaborators;
- Advising research collaborators on financial and procedural issues;
- Drafting and managing collaborator agreements and consultancies, supported by the CSAE Projects Officer;
- Liaising with funders about ongoing project management;
- Contributing to and editing draft reports to funders as required;
- Maintain knowledge base for travel insurance, travel visas, and fieldwork based activities;
- Maintenance of effective working relationships with University Research Services and Research Grants teams.

Personnel

The postholder will have support in this area from the Department of Economics Personnel team:

- Responsibility for line management of the CSAE Publications Officer and CSAE Projects Officer;
- Managing general staff processes including recruitment, deployment, appraisals, training and development, workflow management, and discipline;
- CSAE staffing and personnel issues (ie. liaising with Department/University personnel staff on behalf of Centre staff regarding contractual and salary issues);
- Employment of temporary research assistants and events staff, including recruitment and payment;
- Arrangements for consultant researchers, including drafting contracts and authorising payment, supported by the CSAE Projects Officer;

- Maintain a good working knowledge of employment law, UK Border Agency regulations, proposed EU and national employment legislation and its potential impact;
- Management of general CSAE visitor programme supported by the CSAE Events Officer.

Events

The postholder is responsible for contributing to CSAE events, in particular the CSAE seminar series; the CSAE annual conference; the Oxford Development Economics Workshop; and the African Central Bank Governors Roundtable. These duties are supported by the CSAE Events Officer and the CSAE Communications Officer, with oversight from the CSAE Executive Director.

- Managing the annual timetable of events in collaboration with the CSAE Executive Director;
- Supervising development and maintenance of CSAE contacts network;
- Liaising with potential donors and exhibitors;
- Input to conference budget setting for individual events.

Dissemination and outreach

The postholder is responsible for aspects of CSAE dissemination, supported by the CSAE Publications Officer and the CSAE Communications Officer:

- Contributing to reports to research project funders;
- Contributing to CSAE intranet content;
- Assisting CSAE Communications officer with research updates to website and other publications;
- Knowledge of the Journal of African Economies processes, editorial board expectations, and finances;
- Development of the CSAE alumni network in collaboration with the CSAE Communications Officer;
- Oversight of CSAE dataset output.

Selection criteria

Essential selection criteria

Essential

- Knowledge, intellectual capacity, reasoning and analytical skills of a graduate or equivalent;
- Proven experience of research administration, with an ability to ensure high quality administrative service is delivered;
- Substantial financial experience, particularly budget forecasting and monitoring;
- Experience of staff management and personnel administration;
- Ability to appreciate operational detail while contributing to a larger institutional framework;
- Ability to prioritise competing demands, manage time effectively, and deal with a wide range of tasks using sound judgement;
- Proven high quality interpersonal and communication skills to work effectively as a key member of a research intensive centre with international collaborators, including a high degree of personal integrity, tact and diplomacy;
- Proven ability in written communication including report writing and editing.

Desirable:

- Experience of working in a higher education, or related, environment;
- Experience of the University's financial systems and software;
- Knowledge of the University's personnel and research management policies and procedures;
- Experience and knowledge of a developing country environment.

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- **Travel outside of Europe or North America on University Business**

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 Economics

Oxford Economics is one of the largest and most diverse groups of academic economists in Europe with a permanent faculty of over 50 including 11 statutory (established) professors, and there are additionally around 20 postdocs and early career researchers on fixed-term appointments of 3 or 4 years. Our members include some of the world's most distinguished academic economists.

We aim to produce first-class research across the range of the discipline, organised within nine Research Groups, covering all the major sub-fields as well as more specialist areas such as Economic History and Behavioural Economics. The Research Groups promote and support high-quality research and interaction, and provide an active and supportive research environment for faculty and research students in their field, including regular seminars/workshops. The Department is also home to several specialised economics research centres, including the world-renowned *Centre for the Study of African Economies*.

Economists in Oxford are not confined to the Department of Economics, but are also present in other places including the Said Business School, the Blavatnik School of Government and the Oxford Internet Institute and candidates may well also find researchers with related interests outside the Department. In the most recent Research Assessment Exercise (REF 2021) Oxford submitted the largest number of researchers of all UK institutions to the Economics and Econometrics Unit of Assessment (UoA). Over half of submitted outputs, impact case studies and environment statements received the highest grade of 4*.

Members of the Department provide economics teaching for three undergraduate programmes (including Oxford's flagship *Philosophy, Politics and Economics* degree) and five graduate programmes including the *MPhil* and *DPhil in Economics*, with a total of around 1000 undergraduates and 330 graduate students.

For more information please visit: www.economics.ox.ac.uk.

The Department of Economics holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Centre for the Study of African Economies (CSAE)

The Centre for the Study of African Economies [CSAE] is an internationally renowned development economics research centre at the University of Oxford, with researchers based in the Department of Economics, the Blavatnik School of Government [BSG], and the Oxford Department for International Development [ODID].

It aims to make a significant contribution to the transformation of African economic performance by:

- Publishing significant theoretical and empirical findings;
- Establishing itself as a focus of collaboration between researchers and policymakers;
- Engaging with policymakers and academics, including in Africa;
- Engaging in the training of postgraduate students, including in Africa.

The Centre is distinctive in a number of respects:

- Its research has required the collection of substantial amounts of primary data.
- It has sought to develop both micro and macro approaches to growth and poverty.
- Its work is collaborative between institutions across disciplines, NGOs, and international organisations.
- Its research has strong policy implications for African economies.

For more information, please visit: <https://www.csae.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 1,100 academic and research staff working across fifteen departments, faculties and schools. The Head of the Social Sciences Division is Professor Timothy Power.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings returned the University of Oxford to the number one spot in the world for Social Sciences in 2022. We have placed first in three of the last five years (2018, 2019 and 2022).

More than 800 researchers were returned to Main Panel C (Social Sciences) for REF 2021 across a diverse range of subject area 'units of assessment' – from geography and business to archaeology and law. Over 55% of the research submitted from the Division was judged to be world-leading (4*, the highest score available). More than two-thirds (69%) of the research's impact was also recognised as world-leading (4*). Research from across the Division was also submitted to subject areas across Panels A (Medicine, health and life sciences), B (Physical sciences, engineering and mathematics), and D (Arts and Humanities), highlighting the enormous breadth and diversity of research expertise across the Division.

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. Particular research highlights in recent years have included COVID-19 and Climate Change. 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 (a UK accreditation scheme recognising organisations' commitment to equality and diversity, particularly in gender): Archaeology, the Blavatnik School of Government, Economics, Education, International Development, Law, Anthropology & Museum

Ethnography, and the Saïd Business School. Our School of Geography and the Environment holds an Athena SWAN silver award. All of our other departments are either in the process of applying or are 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.

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
personnel@economics.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** 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.