Job Description

_____

Summary

Job title	Project Officer (Learning from the Right Programme)
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 6: £32,332 - £37,099 per annum, dependent on experience
Hours	Part-time (0.8FTE / 30 hours per week)
Contract type	Fixed-term until 31 December 2024
Reporting to	Associate Professor Thomas Simpson
Vacancy reference	170270
Additional information	The closing date for applications is 12 noon (UK time) on Monday 22 January 2024. Interviews will take place on 25 January 2024. Please ensure your availability for the scheduled date to interview. This post may also be offered as a secondment opportunity.

The role

The Blavatnik School of Government is looking for a talented Project Officer to help lead the Learning from the Right project. This is an exciting role at the start of a new research and engagement endeavour.

The Learning from the Right project seeks to stimulate a deeper understanding of what the political right does and should stand for, and how it can contribute to stable, free, prosperous, and secure democratic societies. Led by Associate Professor Thomas Simpson, the project will initially host a series of conversations with leading thinkers, from around the globe, who are identifiably on the political right, leading to publication of a edited volume. This is intended to help renew and provide intellectual diversity for civic and political education in universities globally.

Based in the Blavatnik School of Government, and reporting to the Project Director, the postholder will lead on all the practical elements of the programme, as well as assisting with research related to its content. They will oversee project management; ensuring project plans are delivered to a high standard, and develop and monitor budgets for the programme. They 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 at least to undergraduate level or beyond, with education beyond this to Masters or doctoral level being beneficial. They will have a flexible, can-do approach to work, being self-motivated and entrepreneurial, and have a willingness to adapt to the changing needs and priorities of the programme. They will help to develop new funding and outreach opportunities for the project. The successful candidate will have excellent problem-solving, communication, and team-work skills. Candidates should already possess an understanding of the political right—either or both of its varied intellectual expressions, or from a practitioner perspective. It is also desirable if candidates can contribute intellectually to academic teaching at the Blavatnik School, particularly in related areas of political philosophy.

The role is fixed-term in first instance.

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, ensuring that they are on time and of the highest quality.

- Ensure timely and consistent communication with external partners, both individuals and organisations.

- Manage administrative arrangements for meetings and events, including room booking, catering, travel and accommodation arrangements, compiling agendas and drafting minutes.

- Manage the project budget in the X5 online platform, liaising with the Finance and Research services teams at the Blavatnik School, and ensuring compliance with University and School regulations and procedures. When needed, compile and distribute financial budget reports.

- Develop and maintain excellent relations, and satisfy reporting obligations, with project funders.

- Work on agreed objectives and tasks, planning and managing own workload to meet deadlines.

- As requested, help to design and deliver teaching in areas related to the project, on both executive education and/or degree programmes at the Blavatnik School.

- In collaboration with the Project Director, 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.

- 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.

- Liaise with other teams in the Blavatnik School and across the University (e.g. Finance, HR, Research Support, Communications and Events) as required.

For candidates with sufficient subject knowledge related to the programme, as part of this position, there may be opportunities to be involved with teaching.

Selection criteria
Essential selection criteria

- Hold an undergraduate degree in a relevant field such as political philosophy, political science, economics, law or public policy.

- Excellent and applied project management skills with the ability to deliver an ambitious programme of activity on time and on budget, to an exceptional standard.
- Strong organisational and time management skills, with an excellent eye for detail.
- Demonstrated understanding of the varied intellectual expressions of the political right, or extensive experience of the political right from a practitioner's perspective, or both.
- Outstanding verbal and written communication skills, and excellent interpersonal skills, including the ability to establish and maintain strong working relationships with partners and colleagues.
- Confidence dealing with numerical and/or financial data;
- A flexible, can-do approach, being entrepreneurial and self-motivated, and willing to adapt to the changing needs and priorities of the programme.
- Motivated by the mission of the Blavatnik School of Government and the Learning from the Right project.

Desirable selection criteria

- An undergraduate or postgraduate in a subject relevant to the programme;
- Experience of developing funding proposals;
- Experience of communications, which may include maintaining websites, and/or using social media, ideally in a professional context;
- Experience of budget management;
- Fluency in languages other than 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.

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.

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 via recruit@bsg.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.