

## BLAVATNIK SCHOOL OF GOVERNMENT

<b>Job title</b>	Project Officer (Administration) for the What Works Hub for Global Education (WWHGE)
<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 6: £32,332 - £36,024 per annum
<b>Hours</b>	Full-time
<b>Contract type</b>	Fixed-term until 30 June 2027
<b>Reporting to</b>	Executive Director and Operations Director (What Works Hub for Global Education)
<b>Vacancy reference</b>	170690
<b>Closing date</b>	12 noon (UK time) on Monday 19 February 2024

## The role

The Blavatnik School of Government is looking for a professional, highly organised and self-starting Project Officer (Administration) to work in this exciting role at the heart of a new £30m six-year project global research and policy initiative.

The What Works Hub for Global Education (WWHGE) aims to dramatically increase learning outcomes for children in developing countries by generating new evidence and working with policymakers and NGOs to deliver the best teaching at scale. It is an unusual collaboration of excellent and highly committed academic economists working on education in the world; developing country governments who are keen to champion improvements domestically; grassroots organisations who both deliver education and advocate for change; and the international education community, from UN agencies to the Gates Foundation. We will work closely with education and finance ministries around the world. We will also work very closely with our funder: the UK's Foreign, Commonwealth and Development Office. We are now building a team of excellence to start this work.



As the WWHGE is a new research programme, the post-holder will be expected to be flexible and adaptable – with a core set of responsibilities - but also able to turn their hand to other aspects as we build the team and kickstart the work. The role will be fast paced and entail working with partners around the world, as well as a team based in Oxford.

The role will be focussed on the project and grant management of the WWHGE Flexible Funds, invested in by FCDO and Bill and Melinda Gates Foundation. The Flexible Funds provide strategic and responsive grants to partners to meet demands as they emerge in focus countries for the WWHGE. Grants will be used to support research and policy activities that advance the WWHGE theory of change.

The appointment of the Project Officer (Administration) is an exciting opportunity to support the implementation of this core component of the WWHGE programme. The postholder will work within the WWHGE Operations team, with responsibility for managing the day-to-day administrative activities of the Flexible Funds. This will include executing processes and procedures for proposal submission from partners, ensuring documentation for the grant approval process is maintained, and supporting the Fund Manager to track progress on grant delivery and reporting.

The post will report to the Fund Manager and Project Manager, providing Flexible Fund grant management support as well as coordinating with the other Project Officer (Administration) on relevant diary management, scheduling and secretarial duties for the programme as needed.

You should have excellent problem solving, communication, team-work and diplomatic skills, as well as enthusiasm for the work of the WWHGE. This is an excellent opportunity to work with a very ambitious and welcoming team, where professional excellence is valued, and where you will have opportunities to build project and grant management and delivery capabilities, learning from an excellent operational team around you.

## **Responsibilities**

- Prepare documents, presentations and status reports for meetings and presentations, including compiling and organising agendas, background materials and providing a summary of actions to be taken post-meeting;
- Track action points for the Fund administration, grant approval process, and grantee delivery against contractual requirements.
- Manage internal administrative processes for the team relevant to the Flexible Funds, including meeting scheduling, minute taking and other similar activities;
- Arrange, organise and monitor travel requests and reimbursements as required;
- Supporting the Fund Manager and Project Manager as appropriate, particularly with regard to coordinating across the programme partners and Funds grantees.
- Respond to WWHGE enquiries, both internal (e.g. on policies and procedures) and external, as they relate to the Flexible Funds.
- Understand and apply the Data Protection Act as it relates to holding data on individuals.
- Supporting the Fund Manager as necessary on data collection for relevant narrative, monitoring and financial reporting for funders on the Flexible Funds.
- Supporting the Fund Manager and Finance Manager to maintain financial records as they relate to the Flexible Funds, including monitoring day-to-day finances,

- raising purchase orders, monitor monthly and quarterly requirements, and audit processes using the university finance systems and processes.
- Supporting the Fund Manager as requested to review documentation submitted by partners to the Flexible Funds for submission to relevant approvals structures, ensuring highest standards, accuracy and quality.
- Build and maintain good working relationships and coordinate within the School professional services teams.
- Provide administrative support to the broader WWHGE programme as requested.
- Other duties which are commensurate with the grade of the post.

## **Selection criteria**

### **Essential selection criteria**

- Hold an undergraduate degree, or equivalent experience;
- Previous experience successfully working in a busy administrative and/or grant management role, including confidence handling a variety of administrative and funding-related tasks;
- Strong evidence of a flexible can-do approach, self-motivation, resilience and a willingness to adapt to the changing needs and priorities of the project;
- Excellent numeracy skills and confidence in dealing with financial data;
- The ability to take initiative and a willingness to take on a variety of different tasks;
- Excellent communication skills, both orally and in writing, with the ability to interpret, apply and communicate regulations and procedures;
- Strong problem-solving skills, with the ability to identify potential issues and suggest possible solutions;
- High levels of accuracy and attention to detail when inputting data and providing information;
- Excellent interpersonal skills including experience of working collaboratively within a successful team;
- Good IT skills including experience in the use of the Microsoft Office Suite, particularly Word and Excel, and the ability to learn new systems;
- Enthusiasm for the goals of the WWHGE

### **Desirable selection criteria**

- Experience working in complex projects, with many moving parts, delivered by large teams across multiple time-zones;
- Experience supporting grant-making administrative processes.
- Experience with university finance systems e.g. Oracle.
- Training and experience in a project/process management methodology e.g. PRINCE2, Six Sigma.

## **Pre-employment screening**

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and 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 so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's preemployment screening procedures, found at:

[www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

## 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. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. 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. We accept around 145 MPP (Master of Public Policy) students, six MSc students, and six to eight 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.

For more information please visit: [www.bsg.ox.ac.uk](http://www.bsg.ox.ac.uk).

## How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also 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).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** 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).*

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from <https://hrsystems.admin.ox.ac.uk/recruitment-support>. 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 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: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/).

The University's Policy on Data Protection is available at: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

#### **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 69<sup>th</sup> 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](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 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>

### Childcare

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/home>

### 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/disabled-staff>

### 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).