

BLAVATNIK SCHOOL OF GOVERNMENT

Job description

Job title	Programme Officer (Minerva Global Security 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 - £33,966 per annum
Hours	Full-time
Contract type	Fixed-term until 31 August 2025 with the possibility of extension to August 2027
Reporting to	Programme Manager (Minerva Global Security Programme)
Vacancy ID	170992
Closing date	12 noon UK time, Monday 26 February 2024

The post

Overview of the role

This is a really exciting opportunity to join the Blavatnik School of Government, University of Oxford, to work with the newly established **Minerva Global Security Programme: Contested Cross-border Spaces, Illicit Flows, and Order in the Contemporary World**, funded by the Minerva Research Initiative.

Led by Dr Annette Idler (University of Oxford), the programme investigates the interdependencies between global security threats and power politics, transnational supply chains, and contested cross-border regions. In particular, this programme studies under what conditions governance dynamics in contested cross-border spaces trigger global security threats through transnational supply chains, turning local instability into risks that unhinge the global order. The interdisciplinary project team investigates how this mechanism works, and how it influences criminal violence, the operations of violent non-state actors, and the global balance of power.

The Programme Officer will manage the day-to-day financial and administrative activities of the Minerva Global Security Programme in accordance with University and



other relevant financial requirements. They will also contribute to the organisation of meetings, management and implementation of logistical arrangements for fieldwork and other research activities, and contribute to follow-up activities; and to use initiative to identify solutions to problems as well as providing excellent financial, administrative and communications support.

The Programme Officer will be required to make key decisions in terms of the implementation of expected outputs, as well as managing ongoing quality control across the programme. This will involve careful and extensive record keeping and data collection and analysis. As such, it is expected that this role will contribute sections to key project reports.

Responsibilities/duties

Project administration

- Act as first point of contact for the Programme, responding to general enquiries, including communicating directly with the PI, the Programme Manager and staff at Oxford and in the field as well as with collaborators, external partners and stakeholders internationally;
- Support the Programme Manager/Principal Investigator (PI) in planning and implementation of activities of the Programme, in accordance with the agreed timeline, including but not limited to the logistical arrangements for international travel of the team members, fieldwork activities, and contracting of external research organisations;
- In coordination with the Programme Manager, support the administrative arrangements for training, workshops, meetings and events, whether in-person or virtual, including room booking, travel and accommodation arrangements for staff, compiling agendas and drafting minutes for the Programme;
- Manage administrative procedures and make suggestions for improvements as appropriate;
- Enable the implementation of project-related communications activities, including the maintenance of a Programme website;
- Collect, compile and organise background materials, documents and other materials for meetings, summaries of actions to be taken and ensure necessary follow-up;
- Assist in compiling reports and programme-related documents;
- In coordination with the Programme Manager, assist in the year-end and research project close-out processes;
- Lead on any other duties as deemed appropriate by the Programme Manager/PI that are commensurate with the grade of this role.

Finance administration

- Manage and monitor the Programme's expenditure and production of financial forecasts and proactively anticipate or flag inconsistencies with the Programme Manager and the PI;
- Lead on research grant contract amendments and all administrative duties involved to deliver these;
- In coordination with the Programme Manager, provide information to assist with project-related budgets, forecasts and variance analysis;

- Maintain donor relationships, including managing the process of grant reporting, preparing donor financial reports and funder updates, with support from the School's research support team;
- Respond to Programme enquiries, regularly providing advice on financial procedures and policies;
- Ensure financial transactions are carried out in accordance with the University and financial regulations;
- Maintain good working relationships with key suppliers and the School's Finance office, and be proactive in resolving issues;
- 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;
- Lead in set up and processing of research grant related consultancy and collaborative contracts;
- Lead on any other financial duties as deemed appropriate by the Programme Manager/PI that are commensurate with the grade of this role.

General duties

- Communicate effectively with tact and diplomacy using initiative and judgment to solve problems;
- Maintain confidentiality of issues relating to the programme, especially sensitive issues relating to the topic of this research programme (global security, illicit economy, instability) to ensure the safety and security of everyone concerned.

Selection criteria

Applications will be judged only against the criteria that are set out below. *Applicants should ensure that their application shows very clearly how their skills and experience meet these criteria.*

Essential

- Hold an undergraduate degree, or equivalent experience;
- Experience in project administration including confidence handling a variety of administrative and funding-related tasks;
- Excellent organisational and time management skills with the ability to manage multiple priorities and simultaneous tasks whilst still ensuring deadlines are met;
- A flexible can-do approach, self-motivation and resilience;
- Excellent numeracy skills and confidence in dealing with financial data;
- Strong IT skills including experience in the use of the Microsoft Office Suite, particularly Word and Excel, and the ability to learn new systems;
- Strong problem solving skills;
- High levels of accuracy and attention to detail when inputting data and providing information;
- Demonstrable ability to use own initiative and work independently but knowing when to seek further advice;

- Demonstrable ability to communicate professionally, confidentially, tactfully and effectively to a high standard in writing as well as orally;
- Excellent interpersonal skills including experience of working collaboratively within a successful team;
- Enthusiasm for the goals of the Minerva Global Security Programme.

Desirable

- Experience of project managing a large research grant, including experience of interpreting financial policies and compliance rules;
- Experience in budget management and demonstrable skills in writing financial reports and ensuring financial compliance' as a desirable criterion
- Experience of computerised financial/costing systems e.g. Oracle Financials or X5;
- Evidence of project management skills, using specific project management methodologies;
- Experience of coordination of meetings, events and/or workshops;
- Experience working with confidential information;
- Previous experience of working at the University of Oxford or at a Higher Education Institution.

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 pre-employment screening procedures, found at: 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.

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 120 MPP (Master of Public Policy) 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.

For more information please visit: 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/.

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. 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.

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/. The University's Policy on Data Protection is available at: 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 69th 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 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.