

<b>Job title</b>	Head of Administration and Finance
<b>Division</b>	Humanities
<b>Department</b>	Theology and Religion
<b>Location</b>	The Theology and Religion Faculty Office, central Oxford (currently the Gibson Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG), then Schwarzman Centre, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX1 6GG
<b>Grade and salary</b>	Grade 8: £45,585 - £54,395 per annum (pro rata)
<b>Hours</b>	Full time (part time arrangements (80% FTE) may be considered for suitably qualified candidates)
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Divisional Registrar Theology & Religion Faculty Board Chair
<b>Additional Information</b>	The closing date for applications is 12 midday on Monday 18 March 2024. Shortlisting is expected to take place by Wednesday 27 March and interviews held on Friday 5 April.
<b>Vacancy reference</b>	171042

## The role

The Head of Administration and Finance (HAF) is the senior administrative post in the Faculty of Theology and Religion, one of the nine faculties of the Humanities Division. The HAF is responsible for the effective and efficient day to day non-academic management and administration of the Theology and Religion Faculty. Working in close partnership with the Faculty Board Chair and other senior academic staff, the HAF plays a key role in the Faculty's strategic and operational planning, designing and implementing Faculty policies and procedures, and ensuring that the Faculty meets divisional and University requirements.

The operational duties of the post are wide-ranging and include personnel management of all academic-related and non-academic support staff, financial management, and the administration of research support activities. The HAF also has oversight of the administrative support of the faculty's 400 undergraduate and post-graduate students. This is a challenging role requiring excellent organisational skills and experience of financial and personnel management, in addition to strengths in committee servicing and governance, written and oral communication skills, and a firm understanding of academic and research administration. You will work largely independently, and will need to relate well to staff at



all levels. There are also opportunities to contribute to Humanities Division and University administration. During the initial period of appointment, the post holder will be expected to work with colleagues from the Faculty and Division to inform the planning and development of the Schwarzman Centre.

For more information, contact Mary Fridlington ([mary.fridlington@humanities.ox.ac.uk](mailto:mary.fridlington@humanities.ox.ac.uk)), Deputy Head of Divisional Administration.

## **Responsibilities**

### *(a) General management*

You will be responsible for the day-to-day management of the Faculty's activities and administrative resources, ensuring that all administrative processes run smoothly and efficiently. As part of this you will be responsible for the personnel management of the six other administrative staff of the Faculty.

### *(b) Financial management*

With the support of the Humanities Division's shared service finance team, you will be responsible for planning and managing the budget of the Faculty. In 2018/19 the Faculty's income was £4.7m, including over £420,000 in external research funding. You will be expected to think and act strategically, in order to ensure that Faculty meets or exceeds its financial targets, and that its financial activities are carried out in a way that represents value for money. You will also be responsible for ensuring that financial transactions and procedures within the Faculty are conducted in accordance with the University's financial regulations.

### *(c) Strategy and Planning*

You will work closely with the Faculty Board Chair, senior leaders, and relevant faculty committees to develop and implement strategic plans for the Faculty of Theology and Religion. Along with six other faculties, Theology and Religion will move from its current location in the Gibson Building to the purpose-built Schwarzman Centre by 2024, and the post holder will be pivotal to ensuring the Faculty contributes effectively to the development of plans for the new building, and ensuring the smooth transition between the two spaces. Specific duties will include:

- Support the development of plans for funding teaching and research in the faculty.
- Contribute as required to the development of the plans for the Schwarzman Centre, from its current design stage through to planning how the space will be used, particularly in the context of providing high quality services for all staff, through to ensuring a smooth transition to the new space. To this end from time to time you will be expected to attend committee meetings and contribute to working groups within the university, as required, to ensure the implementation of agreed decisions and to advise on non-academic aspects of the faculty.

### *(d) Personnel management and support*

You will be responsible for the personnel management of the administrative staff within the Faculty and its externally-funded research projects, and for ensuring that the Faculty's administrative structure as a whole is both efficient and effective. You will have supervisory oversight of all non-academic staff, and act as direct line-manager to two.

Supported by the Divisional HR Team for some elements, you will be expected to coordinate and oversee the recruitment processes for all posts (academic, administrative, and research), seeking Divisional approvals where appropriate, and drafting relevant documentation (including further particulars, adverts, selection committee reports, and contracts of employment).

In all personnel matters, you will be expected to ensure compliance with, and provide advice about, the relevant University's procedures and protocols.

*(e) Committee servicing/governance*

You will support the Faculty Board Chair and other Academic Officers/Committees in their roles; and participate in and facilitate key strategic/policy decisions for the Faculty.

You will serve as Secretary to the Theology & Religion Faculty Board, its Planning and Resources Committee, Research Committee and Membership Committee ensuring appropriate support for the remaining committees of the Board. As Secretary, you will be expected to set agendas (i.e., identify relevant items of business), facilitate the prompt and proper progress of business, prepare agendas and minutes (with support from the General Administrator as appropriate), draft papers and present items, liaise with the chair, and coordinate follow-up actions as required. You will also be expected to oversee the process of electing members to these and other committees within the Faculty, and the appointment of academic officers. You may also be asked to provide support to or serve on *ad hoc* working groups.

You will be expected to maintain and update the Standing Orders of the Faculty Board, and to think creatively about possible ways in which governance and business processes within the Faculty could be improved.

*(f) Research administration*

You will be responsible for supporting the development and implementation of the Faculty's research strategy, including preparations for REF2020, and for liaising with the Humanities Division's team of Research Facilitators in respect of applications for external research grants. You will have particular responsibility for ensuring that the Faculty maintains appropriate oversight of the activities of the externally-funded research projects and centres which it hosts, serving on relevant management committees as appropriate.

You will be expected to act as a source of support and advice for fixed-term research staff, and to ensure that the Faculty meets its responsibilities under the University's Code of Practice for the Employment of Research Staff. You will normally act as the "nominated supervisor" in respect of end-of-contract procedures for research staff.

*(g) Academic administration*

With the support of the Senior Academic Administrator, you will have a general overview of academic affairs including oversight of the ongoing implementation of the new undergraduate curriculum, quality assurance, student number planning and student load, student progression and monitoring systems, support services, examination arrangements, grants and planning. You will provide advice about relevant University policies and procedures to the Faculty's committees and academic officers. You will provide support for internal or external reviews of the Faculty and its activities.

Working closely with the Faculty Board Chair, you will ensure that the Faculty maintains and operates an appropriate scheme to monitor and allocate equitably administrative and academic duties across the Faculty.

*(h) Facilities management*

Supported by General Administrator and working closely with Facilities Management, you will be responsible for the management of the Faculty's space within the framework laid down by the University's Estates Strategy, and you will act as Unit Safety Officer. You will be responsible for

overseeing the management of space occupied by the Faculty's externally-funded research projects, and for securing additional space as appropriate.

You will ensure that the Faculty's IT support – shared with several other units— maintains an appropriate level of IT support for the Faculty, including externally-funded research projects.

*(i) Other duties*

You may be asked to take on occasional duties or project work in support of the Humanities Division or Central Administration, and will be expected to take on other duties commensurate with the grade of the post as required from time-to-time.

You will be ultimately responsible to the Registrar of the University but on a day to day basis will be accountable to the Faculty Board Chair of the Theology and Religion Faculty and will also report to the Deputy Head of Humanities Administration.

## **Selection criteria**

### **Essential**

1. An honours degree or equivalent experience and evidence of strong intellectual and analytical skills.
2. Extensive experience in a management position with substantial experience in financial management, strategic business planning and project management.
3. Significant experience of personnel management involving a diverse workforce.
4. An understanding, preferably within the Higher Education sector, of HR and personnel policies and associated statutory legislation.
5. The ability to handle and prioritise a complex portfolio of responsibilities in a challenging environment, to show equally high effectiveness in contributing to strategic thinking and in undertaking key operational tasks.
6. Well-developed negotiating skills and the ability to demonstrate a diplomatic and consensual approach to problem-resolution.
7. Excellent interpersonal skills with an understanding of highly sensitive areas involving integration of staff and managing change and the ability to gain the confidence of a wide range of people, including academic staff, senior University officers, and all grades of administrative and support staff.
8. Excellent oral and written skills, including the ability to present information or items of business in formal and informal contexts.
9. Excellent committee servicing skills and experience of providing strategic and operational advice on planning and resource allocation, including the presentation and interpretation of complex data (including but not limited to finances).
10. Experience of financial management, analysis and process modelling, and of business planning.
11. Proficient user of MS Office applications (Word, Excel, Outlook), and some experience of database and content management systems.

## **Desirable**

1. Employment experience within a Higher/Further Education Institution, the public sector, or other large and complex organisation.

## **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).

## **Faculty of Theology and Religion**

Oxford has the largest Faculty for the study of Theology and Religion in the UK, and is a leading international centre for teaching and research. The Faculty has 22 permanent academic University postholders; an additional 110 academics from across the collegiate University are affiliated with the Faculty as faculty members.

### **Teaching and Research**

There are about 150 undergraduates and 240 graduate students, and in addition the Faculty offers MSt and MPhil courses in Theology. It also has oversight of two degrees for students training for the Ministry, taught at the six Permanent Private Halls with a specialization in theology associated with the University.

The Faculty is recognised nationally and internationally for the excellence of its research in all major areas of Biblical Studies, Christian theology, Church History and, increasingly, the study of religions. Several [research centres](#) are associated with the Faculty, including *The Ian Ramsey Centre* for the study of religious beliefs in relation to science and medicine and *The McDonald Centre for Theology, Ethics and Public Life*.

Further information about the Faculty is available at <http://www.theology.ox.ac.uk/>.

### **Faculty structure**

The Faculty is run by a Faculty Board, supported by several committees, including those responsible for academic and financial planning and for graduate and undergraduate studies matters. Each committee is supported by a secretary, drawn from the Faculty's administrative team. Additional committees which are aligned to subject groups or which represent the faculty as a whole are serviced by academic staff.

### **Organization of premises and staff**

Most teaching members of the Faculty of Theology and Religion are based in colleges. The Faculty of Theology and Religion is currently based at the Gibson Building, Radcliffe Observatory Quarter, along with six other faculties it will move to the Schwarzman Centre for Humanities in 2024.

### **The Faculty's administrative staff:**

There are five administrative staff in the faculty, for all of whom the HAF is responsible, and two of whom are managed by the post holder. The administrative staff handle academic administration; other administrative support (IT, Finance, and clerical HR) is provided by the Humanities Division, and the University's Estates Services supports facilities management.

For more information please visit: <https://www.theology.ox.ac.uk/>

## **Humanities Division**

The Humanities Division is one of four academic divisions in the University of Oxford, each with a full-time Head and elected Board. The Humanities Division is distinctive for its depth and breadth. Its activity spans nine faculties, one School and two independent research institutes: the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian & Middle Eastern Studies; Philosophy; and Theology and Religion; the Ruskin School of Art; the Rothermere American Institute and the Voltaire Foundation. Interdisciplinary links within and beyond the University are strong, extending to the social sciences, medical sciences and the natural and physical sciences.

One of the largest centres for Humanities internationally, with over 800 members of academic and research staff, the Division offers world-class research and teaching, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, the Pitt Rivers Museum, the History of Science Museum and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study and digital Humanities.

The outstanding quality of Humanities research at Oxford is recognised globally. This reputation for research excellence contributes to the University coming top of several international rankings for Arts and Humanities, including the US News and World Report rankings and the QS World University Rankings by Subject. The Division's faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Division has responsibility for over 4,000 undergraduates (a third of the University's total undergraduate population), and for over 2,000 postgraduate students (over 1,100 doctoral students and some 900 Master's students). Twenty-nine undergraduate courses are offered in Humanities subjects, seven of which are offered jointly with the other academic divisions. The Doctoral and Master's programmes offered are distributed across all of the Division's faculties, along with a suite of Master's courses offered with the Social Sciences Division and a growing portfolio of Master's courses that draw from across the Humanities. The Division is part of the Open-Oxford Cambridge AHRC Doctoral Training Partnership. The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, supported by a £185 million gift to create the Stephen A. Schwarzman Centre for the Humanities.

For more information please visit: <http://www.humanities.ox.ac.uk/>

## **The Schwarzman Centre**

The teaching and study of the humanities is so important because it tells the story of what it means to be human - who we are, where we came from, and how our culture, literature and language have developed over time. With over 700 academic staff and 6,000 students, Oxford Humanities leads the world in the breadth and depth of subject coverage and the quality of teaching and research. But don't just take our word for it - the latest QS World University Rankings placed us at number one.

The new Humanities building will take our teaching, research and public engagement to new heights. For the first time in the University's history, seven humanities faculties will be housed together along with a new library. These disciplines are currently scattered in buildings across Oxford but they will be united in a new building designed to encourage cross-disciplinary study and research. Academics in the building will work together to tackle some of the most pressing questions of our time. As well as a new Institute for Ethics in Artificial Intelligence, they will consider the environment and how society rebuilds after the pandemic.

Crucially, the building will be open to the public, and we aim to bring research and performance in the arts and humanities to new audiences. There will be dedicated space for schoolchildren to visit and engage with Oxford's researchers. There will be exhibition space and three new performance venues for music, theatre, drama, dance, lectures and more. A new Cultural Programme will bring the world's leading performers and artists to Oxford. Our venues will also be open to regional cultural organisations, with whom Oxford researchers will strengthen partnerships. We cannot wait to welcome you to the first performance in 2025!

## 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.

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**, which with effect from 1 October 2023 will be 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 [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/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 [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

### 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 [www.welcome.ox.ac.uk](http://www.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 [www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/).

### 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 [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/).

### 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 [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/).

### 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 [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/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 [www.admin.ox.ac.uk/eop/inpractice/networks/](http://www.admin.ox.ac.uk/eop/inpractice/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).