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## Summary

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| **Job title** | Senior Events Manager |
| **Division** | University Administration and Services |
| **Department** | Events Office, Public Affairs Directorate |
| **Location** | University Offices, Wellington Square, Oxford OX1 2JD |
| **Grade and salary** | Grade 8: £45,585 - £54,395 per annum |
| **Hours** | Full time (part-time at 80% will be considered) |
| **Contract type** | Permanent |
| **Reporting to** | Head of Events |
| **Vacancy reference** | 171133 |
| **Additional information** | This vacancy is for internal applicants only |

## The role

This role is for a highly experienced event management professional, reporting into the Head of Events (a job-share). They will be part of a specialist team of event managers with responsibility for the strategic input, planning and project management of a range of major events running concurrently which are critical to the University's reputation and operations.

The Events Office is a team within the Public Affairs Directorate, and as such, our role requires close collaboration with colleagues in internal communications, news and media. The Public Affairs Directorate is responsible for promoting public understanding of the University, protecting the reputation of the University and overseeing effective internal communication in a large and dispersed institutional structure.

A key element of this role is to input into ways of communicating major University initiatives and strategic priorities, using events to shape and promote ongoing debate. Senior Events Managers also serve as the expert authority on events and offer advice and training to the wider University. This part of the role has grown in importance with the development of new forms of online and hybrid events in recent years.

The University's programme of events is both public facing, as well as for internal University audiences. Public facing events require the postholder to provide clear and expert professional guidance to the most senior University personnel, often on complex issues such as managing Q&As during events on reputationally-sensitive topics. Senior Event Managers must also provide guidance to high-profile speakers, including world leaders. The postholder must bring expertise to develop and deliver events that communicate University policy, agenda,

significant developments and key research to national and international politicians, policymakers, benefactors and the general public. Delivering events for an internal audience are an integral part of the University's internal communication strategy. The postholder should be a skilled communicator, adept at conveying key information to all University members of all levels of seniority.

The postholder should have the skills and confidence to manage and deliver events that are online, hybrid and in-person, working both as a team and independently.

## Responsibilities

The work of the Events Office covers a wide range of activities and priorities which will inevitably change from day to day. All staff operate as a team and, while each has their own responsibilities, they often assist each other in peak periods.

**Planning and coordination**

- The strategic planning, development and execution of a comprehensive events programme for internal and external audiences, the Vice-Chancellor and the Chancellor, that meets the Department's objectives, and is relevant to the University's strategic plan.

- To foster a collaborative approach to the strategic development of events, working closely with, and gaining agreement from, project sponsors in the University departments, Pro-Vice-Chancellors, the Vice-Chancellor and the international offices, as well as key external stakeholders including the Cabinet Office and Royal Households, benefactors, local city and county Council and other international governments, agencies and policymakers.

**Operational management and service delivery**

- To lead on all aspects of the events planning process, including:

    o End-to-end planning and delivery of events.

    o Upholding the University's world-leading reputation by assessing the reputational risk of each event and generating innovative solutions when risks arise.

    o Understanding complex academic topics to design event formats that communicate, explain and promote complicated content to non-specialist audiences. This will be undertaken in close collaboration with the senior University officials and academics.

    o To brief and offer expert advice to senior staff on their roles and responsibilities. This includes presenting highly technical information and requires skills in persuasion and diplomacy, for instance advising senior staff to come to an alternative decision that is more aligned with the strategic objectives.

    o To establish and chair project teams and committees for events and participating in senior level committees.

    o Speakers: sourcing, liaising, briefing, and working closely with senior academic champions and senior administrators to develop creative ideas and sophisticated content to shape event programmes.

    o Analysis and Research: responsible for the evaluation of the strategic value of events, including designing surveys, conducting formal evaluations, presenting data, analysing results and implementing solutions.

    o To determine the optimum vehicle to deliver the event (whether in person, online, or a blended approach).

    o To plan and organise resources, including recruiting stewards, being responsible for matching roles to capabilities and briefing/directing them at events.

- To manage the allocated budget for events ensuring that each event is delivered to budget. In so doing, to negotiate with suppliers to seek competitive quotes, agree appropriate terms and service levels.
- Delegate appropriate responsibilities and tasks to the Events Administrator.

- To maintain detailed knowledge of the regulatory framework to ensure that all events are fully compliant with relevant legislation. This will include Data Protection legislation; Health and Safety legislation; Institution of Occupational Safety and Health (IOSH) best practice; First Aid training and representation at events; and a detailed understanding of risk assessments and mitigation, including the soon to be implemented Martyn's Law.

- Contribute to business and income development, when time allows, by taking on paid commissions from departments, developing a client-style relationship and delivering quality events.

**Communications**

- To write robust communication plans for public facing events, strategically deciding where to place content (including on social media channels, department cascades and University-wide communications).
- To produce high-quality materials and content, both online and offline, including web portals (for major events), invitations, programme booklets, briefings, table plans etc.

**Influence and relationships**

- To work closely with the most senior leadership of the University (including the Vice-Chancellor, Chancellor and Pro-Vice-Chancellors) earning their trust and confidence as the University's specialist in events management.

- To take a consultative approach to event management and guidance; seeking to build networks and relationships across the University in order to promote the sharing of information and establishing the Events Office as a centre for excellence.

- To establish strong relationships with the key external stakeholders for events (for example policymakers, Cabinet Office), promoting collaboration, and providing leadership, in order to align their strategic objectives with those of the University.

- To develop policies and provide expert, pro-active event-related advice, coaching and presentations to departments.
  - To produce and maintain an events best practice toolkit for colleagues to use as an essential resource when they are organising events. This will include providing guidance on risk assessments, health & safety, accessibility, GDPR and latest Government guidance in relation to events.
  - To provide hands-on consultancy and advice on both an ad-hoc basis and a more formal capacity on important projects.
  - To serve as the expert adviser to the wider University on the appropriate technology/software and resources required to deliver an online/digital event.

## Selection criteria
### Essential selection criteria

**Experience and knowledge**

- Significant and proven experience in event management (minimum 5 years).
- Proven experience delivering in person, online, and hybrid events
- Proven experience of effectively using event management software (Cvent, MS Forms, Eventbrite etc,) and online platforms to deliver digital events (Microsoft Teams, Zoom, etc).
- Knowledge of the regulatory framework to ensure that all events are fully compliant with relevant legislation.

**Skills and abilities**

- Proven experience to plan, co-ordinate and deliver high profile events, with prominent speakers, that are of outstanding quality and commensurate with the University's reputation.
- The skills to think both strategically and tactically about the events and how they meet the strategic goals of the department/University.
- Ability to work with senior professionals and academic colleagues in a collaborative manner and to forge effective relationships with a broad range of colleagues and external stakeholders.
- Ability to assimilate, understand and retain complex information at speed and from written and oral sources.
- Must be a self-directed, strategic thinker with the capacity to problem-solve, take initiative, set priorities, and exercise good judgment in an organised and professional manner.
- Outstanding planning and organisational skills with the ability to multi-task and to prioritise workload.
- Ability and confidence to take a creative approach to event concepts and programmes.
- Excellent written and verbal skills with the ability to develop high quality, accurate and consistent materials, and ability to proof-read all their own work.
- Experience of effectively managing/chairing project teams, committees and stewards at events.

**Attitudes**

- Well-developed interpersonal and advocacy skills, employing tact, discretion and diplomacy.
- Willingness to embrace new ideas, technologies, and innovative approaches.
- Willingness and availability to work flexibly, including outside normal office hours, and to travel to events outside Oxford including overseas.

## Desirable selection criteria

- Experience of working in a complex environment with an international reputation
- Knowledge of the University of Oxford
- Experience of training and advising colleagues in event management                                       .

## 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

## 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.

## Public Affairs Directorate

The multi-award-winning Public Affairs Directorate is responsible for developing public understanding of the University and the University's own understanding of the public realm in which it operates. It is also charged with promoting effective internal communication in a large and dispersed institutional structure. For more information, visit www.ox.ac.uk/publicaffairs.

The Directorate comprises 40 people, based in six teams:

1. Corporate Communications
2. Research & Information Communications
3. Internal Communications
4. Design & Brand
5. Campaigns and Digital Communications
6. Events

These areas coordinate strategic communications, internal communications and government and community affairs; manage media relations and University news; produce University publications, including *Quad* (the University alumni magazine) and the *Gazette* (the University's official journal of record), and run the University's Design Studio and Image Library; manage the content of the top levels of the University website (www.ox.ac.uk) and the University's social media sites; and manage major University events.

### About the Events Office

The devising, organisation and delivery of a programme of University events is a significant activity which bears directly upon both the public reputation and the stakeholder understanding of the University of Oxford.

University events fall into four main categories: i) ceremonial events that are steeped in tradition; ii) events that recognise current activity and achievements, including visits to the University by senior ministers and Heads of State; iii) events that express significant new developments and aspirations; and iv) internal staff communication events on key issues.

## University Administration and Services

University Administration & Services (UAS) is the collective term for the central administrative departments of the University. The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square. For more information, visit www.admin.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 – Lisa Seddon (lisa.seddon@admin.ox.ac.uk) and Susannah Sheffield (susannah.sheffield@admin.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 including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See https://hr.admin.ox.ac.uk/staff-benefits

## Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme which is available 24/7 for 365 days a year. Find out more https://staff.admin.ox.ac.uk/health-assured-eap

## University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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 have excellent childcare services, including five University nurseries as well as places at many other private nurseries. See https://childcare.admin.ox.ac.uk/

We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See https://hr.admin.ox.ac.uk/my-family-care

## Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at https://edu.admin.ox.ac.uk/disability-support. For information about how we support those going through menopause see https://hr.admin.ox.ac.uk/menopause-guidance

## Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at https://edu.admin.ox.ac.uk/networks

## The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

## Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more https://www.ox.ac.uk/research/support-researchers/researcher-hub

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society