

BLAVATNIK SCHOOL OF GOVERNMENT

Summary

Job title	Programme Administrator – Fellowships and Visitors (Executive Programmes)
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 5: £28,759 - £33,966 (with a discretionary range to £37,099) per annum, dependent on experience
Hours	Full time
Contract type	Fixed-term for two years
Reporting to	Outreach and Recruitment Manager
Vacancy reference	171960
Additional information	<p>The closing date for applications is 12:00 noon (UK time) on Monday 15 April 2024.</p> <p>Interviews will take place during week commencing 22 April 2024 and will be online.</p>

The role

The Blavatnik School of Government is one of the newest departments at the University of Oxford, and Executive Programmes is a developing area of the School's engagement, which is set to further expand over the next few years.

As part of the School's mission to engage with governments and practitioners worldwide, we welcome a number of senior academics and practitioners each year to join the Blavatnik School community and contribute to our teaching, research, and engagement activities.

We are now seeking to appoint an enthusiastic and diligent Programme Administrator to support the School's existing and future Visiting Fellowships, alongside administering the School's visitorship programme for scholars and practitioners from around the world. This is a varied role, working across multiple projects in a fast-paced team.

The Programmes Administrator will lead on the administrative and logistical arrangements for our fellowship programmes and visitorship programme. They will provide excellent customer service, from the initial contact in the admissions phase, through to support during pre-arrival and arrival of senior visitors, and delivery of the different elements of the fellowships programmes.

The successful candidate will need excellent organisational and team working skills with a flexible can-do approach, self-motivation, resilience, and a willingness to adapt to the changing needs and priorities of our senior fellows and visitors. Tact, attention to detail, discretion, and a welcoming and positive attitude are therefore essential. This role would suit somebody who enjoys the ownership of projects, building warm relationships, and working on a variety of tasks in a fast-paced environment.

Responsibilities

Fellowships

- Act as the main point of contact for the School's Fellows.
- Take the lead in all logistical arrangements internally and externally when arranging the Fellow's time at the School, such as tutorials, meetings, accommodation, catering, travel logistics, ensuring that arrangements are made in line with University and School policies.
- Manage communication by providing high-quality customer service with timely status updates and respond to queries externally and internally at the School.
- Meet and greet Fellows and plan personalised induction and visit schedules.
- Create and manage project plans and take the lead in setting up regular project meetings. Alert the manager (or Fellow if necessary) to any potential problems or delays in plans or milestones.
- Support the admissions processes for any Fellow, working closely with the HR and Development team, faculty and other professional teams.
- Monitor programme budgets, raise purchase orders for goods/services and track invoices to make sure they are approved and paid.
- Work with HR to ensure pre-arrival requirements (including visas and desk/office allocation) are in place, and coordinate/conduct immigration checks.
- Liaise with faculty to set up tutorials, request relevant reading lists, materials, and any additional information needed to support the fellows' time at the School.
- Create and assist with high quality programme and promotional materials and follow the School's branding and the Executive Programmes team's guidelines. This can include providing input to programme brochures, fellowship guides, website information, news stories, and alumni newsletters.
- Work closely with the Executive Programmes team and other School teams to maintain the high standards of service and to identify ways to improve our processes, service and experience to our fellows and participants.

Visitorship programme

- Act as the first point of contact for all visitorship queries, providing guidance/advice in line with the School's visitorship process.
- Provide effective administrative support and advice to the chair of the Research Working Group for the quarterly gathered field process. This includes working with the HR team and other relevant colleagues to offer recommendations on applications.
- Take forward actions from the shortlisted applicants. This includes updating visitors and sponsors on decisions, processing relevant paperwork, ensuring pre-arrival requirements are in place (e.g., visas, space allocation) and scheduling induction meetings.
- Meet and greet in-person visitors on their first day, ensuring relevant immigration checks are carried out, and be the point of contact for the duration of their stay.
- Monitor visitorship expiry dates, proactively liaising with sponsors on potential extensions and processing associated paperwork (e.g. extension/leaver letters).
- Maintain accurate data collection and record-keeping.
- Make recommendations to the chair of the Research Working Group on any improvements to the visitor process, taking forward steps to implement approved changes.

Other duties

- Support the administration of the team's outreach and recruitment function. This will involve supporting research on target governments and multilateral organisations and assisting in the process of identifying suitable candidates for fellowships and open enrolment executive programmes.
- Work closely with the Executive Programmes team to help deliver programmes during busy periods.
- Offer ad hoc support for other one-off projects/events/workshops as needed.

Selection criteria

Essential selection criteria

- Excellent organisational skills with a flexible can-do approach, self-motivation, resilience, and a willingness to adapt to the changing needs and priorities in your team and across the School.
- The ability to juggle multiple tasks and have ownership of projects and tasks.
- Excellent levels of customer service with a personable, diplomatic approach, and the ability to employ tact, discretion, and initiative in dealing with a diverse range of senior people, including international senior visitors, academic faculty, and other members of the collegiate University.
- The ability to know when to use initiative and when to seek advice.
- Excellent communication skills in both written and spoken English.
- High levels of accuracy and attention to detail when inputting data and providing information.
- Good numeracy skills, including confidence in dealing with financial data.

- Excellent IT skills including experience in the use of the Microsoft Office Suite, Canvas and/or other similar platforms, and the ability to learn new systems.
- An ability to undertake research and provide recommendations.
- A systematic, thorough, and highly organised approach to work with the ability to work to tight deadlines.
- A flexible approach to working hours and locations will be required, as post-holders may be asked to work outside normal office hours on occasion in connection with their programme delivery. Time off *in lieu* will be given for working any events/courses that are held outside of normal hours.

Desirable selection criteria

- Experience in managing, organising, and/or delivering events or programmes.
- Interest in public policy and/or executive education, learning and development.
- Experience providing support to and working with senior public figures and/or high-net-worth individuals.

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 140 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 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.