

Summary

Job title	ZERO Programme Administrator
Division	Mathematical, Physical and Life Sciences Division
Department	Engineering Science
Location	Holywell House, Osney Mead
Grade and salary	Grade 5: £28,759-£33,966 per annum
Hours	Full time
Contract type	Fixed-term for 3 years
Reporting to	ZERO Institute Programme Manager
Vacancy reference	172271
Additional information	

The role

We are looking for an experienced, self-motivated administrator to provide comprehensive administrative and secretarial support to Zero Carbon Energy Research Oxford (the ZERO Institute) an inter-departmental institute of the University of Oxford housed within the Departmental of Engineering Science and based in Osney Mead. Together with the Programmer Manager, you will provide direct administrative support for all the activities of the Institute drawing on specialist support teams in Engineering Science, Materials and Geography where necessary.

The ZERO Institute

The ZERO Institute was launched in 2022 with support from the university's Strategic Research Fund. ZERO will build on the University's extensive energy research activities, which span more than 20 departments and 200 researchers. It aims to establish Oxford as the centre of research excellence and thought leadership on a global and equitable zero-carbon transition.

A major global challenge for the next half century is to stop climate change. Over 70% of the greenhouse gases responsible for climate change come from the conversion and use of energy. The transition to a zero-carbon energy system is therefore critical for climate change mitigation. To address this challenge, the ZERO Institute is bringing together leading academics and external organisations to tackle questions surrounding zero-carbon energy systems and their implementation.

The goal of ZERO is to accelerate the transition to a just, zero-carbon energy system. Achieving this requires systems thinking as well as the development and adoption of new technologies and



infrastructure. In addition, innovation will be required in business models, institutions, policy and society.

The Programme Administrator will be required to be proactive and flexible in supporting the growth and development of ZERO's activities.

More information about the Institute and its research programmes may be found at www.zero.ox.ac.uk.

Responsibilities

PA & Institute administration

- Act as first point of contact in the administration office for students, staff and visitors. Respond to general enquiries interpreting university and external regulations as appropriate and dealing effectively with all correspondence (e.g. post, telephone calls and emails), diverting such correspondence to other staff where appropriate.
- Provide general administrative support within the Institute and arrange card access, computer allocation etc. With the help of the Programme Manager, take responsibility for the administration of space resource and seating plans. Ensure Institute mailing lists are up-to-date.
- Diary management for the Director and other staff if required, using initiative to make considered judgements when juggling the demands placed on their administrative, leadership and research schedules.
- Work closely with academic staff and their teams and be proactive in providing the necessary administrative support to ensure the smooth running all Institute activities.
- Maintain and keep information up to date on the ZERO website. Working alongside communications teams to collate news and events for dissemination.
- Efficiently organise the arrangements for events, meetings, workshops, training, and events including arranging catering, room bookings, travel and liaising with external venues.
- Make complex travel and accommodation arrangements ensuring the value for money concept is followed and keeping stakeholders updated on any flight, accommodation, visa and insurance booking processes.
- Prepare and circulate papers, agendas, minutes and draft briefing notes as appropriate. Attend meetings, take notes and produce draft minutes.
- Develop and maintain appropriate record keeping and office filing systems and carry out regular stock checks. Follow standard administrative procedures and set up new office systems as required.
- Support academics in managing a wide range of sensitive issues, considering the most appropriate communication method and working with the departmental HR office as necessary.
- Develop successful working relationships with academic and support staff across the department and in the wider University.

Financial Administration

- Process Purchase Orders using Oracle Financials, ensuring appropriate budgetary approval has been obtained. Monitor the arrival of goods. Liaise with suppliers to ensure orders are processed, delivered and recorded in a timely manner and answer any queries relating to the PO's.
- Create and maintain spreadsheets as required to capture and monitor financial information.
- Support the completion of expense claims as necessary ensuring compliance with the University Expenses Policy.
- Ensure timesheets are completed by academics and researchers where required by research funders and submit these to the finance team.
- Support the administration of new income streams for the Institute liaising with funders and the departmental Finance team as necessary.

HR and Health & Safety Administration

- Ensure a local induction plan is created for new staff and visitors within the Institute and all administrative processes are followed, while collaborating with the HR Office to ensure all services are provided, and all visits have approval.
- Book Performance and Development Reviews (PDRs) for all Institute staff on an annual basis and ensure copies of the reports are sent to HR
- Organise the leavers' process within the Institute, collecting keys, terminating access to local systems and updating mailing lists etc.
- Ensure Health and Safety training records are maintained for each member of the Institute and made available for the annual safety inspection and that all required training is undertaken.
- Keep record of risk assessments, and monitor completion of recommendations arising from Safety Inspections.

Buildings and Facilities

- Oversee access permissions for Holywell House, setting up key fobs and inductions for new starters. Answer doorbell for visitors/deliveries. Proactively anticipate group arrivals and facilitate sign-in sheets.
- Act as point of contact for external tenants and hot desk licensees, dealing with their general admin and building-related queries.

- Ensure building is in a fit state for use, submitting requests to cleaners and maintenance team in response to issues raised by users of the building.
- Manage the building's room and hot-desk booking systems and on SharePoint.
- Monitor kitchen supplies and order as appropriate.
- Organise regular building occupancy group meetings

Other duties

- Liaise with other administrative, technical and IT staff that support activities within the Institute to ensure continuity of support. Take part in the Departmental Admin and PA group.
- Ensure all record keeping meets the requirements of General Data Protection Regulations (GDPR).
- Take part in the Departmental PDR process.
- Any other duties that are commensurate with the post.

Selection criteria

Essential selection criteria

- Experience of managing administrative processes and customer facing work
- Good understanding of administrative procedures including the ability to organise a varied workload and to work to deadlines, evidenced by formal qualifications at (for example BTEC ND, NVQ Level 3 or equivalent) and/or significant work experience at a similar level
- Ability to interpret, apply and communicate regulations and procedures
- The ability to work independently, with minimum supervision, and a willingness to resolve situations, as well as knowing when to refer issues to others
- A willingness to be proactive and flexible to achieve objectives
- Ability to organise events and make administrative arrangements
- Strong IT skills including the ability to use standard computer programs (e.g. Outlook, Word, Excel) and experience of using a database.
- Previous experience of working as part of a team in an office environment
- Ability to understand and pass on clear and accurate information
- Good attention to detail and a high level of accuracy
- Experience of working in a positive and pro-active manner
- A good understanding of issues around confidentiality; tact and discretion.
- Excellent communication skills including strong written and spoken English.

Desirable selection criteria

- Experience of using financial information systems (e.g. Oracle Financials)
- Experience of working within an HE institution or within a service industry environment.
- Experience managing content on websites and social media

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.

Engineering Science Department

Engineering teaching and research takes place at Oxford in a unified Department of Engineering Science whose academic staff are committed to a common engineering foundation as well as to advanced work in their own specialties, which include most branches of the subject. We have especially strong links with computer science, materials science, medicine and also the Saïd Business School. The Department employs 120 academic staff (this number includes 13 statutory professors appointed in the main branches of the discipline, and 25 full professors); in addition, there are nine visiting professors. There is an experienced team of teaching support staff, professional services and administrative staff and technicians. The Department has well-equipped laboratories and workshops, which together with offices, lecture theatres, library and other facilities have a net floor area of about 25,000 square metres.

The Department is ranked fifth in the world, and the top European University, in the 2023 *Times Higher Education World University Rankings* for Engineering & Technology. Further information about the Department is available at www.eng.ox.ac.uk.

Teaching

We aim to admit 170-180 undergraduates per year to take a 4-year course leading to the MEng degree in Engineering Science. The course is accredited at MEng level by the major engineering institutions. The syllabus has a common core extending through the first two years. Specialist options are introduced in the third year, and the fourth year includes further specialist material and a major project.

Research

Research in the Department is particularly strong. We have approximately 600 research students and about 250 postdoctoral researchers. Direct funding of research grants and contracts, from a variety of sources, amounts to an annual turnover of approximately £70m.

The results of the seven-yearly UK-wide assessment of university research, REF2021, published on 12th May 2022, demonstrate that the University of Oxford made the highest volume of world-leading research submissions. The Department of Engineering Science had 71% of submissions which met the requirements for the highest grading of 4*(research that is world-leading in terms of originality, significance, and rigour).

Research activities fall into 8 broad headings, though there is much overlapping in practice: Information Engineering (Robotics, Computer Vision and Machine Learning); Control; Thermofluids; Materials and Mechanics; Civil and Offshore; Electrical and Optoelectronic; Chemical and Process; and Biomedical.

The Department of Engineering Science holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

The Mathematical, Physical, and Life Sciences Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. In the results of the six-yearly UK-wide assessment of university research, REF2014, the MPLS division received the highest overall grade point average (GPA) and the highest GPA for outputs. We received the highest proportion of 4* outputs, and the highest proportion of 4* activity overall. More than 50 per cent of MPLS activity was assessed as world leading.

The MPLS Division's 10 departments and 3 interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research addresses major societal and technological challenges and is increasingly focused on key interdisciplinary issues. MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. We have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships

We have around 6,000 students and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (<http://www.oxfordsparks.net/>) and a large variety of outreach activities. We also endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: <http://www.mpls.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:

recruitment@eng.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**, which with effect from 1 October 2023 will be 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 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 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.