

Summary

Job title	Student Funding Manager
Division	Academic Administration Division
Department	Student Fees and Funding
Location	Central Oxford
Grade and salary	Grade 7: £36,024-£44,263 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Senior Student Funding Manager
Vacancy reference	172367
Additional information	

The role

The provision of scholarships for postgraduate students is an area of crucial importance for the University. The Student Fees and Funding (SFF) office assists in this by managing scholarship programmes and supporting other funding providers (such as colleges, academic departments, and external partners). SFF currently manages around 200 university scholarship programmes for over 1,300 students, worth around £37m per year.

The post of Student Funding Manager is an interesting and varied role with two main areas of work: (1) working to support the development of the Academic Futures programme, the University's flagship Graduate Access Scholarship designed to transform the funding and support opportunities available to underrepresented groups at Oxford; (2) working to deliver other new scholarship funding schemes, and support existing schemes within the growing SFF portfolio. This role directly supports the ambition of ensuring that academically outstanding students should be able to take up their places to study at Oxford regardless of their financial means or background. Work involves close liaison with fundraisers, academic divisions, departments and colleges, and the University's Finance department. The post holder will represent the University through regular contact with prospective and current students, as well as with representatives of funding bodies and other external agencies. The postholder is also expected to manage a range of scholarship schemes directly.

Responsibilities

1. Academic Futures programme (AF)

This post will support the development and delivery of the Academic Futures programme, by working closely with the Senior Student Funding Manager who has responsibility for management of this funding scheme. The post-holder is required to:



- a) Act as a key point of contact for AF, advising collegiate University colleagues on aspects of the new scheme and working with the Student Funding Manager and other colleagues to deliver systems and processes to facilitate the smooth running of the scheme;
 - b) Lead on relationships with colleagues in relevant areas across the university such as equality and diversity, Refugee Studies, and those with expertise in supporting care leavers.
 - c) Provide advice and operational support to the Development Office and collegiate University fundraisers for negotiations with donors, producing costings and advising on the case for graduate scholarships and on the national and local graduate funding background.
 - d) Work with the Student Funding Officer to monitor the funding and partnerships which make up the Academic Futures scheme, budgeting and monitoring income and spend on both scholar cohorts and overarching programme activity
 - e) Provide regular monitoring updates and analysis to Senior Student Funding Manager to enable strategic planning and onward reporting to Head and Director of SFF, Heads of Division and Pro-Vice Chancellor Education.
 - f) Oversee administrative support for the running of the scheme, its governance and its financial oversight, in collaboration with the Senior Student Funding Manager and other colleagues, coordinating ongoing improvements to the design and implementation of operational processes
 - g) Lead on future operational development and oversee delivery of the wider programme of support offered to Academic Futures scholars (which includes activities such as mentoring and events to bring the scholars together).
- 2. Other Scholarships**
- a) Manage the administration for some other graduate scholarship schemes, including advertising of awards, the application and selection process, maintaining links with scholarship holders during their study at Oxford; reporting to and liaising with donors; and supporting the process of scholarship agreement renewal.
 - b) Managing and developing one member of staff, carrying out training or development activity, defining the performance standards required, and giving feedback and guidance on overall performance.

Selection criteria

Essential selection criteria

1. The holder of a strong honours degree or equivalent professional experience, able to use office IT systems to an advanced level, particularly web-based databases, Microsoft Excel, Access and Word.
2. Able to demonstrate a pro-active and problem-solving approach to work.
3. Well-organised and thorough, with the ability to manage complex, distributed operations and work on a variety of projects simultaneously whilst meeting strict deadlines; able to master large quantities of detailed information, often regulatory, and to apply this to the role.
4. In possession of strong numeracy skills, with the ability to plan and manage budgets and to present reports which include financial data.
5. A strong communicator in terms of oral and written communication to both internal and external audiences, developing and implementing innovative and imaginative approaches to promote scholarship funding to maximum effect.
6. Demonstrably experienced in both producing analytical reports and papers for senior managers, presenting findings in committees and management groups, and also in producing compelling web-based information for applicants.

7. In possession of strong interpersonal skills including the ability to establish working relationships with a range of people and to work as part of a team; confident in dealing with external bodies and senior colleagues within the University.
8. Able to act with diplomacy and handle confidential tasks, understanding when discretion is required in sensitive work with donors, students and internal colleagues.

Desirable selection criteria

1. Experience of working in higher education or in a field relevant to graduate student funding issues.
2. Experience of line 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.

Student Fees and Funding

Student Fees and Funding is part of the Academic Administration Division (AAD), one of the largest units within the University Administration and Services and headed by the Academic Registrar.

The work of the team spans the following areas:

- Administration of a range of financial support (including undergraduate bursaries, hardship funding, international opportunities including the Erasmus+ programme, the Turing scheme, and other on-course awards);

- Management of a graduate scholarship portfolio of 193 existing scholarship schemes worth £29m pa and a small but growing number of undergraduate scholarship schemes;
- Management of several student loan schemes including over £60m of Student Loans Company (SLC) loans and \$17m of US federal loans;
- Management of the annual fee setting process, the related publication of fees and the administration of the termly 'Fee Schedule';
- Co-ordination of the Continuation Charge collection and the administration of formal non-payment of fees procedures;
- Provision of information relating to all aspects of fees and funding, supporting prospective and current students and the collegiate University
- Key contributions to policy and development in relation to University fees and student support for both postgraduates and undergraduates
- Working within the wider University to develop and implement new funding opportunities for Oxford's applicants from both the UK and around the world, to ensure we can attract the most able candidates;
- Working on student support fundraising, in close conjunction with the Development Office.

Academic Administration Division

The Academic Administration Division (AAD) is the University's group of services focused on students and learning. We provide support and information that students need to thrive in their academic and personal lives, and encourage the professional and educational development of our staff. We operate in close collaboration with colleagues in central, divisional, departmental, and college administration, as well as with academic staff and students.

The AAD's work supports the student career from pre-admission through to graduation and beyond, and promotes the development of coherent systems and services across Oxford to underpin this. We focus on:

- **Student recruitment:** Attracting the best undergraduate and postgraduate students through outreach and admissions, and advising students through the admissions process.
- **Student services:** Offering high-quality services to students once they arrive at Oxford, including counselling and disability services, sports, language courses, a careers service, and fees and funding.
- **Student administration:** Managing the University's student data, registration, examinations, and degree ceremonies, advising on visas and immigration; and developing our student systems.
- **Educational policy:** Helping to develop and implement educational policies, upholding legislation, and providing quality assurance.

We also **support academic and professional staff** and the wider Oxford community through our language, sport, and professional and educational development services.

The AAD comprises: the Careers Service, Education Policy Support, Graduate Admissions, the Language Centre, the Centre for Teaching and Learning, Fees and Funding, Student Registry, Student Systems, Student Welfare and Support Services, Undergraduate Admissions and Outreach, and University Sport. They are supported by two professional support functions: AAD Administration and AAD Communications.

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 aadadmins@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, flexible working options, 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, 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

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. 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>