Programme Teaching Materials Administrator

Park End Street, Oxford
Grade 5: £28,759 - £33,966 per annum
Permanent, full time
Saïd Business School, University of Oxford

The role

Saïd Business School strives for excellence in academic teaching materials. Primarily consisting of virtual learning sites featuring self-paced digital content, and multi-media digital reading lists, teaching materials are an essential component of the student experience at the University of Oxford.

As a world-leading research-led institution, our Scholars and Faculty develop their courses in response to their cutting-edge research and current affairs as well as established theory. This means that our teaching materials are never static but are frequently redeveloped and improved with each iteration of a course. As such, the Programme Teaching Materials team is a dynamic and exciting environment where we are constantly exploring the latest digital learning tools and methodologies to enhance the presentation of content and support teaching delivery.

Reporting to the Programme Teaching Materials Manager, the Programme Teaching Materials Administrator is responsible for coordinating the delivery of digital teaching materials for a portfolio of accredited programmes.
The primary role of the post holder is to work in close collaboration with teaching Faculty to understand requirements for digital resources, build and maintain accessible virtual learning environments and reading lists, purchase necessary resources and establish new sources of supply as necessary, coordinate the production of digital collateral and support students in the use of resources.

This is a responsible and pivotal role, requiring the post holder to perform sometimes complex administrative coordination in a time-pressured and deadline-controlled environment. In this role, there is a strong emphasis on attention to detail and on working with cross-departmental teams to produce a high standard of digital learning

resources. The post-holder will work closely with colleagues from across the School as well as with members of the Teaching Materials unit to ensure the flawless delivery of digital materials.

Key Interfaces

The Programme Teaching Materials Administrator is responsible for ensuring that students, faculty, and stakeholders of programmes in their portfolio experience an excellent experience of teaching materials, from the initial preparation to final delivery. To ensure this, they will build influential rapport and naturally engage and interact with the following key interfaces:

- **The Digital Cluster**: Digital Education Advisers, Learning Platform Support Officer and Multimedia Production Technicians
- **Programme Teams**: Programme Managers
- **End Users**: Teaching Faculty and students
- **Library teams and suppliers**

Responsibilities

- Working collaboratively with cross-departmental teams to produce and maintain digital reading lists. Duties include administering prescribed reading list processes in line with copyright legislation and University policy, ensuring lists are made available to students within strict timeframes and distributing atypical resources as required

- Administration of the virtual learning environment. Duties include creation of course sites, formatting and optimizing content for accessibility, user experience design and quality assurance in line with the University's style, tone and quality expectations

- Administer resource procurement processes, purchasing necessary copyright licenses and permissions and establishing new sources of supply as necessary
- Ensuring copyright compliant resource distribution

- Managing relationships with key stakeholders. Liaising with Faculty to understand requirements for digital teaching resources and collaborating with internal teams to coordinate the design, production and operational delivery of digital content

- Facilitate student use of specialist software and digital learning tools. This will involve adapting and tailoring services to meet the requirements of a course, providing written instruction to students and triaging usage issues

- Supporting the delivery of teaching material enhancement projects and highlighting further opportunities for innovation and improvement

- Act as the first point of contact for students, Faculty and internal stakeholders on teaching materials related queries, responding to questions or triaging queries promptly

- Carry out any other duties which are requested and are commensurate with the grade of this post as requested by the Programme Teaching Materials Manager, Senior Programme Teaching Materials Manager or Head of Central Programme Services

Selection criteria

Essential selection criteria

- Strong interpersonal skills; the ability to build positive relationships and communicate with a range of stakeholders.

- Strong communication skills, both written and oral, with the ability to adapt communication styles to communicate enthusiastically and effectively with a range of audiences

- A high level of IT literacy and strong technical aptitude. Ability to quickly learn how to use new technologies

- Proactive and organised, with strong time management and planning skills to manage competing priorities without sacrificing accuracy or attention to detail

- A methodical approach to working under pressure; the ability to remain calm and effective in a strict deadline-controlled environment

- Experience of financial record keeping

- High level of accuracy and attention to detail

- Proven ability to work as part of a team and contribute to shared goals and long-term projects

- Ability to work independently, taking personal ownership for the delivery of high-quality services

- Experience in proof-reading or performing quality assurance checks

Desirable selection criteria

- Higher Education Experience: Understanding of the higher education context for part-time and full-time accredited programmes

- Copyright: Functional understanding of contemporary UK copyright legislation

- Awareness of best practices in digital accessibility

- Experience of learning online or of supporting users of digital education services or virtual learning environments

- An awareness of the range of technologies available to support online learning and digital education development

- Familiarity with agile Scrum project management methodologies

- Experience the following software: ORACLE Financials, Canvas LMS, Talis Aspire, Microsoft Office Suite

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.

Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business school, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate people for successful business careers, and as a community seek to tackle world-scale problems.

We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom and open programmes, and accredited diplomas for executives, and we undertake ground-breaking research that transform individuals, organisations, business practice, and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.
We seek to be a world-class business school community, embedded in a world-class University, tackling world-scale problems.

Sustainability

Saïd Business School is committed to the highest standards of environmental sustainability, preserving the planet for future generations and acting in a socially sustainable manner. As an employee you are expected to uphold these commitments in accordance with our Environmental Policy. You can learn more about our organisation's sustainability efforts at: https://www.sbs.ox.ac.uk/about-us/school/sustainability.

Diversity and Inclusion

The School is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish.

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

Our Values

To better understand our Values, what behaviours demonstrate them and how they are involved in your everyday work we have created the below descriptors.

Transformational
We challenge constructively, provoke thought, and influence and inspire others to develop.

Respectful
We are caring, supportive, appreciative, embrace difference and value each other's opinions.

Entrepreneurial
We embrace and encourage change and innovation. We are creative, flexible and brave.

Collaborative
We are stronger together. We are inclusive, approachable, listen to others and value good communication.

Purposeful
We are a community who believe in sustainable growth, and are responsible, principled and transparent.

Excellence
We are professional, focused and aligned, and have a responsibility to do the very best we can.

Wellbeing

Saïd Business School acknowledge the importance of wellbeing, in enabling people to thrive at work and ensure a work-life balance. It provides a number of initiatives to help support wellbeing and would encourage you to participate. At an individual level, wellbeing means recognising what helps us remain resilient and taking appropriate steps. If we experience difficulties, doing our best

to rectify them and making our line manager aware of aspects that they could support us with. Further information about Saïd Business School is available at www.sbs.oxford.edu.

Social Sciences

The School is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit https://www.socsci.ox.ac.uk.

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply 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.

If you need help

Help and support is available from: https://hrsystems. admin.ox.ac.uk/recruitment-support

If you require any further assistance please email HR.recruitment@sbs.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 e-recruitment system 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 all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at:
https://hr.admin.ox.ac.uk/the-ejra

For existing employees, 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 grades 1–7 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.

Oxford Saïd Exclusive Benefits

Wellbeing initiatives

The Business School runs an annual Wellbeing Day for all staff. In addition to this, there is yoga, healthy food deliveries, health MOTs and a range of other ad hoc programmes. Our excellent catering facilities provide a high standard of food, including healthy eating and vegetarian options at a subsidised cost.

Staff Summer and Christmas parties

Oxford Saïd like to reward all of their staff for their great work and their Christmas and Summer parties are our way of saying thank you. The Christmas party is for all staff and the summer party is for staff and their immediate family members, because we know how important family is to all of us.

Employee Assistance provider

Validium is an employee assistance and wellbeing consultancy that works in partnership with the Business School to provide staff and their immediate family with a free 24-hour per day helpline providing confidential information and counselling services on personal issues.

University of Oxford Benefits

Annual leave

38 days (inc. public holidays). Long service additional annual leave – up to 5 days per annum, pro rata for part time employees. Previous service within higher education sector can be recognised. An additional scheme enables staff to request to purchase up to 10 additional days in each holiday year.

Pay increases

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic.

Pension

If you are on an academic or academic related pay scale (grade 6 or above), you are automatically a member of USS. Employer contribution is 14.5% and Employee contribution is 6.1%.

If you are on a pay scale other than academic or academic related (grade 1-5) you are automatically a member of OSPS. Employee contribution can be between 4%-8% and Employer contribution 6%-10%.

NUS Extra discount card

All University staff can purchase a card for £12 for 12 months (£22 for 2 years, £32 for 3 years) which gives access to numerous exclusive offers and discounts from many popular retailers.

University discounts

Wide range of discounts from external companies using a university card.

University Club

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/.

Access to Oxford buildings

Free access to a number of Oxford colleges, Botanic Gardens, Harcourt Arboretum, Wytham Woods and discount at numerous restaurants/shops.

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www.sbs.oxford.edu

All information is correct at the time of going to press.

Please check our website for the most up-to-date information.

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