

DEPARTMENT OF CHEMISTRY

Summary

Job title	Sustainable Chemicals and Materials Manufacturing (SCHEMA) Hub Operations Manager and Equality, Diversity and Inclusiveness Manager
Division	Mathematical, Physical and Life Sciences
Department	Department of Chemistry
Location	Chemistry Research Laboratory, 12 Mansfield Road, Oxford, OX1 3TA
Grade and salary	Grade 8: £45,585 - £54,395 per annum
Hours	Full time
Contract type	Fixed-term until 31 st December 2027 in the first instance
Reporting to	Prof Charlotte K Williams
Vacancy reference	173803
Additional information	<p><i>Whilst this is a full-time post, flexible working arrangements can be considered.</i></p> <p>Applications are particularly welcome and encouraged from women, black, and minority ethnic candidates, who are under-represented in posts in Chemistry. The Department of Chemistry is committed to equality, and values diversity. Best practice in Equality, Diversity and Inclusion has been core to our design of the SCHEMA Hub and we seek to create a model and culture for inclusive world-leading research regardless of sector.</p> <p>The Department of Chemistry holds an Athena Swan Silver award in recognition of our commitment and success in addressing gender equality. Current areas of focus are on positive and inclusive culture for neurodiversity and disability, as well as departmental culture and values.</p>



The role

This role offers an exciting opportunity to manage the overall operational delivery of SCHEMA and to develop, manage and implement SCHEMA's ED&I strategy. Based at the University of Oxford, the SCHEMA Hub Operations Manager and Equality, Diversity and Inclusion Manager will be responsible for all operational and administrative delivery. This includes regular formal progress reporting to the funder and the development, implementation and monitoring of SCHEMA's ED&I strategy and Code of Conduct and ensuring that these are embedded within all SCHEMA activities e.g. recruitment, research delivery and outreach.

You will be part of the core management team for SCHEMA. This includes the Hub Director (Prof. Williams), Industry Manager and Communications Officer at Oxford. The Hub and ED&I Manager will work with Prof Kylie Vincent (SCHEMA ED&I lead), the administrative and communications team within the Department of Chemistry and engage teams in other Oxford departments, the central University and in other SCHEMA partner universities (Bath, Cambridge, Cardiff, Liverpool and York).

Using your excellent leadership, ED&I, management and organisational skills, you will enable SCHEMA to deliver on its mission to deliver a step change in sustainable chemical manufacturing in the UK.

About the Sustainable Chemicals and Materials Manufacturing Hub (SCHEMA)

The SCHEMA Hub will be led by Prof. Charlotte Williams at Oxford's Department of Chemistry and will involve academics working at the Universities of Oxford, Bath, Liverpool, Cardiff, York and Cambridge.

The Sustainable Chemicals and Materials Manufacturing Hub (SCHEMA) is a multi-partner, multi-disciplinary programme convening researchers from across the UK with a large consortium of commercial, technology translation and civic partners to improve the sustainability of chemical and polymer production by transforming their design, manufacture, and recyclability.

SCHEMA's vision is to establish the new science and engineering for the manufacture of sustainable chemicals and materials using processes that operate with sustainable raw materials from waste, air and water, and are powered by renewable electricity delivering UK supply chain resilience and manufacturing sector interconnectivity from chemicals to polymers.

Our research is structured around four Grand Challenges:

1. Transform renewable resources & wastes, with renewable power, to chemicals & polymers.
2. Develop innovative manufacturing processes adaptable for future operations.
3. Integrate digital and information technologies to maximise sustainability and resilience.
4. Design products for life-cycle sustainability, i.e. re-manufacturing, recycling and, in some cases, biodegradation to keep sustainable carbon recirculating.

SCHEMA aims to be sector-leading in terms of its ED&I and RRI. SCHEMA's ED&I/RRI strategies will seek to tackle long-standing issues facing under-represented groups and key ethical issues, focusing on empowering, inspiring, connecting and upskilling more diverse leaders.

The Programme is led by Principal Investigator (SCHEMA Director) Prof. Charlotte Williams supported by a co-Director (Prof Matthew Davidson, University of Bath). SCHEMA will deliver over 50 projects with its academic, industry, policy and international partners. It is funded by a £11 million investment from the EPSRC and a further £22 million of partner contributions.

Responsibilities

- Work with SCHEMA directors to ensure the overall operational delivery of SCHEMA including all administrative, governance, financial, management, reporting and monitoring processes.
- Work with the SCHEMA Industry Manager, to develop, maintain and manage SCHEMA's project management documentation and undertake formal reporting to EPSRC including submission of annual monitoring reports and financial claims as required under its contract.
- Work with the SCHEMA management team and other colleagues (across the universities and other partners) to develop strong relationships to ensure clear lines of communication and understanding are maintained at all times.
- Proactively work with the SCHEMA Industry Manager, Communications Officer and management team to develop and deliver Manufacturing Challenge Workshops and other outreach events to convene SCHEMA industry and academic partners
- Work closely with all SCHEMA researchers to foster a positive, collaborative teamworking culture and ensure researchers are engaging with career development and mentoring opportunities
- Work closely with the SCHEMA Sustainability Lead to support the development and delivery of the SCHEMA Sustainability Strategy across all partners.
- Attend and/or present at meetings and/or external forums as relevant to disseminate SCHEMA research and engagement opportunities.
- Work with the ED&I academic lead to develop and implement SCHEMA's ED&I strategy and associated monitoring and evaluation approaches to ensure equality, accessibility and inclusiveness of all SCHEMA research, management and outreach activities.
- Work with the ED&I academic lead to ensure the delivery of ongoing ED&I training for all SCHEMA staff

Selection criteria

Essential selection criteria

- Degree or an equivalent professional qualification(s) and experience in science, engineering or a relevant area.
- Substantial experience in project managing the delivery of large and complex multi-party projects or programmes in academia or industry
- Demonstrable experience of formal reporting including the delivery of reports and supporting information to senior stakeholders
- Experience of developing, maintaining and leading strategies for monitoring and evaluation to enable robust progress reporting.
- Demonstrable experience in building relationships across multiple stakeholders to develop and maintain clear communication channels and relationships
- Excellent personal and oral communication skills.
- Ability to work proactively and effectively alongside academic and administrative staff, prioritising a busy workload effectively to meet deadlines.
- Ability to generate high-quality, accessible and engaging content for reports, presentations and publications
- Demonstrable experience of working on equality, diversity and inclusion issues.

Desirable selection criteria

Evidence of successful stakeholder management

- A developed interest in the chemistry / chemical engineering sector.
- Experience of research management within a research-intensive setting would be highly desirable in addition to knowledge of chemical / chemical engineering research.
- Knowledge of Athena SWAN

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.

Department Of Chemistry

The mission of Oxford Chemistry is to advance the global understanding of chemistry and to use that knowledge to address major challenges for society. Oxford Chemistry maintains world-class strengths in fundamental research, including the training of outstanding young scientists, whilst being an outward-looking department engaging with other disciplines, industry, public services, government and the general public. We are a large department within the University's Mathematical, Physical and Life Sciences Division with over 70 research groups and 900 researchers including 400 graduate research students. Our MChem degree takes 180 students a year and features the distinctive tutorials of Oxford, an innovative three-year programme of practical teaching within our state-of-the-art teaching laboratory, and a 4th year focused on research based within one of our research groups.

Research in Oxford Chemistry focuses on fundamental science aimed at making significant and sustained long-term impact. We provide an environment that enables research by hiring, developing, and supporting talented researchers, many recognised as international leaders, across the spectrum of the chemical sciences. Our students and staff work in excellent research facilities to deliver field-leading research that crosses traditional boundaries and engages strongly with other disciplines, both within Oxford and across a range of external sectors.

The impact of our research in the wider economy and society is manifest in our many industrial and clinical collaborations and successful start-ups. Our eight research themes and business engagements showcase the breadth and depth of our research across the chemical sciences.

We are committed to providing an inclusive and supportive work and study environment for all our staff and students based on core values of respect, equality and collaboration. We have held an Athena SWAN silver award since 2015 reflecting our commitment to improving gender equality within our discipline.

Oxford Chemistry is accommodated within five buildings in the University's science area, including a modern RIBA award-winning dedicated research facility and a state-of-the-art practical teaching laboratory. Researchers are supported by a research infrastructure within Chemistry that includes NMR, Mass Spectrometry, Crystallography, Surface Analysis, Inorganic Materials Characterisation, Advanced Electron Spin Resonance and high-performance computing facilities as well as access to facilities across the wider University and at national research facilities including the Rosalind Franklin Institute and Diamond Light Source.

To support the Teaching and Research in the Department, there are a number of administrative functions including Finance, Human Resources, Facilities, Information Technology, Student Administration, Health and Safety, Communications and Alumni Relations.

Find out more about the Department, our work and our people at chem.ox.ac.uk

Equality, Diversity and Inclusion in Oxford Chemistry

We are committed to promoting an inclusive and diverse community of students and staff based on core values of respect, equality and collaboration. The Department has an active Equality, Diversity and Inclusion (EDI) committee and since 2015 we have held an Athena SWAN silver award in recognition of our efforts to introduce organisational and cultural practices which promote gender equality and create a better working environment for all. We promote family-friendly policies and support flexible working arrangements where possible. For more information about the University's family friendly benefits, please also see <https://hr.admin.ox.ac.uk/information-for-parents-and-carers>

Mathematical, Physical and Life Sciences Division

The academic administration of the University is conducted through four divisions (Humanities, Social Sciences, Mathematical, Physical and Life Sciences, and Medical Sciences). The Mathematical, Physical and Life Sciences Division consists of ten constituent departments: The Department of Chemistry, the Department of Computer Science, the Department of Earth Sciences, the Department of Engineering Science, the Department of Materials, Mathematical Institute, the Department of Physics, Department of Plant Sciences, Department of Zoology and the Department of Statistics. The division provides a framework for interdisciplinary teaching and research. There are also links with the Medical Sciences Division.

The disciplines within the MPLS Division regularly appear at the highest levels in rankings, including the Times Higher Education and QS world rankings. Nationally, the quality of the Division's research outputs and environment, and the resulting impact, was recognised through strong performances in the UK Research Excellence Framework in both 2014 and 2021.

For more information 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) This should be 2 pages max.

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@chem.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.