



# Centre Manager, Oxford-Hyundai Motor Group Foresight Centre

Park End Street, Oxford  
Grade 8: £45,585 - £54,395 per annum  
Fixed-term (to 31 August 2029), full time  
Saïd Business School, University of Oxford





## The role

The new Oxford-Hyundai Motor Group Foresight Centre is a major research centre located within the University of Oxford's Saïd Business School. The Centre's research focuses on how businesses plan for key future developments in industry, society and geopolitics in the construction of corporate strategies and contingencies. By focusing on a discrete set of high-impact themes, the Centre will contribute significant new research to the scholarly understanding of how foresight is conducted to inform strategy, while also producing impactful outputs for practitioners to use in their futures planning.

Funded through a generous research sponsorship with Hyundai Motor Group and situated within the University of Oxford, the Centre creates and values close relationships with industry and academic partners. The multi-disciplinary Centre welcomes scholars from a number of specialisms, both within and outside of management studies, whose work intersects with our research focus. In addition to the Director and Co-Director, the Centre will in time host both pre-doctoral and postdoctoral research fellows, who will each work directly with a senior member of Oxford's faculty. The Centre will also organise, curate, and document several major events for senior academics and industry partners.

The Centre Manager has a crucial leadership role in the Foresight Centre. Reporting directly to the School's Head of Research Support and working closely with the Director and Co-director, the Centre Manager oversees and directs all aspects of the day-to-day operations of the Centre. The Centre Manager is heavily involved in shaping the ongoing relations with the key research sponsor, including the production of regular reports on the Centre's activities. This role faces both internally into the Saïd Business School and externally to our research sponsor and other industry contacts. The role requires the development and use of extensive formal and informal networks within the business school and among the external stakeholder community to ensure the smooth operation and ultimate success of the Centre.

The Centre Manager has an important role regarding the governance of the Centre and serves as Secretary to its Steering Committee. The Centre Manager is also responsible for coordinating the programme of activities for the Centre's postdoctoral and other researchers (alongside the Director and their academic supervisors) and line-managing the Centre Assistant. This is a senior role that requires expertise in financial management, research project administration, conference and event planning, and personnel management, as well as the proven ability to build strong relationships with colleagues and senior stakeholders. The Manager will be a part of the wider community of research managers and administrators across the School.

## Responsibilities

### Senior Management

- The Centre Manager has overall responsibility for the administrative operations of the Centre, its administrative staff, its budget, its reporting and its communications. They are the first point of contact for aspects relating to administrative, financial, and personnel matters.
- The Centre Manager is required to analyse, interpret and synthesise data related to the Centre's publications, funding, impact, media appearances and beyond to produce formal reports required by the School, the Centre's funders, and the Centre's Co-Director and Director.
- The Centre Manager is responsible for managing the Centre's overall budget, as well as the various event and research project budgets. The Manager will maintain an up-to-date knowledge of the Centre's finances and ensure timely financial reporting as required by the School and the Directors.
- The Centre Manager serves as Secretary to the Centre's Steering Committee and will attend all of its meetings. Responsibilities include working with the Director and Co-Director to set the agendas, preparing advisory papers, briefing the Steering Committee on



budgetary or administrative issues, coordinating actions arising, and sending regular updates to relevant stakeholders on the progress of strategy.

- The Centre Manager represents the Centre as a senior administrator in strategic matters in external meetings with researchers, public and private partners, and on departmental committees.
- They work closely with the Research Office, Faculty Services and other administrative teams in the Saïd Business School and wider University to ensure that the Centre is closely aligned with departmental and University regulations, and that a highly effective service is delivered to the Centre across finance, HR, estates and IT.

### Partnership Management and External Relations

- The Centre Manager must forge and develop relationships with the Centre's visiting researchers (senior academics from institutions across the globe), visiting executives (distinguished executives from business and beyond), and funders (c-suite executives at large, multi-national corporations and members of their teams).
- The Centre Manager will proactively and regularly engage with representatives from our key research sponsor, Hyundai Motor Group, (and any future partners) to ensure that the Centre maintains positive and productive relationships with these key stakeholders. Occasional domestic or international travel to conduct in-person meetings with partners may be required.
- The Centre Manager is responsible for keeping the Centre's funders fully informed and engaged with the Centre's activities. They will support the Directors in planning an appropriate engagement strategy and take the lead on delivering outstanding activities and other opportunities for partner engagement. The Centre Manager will work closely with the

Directors to on-board any new collaborators and include them in the engagement strategy.

- The Centre Manager will facilitate all required research contracts, donor and sponsorship agreements. After consultation with the Directors, Research Office and other colleagues, the Manager will take the lead on scoping out the terms of these agreements and will ensure their timely execution.
- They will forge and maintain positive formal and informal working relationships across the School with relevant teams such as the finance, development/fundraising, marketing and communications, events, and executive education teams, as well as the Research Office.

### Programmes, Events and Communications

- The Centre Manager will work closely with the Director and senior academic colleagues from the School and relevant external stakeholders to plan the Centre's portfolio of events and relevant programme activities.
- The Centre Manager will devise, plan and project-manage several major, high-profile events to the highest professional standard; managing all the logistical and technical aspects, providing direction to staff, service providers, stakeholders and internal and external clients; and ensuring each event is delivered to budget and to schedule.
- They will oversee communications and promotions of Centre events. They will plan and monitor the documentation of the event itself, and coordinate the dissemination of post-event articles and other outputs created by the academic staff for academic, practitioner and general audiences.
- They will work with the Directors to develop a communications strategy for the Centre and oversee the promotion of the Centre's research and activities. They will establish good working relationships with the marketing and communications teams in the School.



- The Centre Manager will oversee team communications within the Centre, and will meet regularly with the Director, Co-Director, administrative and research staff.
- They are the primary point of contact for the School's programme teams with respect to the Centre's contributions to academic programmes.

### Financial Management

- The Centre Manager will oversee, manage and develop financial monitoring and reporting systems for the Centre's budget to ensure that financial data is accurate and up-to-date, and that key financial decisions are documented.
- The Centre Manager is responsible for the service delivery of the Centre's funding, including direct finance (e.g., expenditures), and managing the Centre's annual budgets, forecasts and reports on performance.
- They will liaise regularly with the School's Finance Business Partner to monitor the Centre's finance performance against budgets and forecasts. This includes validation of monthly expenditures and research overhead income.
- They will maintain careful management of the Centre's sponsorships, research contracts and other agreements, ensuring that the funds are used for their designated purpose and comply with the relevant regulations or procedures.
- The Centre Manager is required to maintain a good working knowledge of best financial practice, develop a deep understanding of the Centre's multiple funders, and keep abreast of the University's financial regulations, policies and processes.

### Human Resources

- The Centre Manager will regularly liaise with the School's HR team to ensure the smooth running of the Centre in terms of personnel matters.

- They must maintain a good working knowledge of employment law and visa regulations, seeking guidance from HR and beyond, where appropriate.
- The Centre Manager is responsible for recruiting and managing the Centre's administrative staff. They will ensure inductions and relevant training are provided to research staff and visiting fellows.

### Selection criteria

#### Essential selection criteria

- Educated to degree level or hold equivalent experience.
- Significant experience of acting as a Team Manager, Project Manager, Events Manager or similar in a large complex organisation, or as a Client/Account Manager (or similar) in a client-facing environment.
- Excellent written and verbal communication skills, confident in independently engaging stakeholders, both internal and external, at all levels.
- Strong interpersonal skills, as well as the ability to exercise tact and discretion in dealing with sensitive and confidential information.
- A flexible and adaptable approach to tasks, confident working independently and within large interdisciplinary teams.
- Proven ability to successfully co-design, organise and run successful events, either in-person, online, or both.
- Experience in evidence-based decision making and proven ability to take appropriate prudent, independent actions
- Experience of personnel management, including recruitment and selection of staff, performance management, and staff development and wellbeing.





- Experience of preparing and managing significant financial budgets (>£5M).
- Attention to detail, for example reviewing financial paperwork for accuracy and conformity to procedures.
- Demonstrable organisation skills with ability to plan ahead, set priorities and work to deadlines. Proven ability to organise and prioritise the post-holder's own work and supervise others.

### Desirable selection criteria

- Experience of managing a research centre or other major project in a university environment
- Understanding of ORACLE financial systems (or a willingness to learn these systems)
- Knowledge of academic business and management research, particularly foresight research, strategy and/or scenario planning.

## 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](http://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

Oxford Saïd 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.

Oxford Saïd 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](http://www.sbs.oxford.edu).

## Social Sciences

Oxford Saïd 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://staff.web.ox.ac.uk/recruitment-support-faqs>. If you require any further assistance please email [HR.Recruitment@sbs.ox.ac.uk](mailto:HR.Recruitment@sbs.ox.ac.uk). To return to the online application at any stage, please go to [www.recruit.ox.ac.uk](http://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 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, 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.



## Oxford Saïd Exclusive Benefits

### Wellbeing initiatives

Oxford Saïd 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.

### Salary and salary sacrifice schemes

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic. Additionally, there are salary sacrifice schemes for bicycles and electric cars. See <https://hr.admin.ox.ac.uk/staff-benefits>.

## 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%.

## University discounts

All University staff can purchase a NUS Extra discount 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. There are a wide range of other discounts from external companies available 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](http://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.





Saïd Business School  
University of Oxford  
Park End Street  
Oxford, OX1 1HP  
United Kingdom  
[www.sbs.oxford.edu](http://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.

Saïd Business School, University of Oxford