



# Associate Director – Strategic Initiatives

Park End Street, Oxford and Egrove Park, Kennington

Grade 9: £52,815 - £61,198 per annum with an Oxford University Weighting of £1,500 per annum to be applied with effect from 1 August 2024

Permanent, full time

Saïd Business School, University of Oxford





## The role

This is an important role at Saïd Business School, reporting to the Chief Operating Officer (COO), and working with the Dean and supporting the Deputy Dean for External Relations, to develop and deliver significant strategic initiatives for the school.

The immediate priority which will form a substantial part of the role in the first two years will be on a high-profile strategic initiative that is both sensitive and complex in nature. It requires meticulous planning and execution, engaging with a range of senior stakeholders across the University of Oxford and Colleges to ensure support and buy-in while respecting the confidential and time-sensitive nature of this project.

The role requires exceptional administrative, leadership, and strategic planning skills to support the School's initiatives and projects. The post holder will be responsible for overseeing project planning, development, and implementation, ensuring alignment with the university's strategic goals. They will manage budgets, coordinate cross-functional teams, and monitor progress to ensure timely completion. The post-holder will work closely with the Senior Responsible Officer (SRO) appointed by the university.

The role involves extensive stakeholder management, engaging with senior internal and external stakeholders, building strong relationships, and facilitating effective communication and collaboration. The post holder will also support the Deputy Dean for External Relations, assisting in developing and executing strategies to enhance the business school's external presence, representing the school at various events, and preparing necessary reports and presentations.

The post-holder will act as an ambassador for the business school, developing and implementing communication strategies to engage stakeholders and advocate for the school's vision and values. They will stand in for and represent the Dean, the COO and the school at university committees and forums. They will produce detailed, evidence-

based reports and assist senior managers in decision-making, project management, and business strategies, ensuring compliance with university policies and regulations.

Effective prioritisation, proactive issue resolution, and maintaining a comprehensive understanding of the university's operations are crucial for this role. The post holder will ensure that the Dean, SRO, COO and Chief Financial Officer (CFO) are well-briefed on relevant matters and challenges, and they will play a pivotal role in driving the success of the business school's strategic initiatives.

The post holder works collaboratively with senior staff at Oxford Saïd and across the collegiate University (Divisions, departments and colleges), and with senior personnel of external organisations. They will be involved in a number of strategic initiatives across the School as set by the Dean and Leadership Team.

The post holder will be part of a stimulating, challenging, and lean team, and will be based primarily at Park End Street offices though expected to be mobile within Oxford/UK and across the Business Schools existing office footprint.

Saïd Business School operates a hybrid working model and while there is some scope for flexibility, this role will require the postholder to work onsite on a regular basis.



## Responsibilities

### General Administration

- This role requires a clear overview of the School's operations, programmes and strategic aims and a good understanding of how the University and its offices operate.
- Prioritise multiple pressing issues effectively, and proactively resolving issues in a manner that befits the school.

### Project Leadership

- Lead the planning, development, and implementation of key strategic initiatives.
- Oversee the budgetary forecasting and administration of costs of initiatives and, where necessary, advise on these issues to inform high-level decisions.
- Coordinate cross-functional teams to ensure milestones are achieved.
- Monitor progress and implement necessary adjustments to ensure timely completion.
- Pre-empt issues, developing expert advice or options, in order to resolve issues which require the balancing of perspectives. Where possible, effectively resolve issues before they escalate.
- Ensure the Dean, SRO, COO and CFO are effectively briefed on any upcoming meetings and, where possible, internal and external challenges, that require their attention and awareness.

### Stakeholder Management and Communication

- Engage with senior internal stakeholders, including faculty, Pro Vice Chancellors, senior administrators, and other representatives.
- Build and maintain strong relationships with external stakeholders, including potential

donors in collaboration with the Director of Development.

- Organise and lead stakeholder meetings, providing regular updates and gathering feedback.
- Work effectively across complex networks of senior officers (including Pro Vice Chancellors, Heads of Department / Division, Heads of College and UAS functions), Divisions and departments, and within University governance structures) to deliver objectives, exercising sensitive judgement to negotiate and manage multiple perspectives.
- Develop and implement communication strategies to engage stakeholders and gain their support and commitment.
- Manage the dissemination of initiative-related information to ensure transparency and engagement.
- Communicate with senior managers throughout the decision-making, management and initiative implementation stages.
- Develop successful relationships with internal and external bodies to achieve successful engagement.

### Strategic Planning and Implementation

- Collaborate with university leadership to align on goals of each initiative with the university's strategic plan.
- Identify and mitigate risks associated with each initiative.
- Ensure compliance with university policies, regulations, and accreditation standards.
- Maintain a detailed understanding of the School's and Leadership Team's priorities, as well as knowledge of a broad range of specialised functions/topics in order to make informed decisions on operational and strategic issues.



## Support to Deputy Dean for External Relations

- Act as an ambassador for the business school, promoting its vision and values
- Assist the Deputy Dean in developing and executing strategies to enhance the business school's external relations.
- Represent the business school at internal and external meetings, conferences, and events.
- Engage with a wider range of external partners in industry, higher education and government to develop and promote partnerships aligned with the School's values and strategy.
- Prepare reports, presentations, and communications on behalf of the Deputy Dean.

## Communication and Advocacy

- Develop and implement communication strategies to engage stakeholders and gain their support and commitment
- Manage the dissemination of project-related information to ensure transparency and engagement.
- Where requested, attend meetings on behalf of the Business School, providing their input and point of view and feeding back to them.
- Produce succinct, evidence-based reports on a wide variety of issues as directed by the COO, DDoER or the Dean, including undertaking research and providing options and recommendations.
- Communicate with the Leadership Team, senior managers and key stakeholders throughout the decision-making, management and initiative implementation stages.

## Selection criteria

### Essential selection criteria

This is a senior role at Saïd Business School and we are looking for the following abilities and experience:

- An undergraduate degree (or preferably higher degree) or equivalent, with a high level of literacy and attention to detail.
- Experience of working in a large and complex organisation.
- Experience of working in Oxford or another leading university in a senior capacity.
- Strategic planning knowledge with ability to problem solve.
- Sound and mature judgement, with the ability to acquire quickly the knowledge to assess and prioritise demands.
- Ability to master a broad and varied portfolio and to juggle ever-changing priorities, coupled with the capacity to work under pressure and to tight deadlines. The ability to pick up complex topics quickly, absorb and analyse substantial detail and write authoritative and carefully reasoned reports and letters.
- Demonstrably versatile and innovative, with the ability to analyse and resolve complex issues at speed. Ability to work independently, under pressure and prioritise important tasks over others.
- A flexible approach, self-motivation and resilience to carry a heavy and diverse workload.
- The interpersonal skills to interact with confidence with people at a variety of levels of seniority and from a variety of cultures; the tact and judgement to deal with sensitive and confidential situations and with a wide range of people and to liaise with colleagues where work interests overlap. Tact and discretion in





dealing with extremely confidential or sensitive matters.

- Excellent oral communication skills, with the ability to communicate unwelcome or complex messages, negotiate effectively with colleagues across the University, and inspire confidence in a wide range of people at all levels, internally and externally.
- Excellent written communication skills, including the ability to draft correspondence, reports and minutes to a high standard and for different audiences. Ability to analyse, compile a large amount of data and come up with insights and results.
- Extensive experience of successfully working with, and influencing, a wide range of internal and external relationships. Ability to demonstrate collaborative working with a wide range of colleagues and a variety of approaches and personal styles.
- Experience of motivating, coordinating and ensuring proper time management.
- Experience of budget management.
- Project management and implementation experience.
- Good IT skills, including standard office applications, and a willingness to engage with new technology.

### Desirable selection criteria

- A passion for Oxford University's mission, and the mission of Saïd Business School in particular.
- An understanding of the collegiate University.
- A good understanding of the external context within which the University operates.
- Flexibility, with occasional weekend and evening work, and business travel required.

## 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.





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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