

RESEARCH SERVICES

Job Description

Job title	Head of EnSpire – University wide entrepreneurship Hub
Division	University Administration and Services
Department	Research Services
Location	Robert Hooke Building, Parks Rd, Oxford
Grade and salary	Grade 9
Hours	Full time
Contract type	Permanent
Reporting to	Director, Innovation & Engagement, Research Services
Vacancy reference	176042
Additional information	

The role

University of Oxford established [EnSpire](#) - the University-wide Entrepreneurship Hub in 2022 to serve as a central node to support and promote the development of the entrepreneurial ecosystem within and around Oxford University (OU). EnSpire focuses on coordinating and catalysing University-wide entrepreneurship training and support with key partners such as the Saïd Business School (SBS), Oxford University Innovation Limited (OUI), the University Careers Service and the academic divisions. EnSpire provides a unified and consistent channel of engagement internally to students and staff, but also externally, in collaboration with the Public Affairs Directorate, to local and global stakeholders interested in engaging with the OU entrepreneurship ecosystem.

[IDEA](#) - Increasing Diversity in Enterprising Activities is embedded within EnSpire and is high profile initiative that promotes a more equitable and dynamic entrepreneurial ecosystem.

We are now seeking an exceptional person to lead and develop EnSpire and IDEA building on the first two years of delivery. As an entrepreneurial self-starter, you will lead the team, deliver and develop the programme's activities in close collaboration with key stakeholders in academic divisions, central service units, and key ecosystem partners who form part of the wider virtual team. You will work closely with key academics (with the Academic Leads and the Academic Advisory Group) and professional service advisors (including the Pro-Vice-Chancellor (Innovation)), and entrepreneurship support staff, as part of a cross-institutional governance structure for entrepreneurship support.



The core work of the EnSpire and IDEA includes:

- Leading the University's implementation of the Entrepreneurship Review and Strategy (as per the University's Knowledge Exchange Strategy 2021-2025)
- Managing and further developing core programming (and delivery partners) for different target groups, ensuring the embedding of Equality, Diversity and Inclusion (EDI) principles, and specification of success metrics
- Managing staffing requirements and budgets, including supporting fundraising activities
- Further developing institutional community building and networking events, and managing communications
- Enhancing the university-wide collaborative spirit between key delivery partners
- Representation and advocacy on matters as they relate to entrepreneurship support
- Building external networks in the support of entrepreneurship with alumni, other universities, research funding bodies, and commercial partners.

Responsibilities

1. Provide strategic and operational leadership of the [EnSpire](#) and [IDEA](#), with responsibility for the development and delivery of its vision to convene, cohere and amplify support services for entrepreneurship and diversity in enterprise across the University.
2. Through close collaboration with key stakeholders across the University, deliver a model for EnSpire involving the core team that you lead, operating as part of an extended, virtual team including key delivery partners (specifically SBS, OUI, and the Careers Service), divisional enterprise and skills teams, the Equality & Diversity Unit, student societies, and external partners (such as Oxford Science Enterprises). Whilst these groups will operate in collaboration, they will remain operationally and for management purposes within their current management structures and locations.
3. Informed by knowledge of sector-leading approaches nationally and internationally, lead thinking and practice on entrepreneurship support and advocacy matters across the University to ensure high quality, strategically focussed activity and development provision.
4. Work in partnership with senior stakeholders (including PVCs, Divisional Heads and Registrars and Heads of Service) to agree institutional priorities for entrepreneurship support and develop EnSpire offering for the next stage.
5. Work collaboratively with the academic advisory group and its academic lead to deliver all strategic and operational objectives.
6. Advise the Research & Innovation Committee and other relevant committees in their strategic consideration of entrepreneurship support issues, in particular the development and implementation of suitable organisational policies.
7. Refresh the business plan and operating model for EnSpire. Working with delivery partners, design the mode of collaborative working of the wider virtual team.
8. Ensure the delivery of highly-effective and valued services through EnSpire, informed by the initial priorities set out above and as they develop over time.
9. Work with the Development Office and key stakeholders to identify key contacts, prospects and sources of income among funding bodies, philanthropic and commercial organisations, initiating and maintaining effective relationships with relevant organisations and individuals.

10. Play an active and influential role representing the University at a national and international level, establishing key senior contacts in the relevant external bodies, to enable influence and impact on entrepreneurship policy.
11. Other duties as reasonably assigned by the Director of Innovation & Engagement, Research Services or the Pro-Vice-Chancellor (Innovation) (or their nominees) when the need arises.

Selection criteria

1. Demonstrated management experience and achievement in entrepreneurship and enterprise promotion, facilitation and support. The ability to lead colleagues, creating a productive and collaborative team culture with a clear sense of direction and a focus on impact
2. A clear understanding of the entrepreneurship support agenda in the higher education sector and an ability to engage with sector-wide bodies to contribute to national/sector debates and influence impactful outcomes
3. Demonstrated evidence of being an effective self-starter, with the resilience and entrepreneurial skills to establish a new entity, building consensus with, and support from, key stakeholders
4. The ability to manage highly effective relationships with a range of stakeholders, understand their interests, establish mutual priorities in a climate of competing demands and engage with them to realise agreed priorities
5. First-rate communication, persuasion and listening skills, as well as a sharp analytical mind and an ability to think laterally, to communicate very effectively to clients and colleagues in writing and orally to a very high standard and to present a coherent argument
6. Experience of staff management with the demonstrated ability to support and develop staff and teams
7. A strong customer service ethos with experience in leading high-performing customer-facing teams and tracking and improving service performance.
8. Experience of managing operating budgets with evidence of achievement in securing funding from external sources.

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, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and 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. We received more income from external research funders in 2021/22 than any other UK university (over £715m) and ranked first in the UK for university spin-outs, with more than 200 spin-off companies created to date. 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

EnSpire

EnSpire is part of Research Services. Research Services is in the University Administration and Services (UAS) and works in partnership with the academic divisions and their departments and faculties to support Oxford's researchers.

Further information about Research Services can be found at researchsupport.admin.ox.ac.uk.

University Administration and Services

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: <http://www.admin.ox.ac.uk/>

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement should explain how you meet 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). Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** 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 departments.

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)

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, 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:

www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

From 1 October 2017, 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.

Benefits of working at the University

University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. 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 www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor. See: www.internationalstaffwelcome.admin.ox.ac.uk/

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 to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare

The University has excellent childcare services with 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 www.admin.ox.ac.uk/childcare.

Family-friendly benefits

The University subscribes to My Family Care (www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University's Staff Disability Advisor.

Staff networks

The University has a number of staff networks including the Oxford Entrepreneurship Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/

Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts. See www.admin.ox.ac.uk/personnel/staffinfo/benefits