

BLAVATNIK SCHOOL OF GOVERNMENT

Summary

Job title	Outreach and Engagement Officer (Executive Public Leaders Programmes)
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Walton Street, Oxford, OX2 6GG
Grade and salary	Grade 6: £33,832 - £39,705 per annum, dependent on experience. Pro-rated for part-time appointments
Hours	Full time. Part-time applicants (minimum 0.8 FTE) will also be considered
Contract type	Fixed-term for two years
Vacancy reference	176631
Reporting to	Outreach and Engagement Manager
Additional information	<p>The closing date for applications is 12 noon (UK time) on Monday, 2 December 2024.</p> <p>Interviews will take place during week commencing 9 December 2024 and will be held in-person.</p> <p>Candidates may be contacted before the application deadline for a brief preliminary conversation to clarify the role. We encourage early applications and advise not waiting until the closing date.</p> <p>This is a re-advertisement for the Business Development Executive position (Ref: 175764). We kindly request that previous applicants for this role do not reapply.</p>

The role

Owing to the continued success and growth of the Executive Programmes department, at the Blavatnik School of Government, the department has now been structured into three distinct pillars; Programme Delivery, Fellowships and Visitors, and Outreach and Engagement. The Outreach and Engagement function is essential to the School's



mission, ensuring the development of our global engagement strategy and the continued growth of the open enrolment executive programmes.

With the expansion of the Outreach and Engagement function, comes an exciting new opportunity for an Outreach and Engagement Officer to join the team. The Outreach and Engagement Officer will play a key role in providing a strong pipeline of applicants for all open enrolment executive programmes, conducting in-depth research on governments across the globe, to identify target audiences and organisations, and working closely with the marketing team on recruitment campaigns.

With a proven track record of success in a recruitment or client engagement role, the successful candidate will be an excellent communicator with a client and partner driven approach. The post holder will identify opportunities, build and maintain excellent working relationships internally; with the programme directors, faculty, external relations and alumni relations departments, and externally; with prospective partner organisations and programme participants. The School's Public Leaders Programmes attract the world's most senior public sector leaders, whose impact in their governments following the programmes is key to the School's mission. Expertise in managing global recruitment or outreach campaigns at a senior level and an understanding of the public sector is therefore essential.

Responsibilities

- Conduct in-depth research to identify key public sector organisations for potential partnerships, and work with the Head of Outreach and Engagement on tailored engagement strategies to connect with decision-makers within these organisations
- Present the portfolio of programmes to external audiences, using a variety of routes including via the web, email, social media, telephone, client meetings, events, presentations and personal networking.
- Recruit high-calibre global applicants for open enrolment executive programmes, with an expectation of meeting an agreed target of participants for each programme.
- Collaborate closely with the marketing team to ensure outreach efforts target the most relevant industries, regions, and demographics.
- Understand and nurture the public sector networks within other areas of the School, becoming familiar with other departmental workstreams and connecting them, where relevant, to executive programmes.
- Proactively conduct in-depth research on job titles and target audience profiles, that align with programme portfolio offerings; working with the marketing team to develop a pipeline of these potential participants.
- Build and maintain a pipeline of qualified leads through systematic outreach, nurturing, and relationship management.
- Convert qualified leads and work with the Admissions Executive to deliver the admissions process; including application management, scheduling interviews, and the offer process.

- Develop and maintain expertise about the market to ensure that the School's executive programmes remain competitive, generating reports for the Head of Outreach and Engagement and faculty.
- Support the team's work on alumni engagement, nurturing referrals and leads, working closely with the School's Alumni Relations Team.
- Be a 'key user' in the CRM project team, working closely with the Project Manager on the implementation and ongoing management of a Schoolwide CRM.
- Contribute to the management of the Executive Programmes marketing budget.
- Be a collaborative member of the executive programmes team and provide ad hoc support to other colleagues where needed.

Selection criteria

Essential selection criteria

1. An undergraduate degree, or equivalent related work experience.
2. Demonstrated success in a recruitment or outreach role, with demonstratable ability to identify, establish and maintain relationships across multiple stakeholder groups on a global scale.
3. Expertise in managing global recruitment or engagement campaigns at a senior level.
4. Excellent written skills with the ability to develop high quality, accurate and consistent outreach and recruitment materials.
5. Experience or interest in working in public sector and liaison with global senior government officials and leaders.
6. Excellent oral communication skills with experience of presenting to external audiences, both over Teams and in-person, in formal and informal settings.
7. Experience of using CRM software to track business development activities.
8. Evidence of cultural awareness and experience of working with customers from a diverse range of backgrounds.
9. Demonstrated ability to build relationships with a variety of stakeholders.
10. A proactive, self-starter who is able to collaborate where necessary, but also work independently and with initiative.

Desirable selection criteria

1. Experience of working in Higher Education and/or with high-level government officials.
2. Experience of marketing, sales or development of executive or commercial training programmes.

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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.

The Blavatnik School of Government

Our vision is of a world better led, a world better served and a world better governed. We are a global school committed to improving the quality of government and public policymaking worldwide, through three routes: teaching current and future leaders; applied research; and engagement with government and practitioners.

The School was founded in 2010 and our founding dean is [Professor Ngaire Woods](#). We admitted the first 38 Master of Public Policy (MPP) students in 2012 and we currently accept around 140 MPP students and around eight doctoral students a year. We also accept a small group of students for our MSc in Public Policy Research.

The Blavatnik School of Government holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all. You can find more information on the [Blavatnik School of Government's website](#).

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)

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 HR team directly on recruit@bsg.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 including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme which is available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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 have excellent childcare services, including five University nurseries as well as places at many other private nurseries. See <https://childcare.admin.ox.ac.uk/>

We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

Supporting disability and health-related issues (including menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBTQ+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>