Job Description

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Summary

Job title	Head of Digital Governance Unit (Interim)
Division	University Administration Services
Department	Digital Governance Unit
Location	Central Oxford
Grade and salary	Grade ALC6- Competitive Salary
Hours	Full time or Part time at a minimum of 0.8FTE
Contract type	Fixed-term contract or Secondment for 12 months
Reporting to	Anne Trefethen, Pro Vice Chancellor for Digital and People
Vacancy reference	176635
Additional information	*This vacancy is for internal and College applicants only, secondments considered*

The role

A key strategic priority for the University of Oxford is to preserve its unique place in the world by being digitally fit for the future. Oxford has embarked on a high-profile multi-year digital transformation journey to harness the power of digital and AI capabilities to evolve the institution's culture, processes, and technology. Across collegiate Oxford, we aim to make it possible for students and staff in all roles to realise their fullest potential in the digital era.

The creation of Oxford's new Digital Governance Unit (DGU) is a vital step in realising our digital ambitions. Over the next five years, the DGU will enable the institution to transform how it delivers digital services. Primarily, the DGU will:

- help embed Oxford's new digital governance framework and delivery model to better align investments with Oxford's strategic priorities;
- enable the shift to a more agile continuous improvement delivery approach which keeps end-users at the heart of digital services; and
- through partnership and collaboration, nurture Oxford's culture to help deliver University shared infrastructure services.

To help us make Oxford's digital ambitions a reality, we are now looking for a Head of the Digital Governance Unit (DGU). This position is offered as either a fixed term contract or secondment for a period of 12 months on an interim basis whilst the substantive post holder in on secondment. You will

report to the Senior Responsible Officer (SRO) for the digital transformation programme, Professor Anne Trefethen, and will have responsibility for the new DGU.

This role requires a dynamic leader with a compelling blend of strategic thinking, organisational change management, and interpersonal skills. There will be a strong emphasis on using soft power and contextual intelligence to inspire teamwork and unity across the collegiate University.

The successful candidate will shape the vision and lay the foundations for a department that fosters collaboration, drives digital governance, and aligns with the institution's digital ambitions.

The focus for this role in the first 12 months will be on the formative stages of the unit: bringing together cross-functional teams, defining processes, and establishing the core principles, culture, and operational structure of the DGU.

Background and context

A new digital governance framework has been introduced at the University in the last twelve months that shifts the focus of digital delivery to a partnership model led by business need. The new governance has created a set of Digital Portfolio Committees that are responsible for Education, Research, Administration, Engagement and Dissemination and Technology portfolios of digital services and platforms. The DGU is a newly established governance function designed to support alignment, coordination, and monitoring across these portfolio structures.

It is a new department at the University of Oxford, within UAS, created to support all matters related to governance of central digital investments and activities and supporting the cross-cutting requirements and initiatives for new digital governance and portfolio structures.

The aim of the DGU is to provide the oversight to support the alignment and coordination of activities across digital whilst providing assurance to the Information and Digital Committee (IDC) and Portfolio Committees, promoting consistency, adherence to policy and standards and good practice across portfolios and service streams.

The DGU's core functions include architecture and solution design, governance, assurance, incubation and support of cross-portfolio initiatives and monitoring and reporting to IDC. Working with key stakeholder groups it is responsible for drafting policies and creating standards, ensuring adherence to governance structures, and maintaining the University's Digital Risk Register. Additional responsibilities include the DGU champions innovation, acting as an incubator for cross portfolio activities, developing digital skills, and promoting digital services and the opportunities they offer. Fundamental Digital initiatives will be anchored in the DGU and it will be the home of cross-cutting initiatives such as enterprise service management, customer relationship management, digital accessibility and digital sustainability.

This is a fantastic opportunity to be part of something new and help shape the future of Digital at Oxford. If you would like an informal chat about the role, please contact Anne Trefethen anne.trefethen@admin.ox.ac.uk

Responsibilities

Key Responsibilities

1. **Strategic Leadership**
   o Develop and implement a clear roadmap for the formation of the DGU, setting objectives, priorities, and success metrics for the first 12 months.
   o Build a cohesive vision for the unit, ensuring alignment with organisational strategy and future-proofing governance structures.

2. **Stakeholder Engagement**
   o Facilitate collaboration across departments, engaging stakeholders at all levels to secure buy-in and foster alignment.
   o Serve as the primary point of contact for cross-functional groups, ensuring consistent communication and understanding of the DGU's mission.

3. **Team Building and Culture Development**
   o Assemble a multidisciplinary team by identifying talent and establishing roles and responsibilities.
   o Promote an inclusive, collaborative culture with an emphasis on innovation, adaptability, and resilience during change.

4. **Organisational Change and Transition Management**
   o Lead on managing the transition to a fully operational DGU, recognising and addressing cultural and organisational challenges.
   o Ensure processes are designed to integrate seamlessly with existing structures while supporting long-term adaptability.

5. **Governance Framework Design**
   o Establish initial policies, procedures, and governance frameworks for the digital landscape.
   o Identify and implement tools and methodologies to monitor and evaluate the DGU's performance.

Selection criteria

Essential selection criteria

- Proven experience in leading organisational change, especially in forming new teams, units, or departments.
- Strong understanding of governance structures, digital compliance, or digital transformation processes.
- Demonstrated ability to engage with diverse stakeholders and build consensus in complex environments.
- Ability to create a compelling vision and actionable roadmap.
- Experience in managing teams, inspiring collaboration, and navigating ambiguity.
- Exceptional communication, empathy, and relationship-building capabilities to manage change effectively.
- Skilled in planning, executing, and evaluating projects on time and within scope.
- Degree or equivalent professional qualification in a relevant field (e.g., Business, Management, Digital Governance) or equivalent level of experience.
- Change management or organisational development certification (preferred).
- Maintain and monitor the university's Digital Risk Register, ensuring timely action on risk mitigation.
- Provide assurance to the IDC and Portfolio Committees on the adherence to governance frameworks.

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.

University Administration and Services (UAS)

University Administration and Services (UAS) is the collective term for the professional services 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

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 recruiting department directly hr@it.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.