

## Job Description

### Summary

<b>Job title</b>	Uehiro Oxford Institute Manager
<b>Division</b>	Humanities
<b>Institute</b>	Uehiro Oxford Institute
<b>Location</b>	Uehiro Oxford Institute, Littlegate House, St Ebbe's St, Oxford OX1 1PT
<b>Grade and salary</b>	Grade 9: £55,636 - £64,228 per annum
<b>Hours</b>	Full time (part time arrangements (80% FTE) may be considered)
<b>Contract type</b>	5-year fixed term contract
<b>Reporting to</b>	Humanities Divisional Registrar and Chief Operating Officer
<b>Accountable to</b>	Director, Uehiro Oxford Institute
<b>Vacancy reference</b>	178171

### The role

This is an exciting time to join the newly formed Uehiro Oxford Institute (UOI), and the successful candidate will be expected to work closely with the inaugural Director in the delivery of the Institute's strategic aims and in developing strategic and financial plans, a governance framework and the operational procedures required for this new academic entity.

The Uehiro Oxford Institute Manager is the leader of the professional services team and plays a central role in the management of the Institute, taking responsibility for implementation of the Institute strategy and oversight of major projects. You will be responsible for the effective and efficient non-academic management and administration of the Institute, supporting its academic mission and enabling the statutory responsibilities of the Director to be fulfilled.

You will be an accomplished and effective communicator, with strong mediation and negotiation skills, providing high quality support to a wide range of stakeholders (including academic staff, researchers, students, external visitors and partners), and building and sustaining relationships with other key stakeholders including the donor Foundation, the Humanities Division and the University.

This is a pivotal role which would especially suit someone with experience of leading project work in the startup or growth phase of a new academic entity.

You will ensure that there is full alignment, subject to resource constraints, between the management of support functions of the Institute and the academic priorities for research, teaching and public engagement as identified by the Director and Institute Management Committee. You will advise the Director of potential operational and strategic problems, offer sound solutions and implement the resulting decisions. In addition to the Institute Director, you will work closely with other senior officers, including the Deputy Director, the Director of Research, the Director for Public Philosophy and the Director of Studies.

The Institute's core professional services team currently comprises five staff covering Research Facilitation, Public engagement, Communications and Events, and Operations and Office Management. Finance, HR and IT services are provided by the Division shared services and the MSt in Practical Ethics is currently administered by Oxford's Continuing Education Department. A key task, as part of the transition, will be to review the current structure and administrative arrangements to ensure they are organised to provide resilient and effective services to support the academic mission.

On a day-to-day basis, you will report to the Institute Director. You will also have a professional reporting line through to the Divisional Registrar in the Humanities Division.

As an indication of the breadth and depth of the role, some significant areas that are likely to be priorities for the Manager following appointment are:

- Working with the Institute Directors to develop a strategic and operational plan for the UOI, including development of annual budgets and growth plans to maximise the opportunity provided by the Uehiro Foundation on Ethics and Education in support of seeking answers to the fundamental questions posed by the Institute on how humans should act and live in the world today.
- Leading on the development and implementation of appropriate governance arrangements to support the implementation of the Institute's strategic goals.
- Working with the Institute Director to pursue opportunities related to a potential dedicated building for the new Institute.
- Supporting the Directors in the development and introduction of an academic management structure and development opportunities for the Institute's research staff at all stages of their careers.
- Working with the Director of Research and research support staff to develop the success of the Institute in growing research income and Institute-held grants, and the support given to research staff.
- Developing and implementing appropriate administration structures and resources to support the Institute.

## Responsibilities

1. Working with the Director you will be responsible for the development and implementation ongoing review of the UOI strategic and operational plans.
2. You will have overall responsibility for the financial management of the UOI, ensuring that funds are appropriately and effectively spent in support of the strategic aim and ambitions of the Institution, that appropriate reporting is in place in line with University and Divisional requirements and ensuring compliance with financial regulations.
3. You will be responsible for actively researching and developing new business opportunities, research funding streams and/or philanthropic donations in line with the ethos and strategic aims of the UOI.
4. You will be responsible for effective governance of the Institute, including servicing the Institute Management Committee and producing annual reports to the Committee, University and the Uehiro Foundation on Ethics and Education.
5. You will be responsible for the maintenance of systems and procedures to support compliance with key University rules and policies, including Health and Safety, Information and Data Security; GDPR.
6. You will be responsible for leading the professional services team in support of the Institute's strategic objectives in research and teaching, ensuring that there is continuous improvement of administrative systems and procedures in the context of developing and growing the Institute.
7. You will be responsible for ensuring that a robust operational frameworks and procedures are in place across all staff groups within the Institute in relation to recruitment, induction, appraisal and staff development, and in compliance with relevant regulations and employment legislation.
8. You will be responsible for managing and sustaining key relationships for the Institute. This will include building and maintaining relationships with the Faculty of Philosophy, Continuing Education and other partner departments or faculties, senior colleagues in the Humanities Divisional Office, and the wider University.
9. You will be expected to work collaboratively with the Division and other providers to support the development of shared services that work effectively for the Institute and other units across the Division.
10. You will be expected to represent the Institute and/or Division at Divisional and University committees and working groups and undertaking any other duties commensurate with the grade of the post, as directed by the Institute Director or Divisional Registrar.

## **Selection criteria**

### **Essential**

1. An honours degree or equivalent experience, and evidence of very strong intellectual and analytical skills.
2. Extensive experience in a senior management position in a complex organisation.
3. Significant experience of personnel management involving diverse workforce, including a proven commitment to equality, diversity and inclusion.
4. Proven ability to lead, to manage change and strategic projects; to build trust, and to foster a team-based approach.
5. Experience of successfully setting and managing budgets of a substantial size and complexity, and of financial planning, including the provision of strategic and operational advice on planning/resource allocation in the delivery of strategic goals. This will be underpinned by the ability to present and interpret complex financial data.
6. The ability to handle and prioritise a complex portfolio in a challenging environment, to show equally high effectiveness in contributing to strategic thinking and in undertaking key operational tasks.
7. The ability to communicate effectively both orally and in writing, and gain the confidence of a wide range of people, both within and outside the University. This will include academic staff, senior University officers, and all grades of administrative and support staff, as well as visitors, prospective students, and donors.
8. Highly-developed negotiating and interpersonal skills, and the ability to demonstrate a diplomatic and consensual approach to problem-resolution allied with an understanding of highly sensitive and confidential matters.
9. The ability to come up with innovative solutions to complex problems.

## **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](http://www.ox.ac.uk/about/organisation).

## Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, each with a full-time Head and elected Board. The Humanities Division is distinctive for its depth and breadth. Its activity spans nine faculties, one School and two independent research institutes: the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian & Middle Eastern Studies; Philosophy; and Theology and Religion; the Ruskin School of Art; the Rothermere American Institute and the Voltaire Foundation. Interdisciplinary links within and beyond the University are strong, extending to the social sciences, medical sciences and the natural and physical sciences.

One of the largest centres for Humanities internationally, with over 800 members of academic and research staff, the Division offers world-class research and teaching, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, the Pitt Rivers Museum, the History of Science Museum and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study and digital Humanities.

The outstanding quality of Humanities research at Oxford is recognised globally. This reputation for research excellence contributes to the University coming top of several international rankings for Arts and Humanities, including the US News and World Report rankings and the QS World University Rankings by Subject. The Division's faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Division has responsibility for over 4,000 undergraduates (a third of the University's total undergraduate population), and for over 2,000 postgraduate students (over 1,100 doctoral students and some 900 Master's students). Twenty-nine undergraduate courses are offered in Humanities subjects, seven of which are offered jointly with the other academic divisions. The Doctoral and Master's

programmes offered are distributed across all of the Division's faculties, along with a suite of Master's courses offered with the Social Sciences Division and a growing portfolio of Master's courses that draw from across the Humanities. The Division is part of the Open-Oxford Cambridge AHRC Doctoral Training Partnership. The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, supported by a £185 million gift to create the Stephen A. Schwarzman Centre for the Humanities.

For more information please visit: <https://www.humanities.ox.ac.uk/home>

## The Uehiro Oxford Institute

Established in 2024 through a generous benefaction from the Uehiro Foundation on Ethics and Education, the Uehiro Oxford Institute aims to advance well-being and global harmony by fostering world-leading research on the most important ethical questions, and by research-led assistance in ethical decision-making outside the Institute.

The ultimate concern of the Institute will be the ethical question of how we should act and live in light of the great challenges faced by humanity. We see this question as ultimately philosophical, and so the Institute will have especially close links with philosophy, and in particular the philosophers and the Faculty of Philosophy at Oxford. But properly to understand these challenges, and to develop solutions to them, requires expertise from many disciplines. Our research staff will therefore include experts from a range of relevant disciplines, and will engage closely with researchers in the humanities, including literature, art, and history, as well as medical, natural, and social sciences.

With a current core staff of 20 research fellows and 6 administrative staff members, the Institute has ambitious plans to double in size over the next three years with further growth expected in subsequent years.

## 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.

If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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## 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).

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## 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 Institute directly at [laura.gibbs@humanities.ac.uk](mailto:laura.gibbs@humanities.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 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 70<sup>th</sup> 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, flexible working options, 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, 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](http://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

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

### Supporting disability and health-related issues (inc 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, LGBT+ 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](http://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>