

Summary

Job title	Project Administrator – Hypersonics Group
Division	Mathematical, Physical and Life Sciences Division
Department	Engineering Science
Location	The Oxford Thermofluids Institute, Southwell Building, Osney Mead, Oxford, OX2 0ES
Grade and salary	Grade 6: £34,982 - £40,855 per annum
Hours	Full time
Contract type	Fixed term (3 years)
Reporting to	Hypersonics Research Manager – Kathryn Scott
Vacancy reference	178448
Additional information	Relocation expenses will not apply to this post. This role will not attract sufficient points to obtain a sponsored skilled worker visa under the points-based immigration system, however applications are welcome from candidates who don't currently have the right to work in the UK, but who would be eligible to obtain a visa via another route.

The role

The post holder will provide PA, administrative and financial support to the Hypersonics Group working with the Hypersonics Research Manager. This will include complex diary management, full travel arrangements and ensuing day-to-day organisation of items of business for the Chair of Hypersonics and the Hypersonics Group, working closely with the colleagues within the Group and the Department.

The post holder will also assume responsibility for the administration of designated research projects, specifically in relation to financial and operational management. This will include preparing financial reports to meet funder requirements; reviewing expenditure on projects to ensure they are eligible; and updating project budgets to understand recruitment and expenditure needs. Other roles will include purchasing and arranging and participating in meetings and events with partners, funders, and stakeholders. The post holder will ensure projects are delivered successfully to budget, and administrative aspects are completed to the satisfaction of the department and funder. It is essential that the post holder has well-developed problem-solving skills and the ability to work independently with minimal supervision.

In addition, the postholder will be a key contact who will fully understand grant terms and conditions in detail when processing requisitions and expense requests while ensuring that compliance is observed.



Responsibilities

PA and Group support

- Manage the diary of the Chair in Hypersonics, using initiative to make considered judgements when juggling the demands placed on their administrative, leadership, teaching and research schedule.
- Act as the first point of contact for students, staff and visitors to the Hypersonics group. Respond to general enquiries interpreting university and external regulations as appropriate and dealing effectively with all correspondence (e.g., post, telephone calls and emails), diverting such correspondence to other staff where appropriate.
- Provide general administrative support to the Hypersonics group. Make arrangements for keys, card and building access. Take responsibility for the administration of space resource and seating plans. Maintain space and asset information for the group.
- Support the team with recruitment activity, liaising closely with the departmental HR team. Ensure all visitors have the correct visas for their visits.
- Ensure all new members of the group have an appropriate induction into the group. Liaise with IT for equipment for new starters. Liaise with HR and Student Administration over staff and student leavers, ensuring departmental equipment is returned and access removed.
- Support managers in the Hypersonics Group with scheduling PDR/CDR meetings with their direct reports.
- Maintain information on the group website and ensure it remains up to date. Collate and forward news and events for publication to the department Communication Officer. Support project specific websites and databases for individual academics as required.
- Make complex travel and accommodation arrangements for UK and international travel ensuring the value for money concept is followed and keeping stakeholders updated on any flight, accommodation, visa and insurance booking processes.
- Organise arrangements for meetings, workshops, small conferences, training and events including arranging catering, room bookings, travel and liaising with external venues.
- Provide full administrative oversight on all financial arrangements. Complete and proof expense claims, raise requisitions, manage invoices and subscriptions and ensure that financial records are promptly updated and available. Support work on more complex procurement working closely with the departmental Finance team.
- Maintain, review and improve as appropriate, record keeping and office filing systems. Follow standard administrative procedures and set up new office systems as required. Remind staff and students in the group to complete required training e.g., annual information security training.
- As required, support the Chair in Hypersonics in managing sensitive issues considering the most appropriate communication method when situations are of confidential nature, working with the departmental HR office as necessary.
- Understand and follow good principles of information management including GDPR requirements.
- As required support the Chair in Hypersonics or the group more generally to collect or maintain data, manage and report on action plans, obtain and act on feedback. Create and maintain spreadsheets and other data tables. Research and prepare information as needed.

Financial Administration of grants

- Support academics in the day-to-day monitoring of expenditure on research grants as requested by the Hypersonics Research Manager.
- Assist the Group in monitoring end of fixed term contracts for researchers and update future staff planning documents where appropriate.
- Create procurement plans where needed; liaise with the Department's procurement officer and ensure that all procurement follows University policy, provides value for money and is completed within appropriate timescales.
- Understand and advise on the financial and administrative regulations of the funder(s).
- Ensure that the correct coding is used for all expenditure on grants and projects and that all costs on grants are in accordance with funder terms and conditions.
- Respond to audit queries as requested by the Hypersonics Research Manager.

Operational Administration of grants

- Organise and attend research project meetings, including arranging travel and accommodation, conference calls, generating supporting information for the meetings and taking minutes/actions as appropriate.
- Support academics in reporting on the completion of research activities to funders and collaborators. Collect data and help prepare monitoring reports.

General

- Work closely with academic staff and their teams and be proactive in providing the necessary administrative support.
- Develop successful working relationships with academic and support staff across the department and in the wider University.
- Take part in the Departmental PDR process.
- Any other duties that are commensurate with the post.

Selection criteria

Essential selection criteria

- Degree level or equivalent experience
- Previous PA experience at a senior level, or similar
- Experience of diary management and managing administrative processes, including making complex travel arrangements.
- Experience of organising complex meetings potentially involving overseas participants.
- The ability to organise and prioritise a varied workload efficiently in order to meet deadlines, coping with unpredictable volumes of work without supervision.
- Excellent skills in office IT systems and Microsoft 365 applications, including email, word processing, databases, along with an ability to deal with changing office technologies.

- The ability to communicate effectively and to a very high professional standard in writing as well as orally, including an excellent telephone manner and a proven ability to effectively deal with highly influential external contacts.
- Excellent interpersonal skills and proven ability to build effective working relationships with immediate colleagues and to deal appropriately with a wide range of contacts including senior academics, clinicians, students and other university staff.
- Ability to learn new information quickly and to assimilate complex information.
- Experience of working on confidential matters; tact and discretion.
- Experience of using financial information systems (e.g. Oracle Financials).

Desirable selection criteria

- Previous experience of working in a university, research or NHS environment.
- Knowledge of maintaining and editing websites
- Experience of events organisation.
- Experience of administration or project management and financial management in a research environment

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.

Hypersonics Group

The Hypersonics group at Oxford was established nearly 50 years ago. It currently consists of more than 40 members and delivers the Hypersonics components of the undergraduate course, including lecture courses, laboratories, group project work and individual projects. Academics also provide postgraduate teaching to the Centres for Doctoral Training in Autonomous Intelligent Machines and Systems (AIMS) and Engineering Biology CDT (EngBioCDT).

The research undertaken within the group spans both theory and applications and is carried out in collaboration with other groups within the Department, other Departments, both within Oxford and with other universities worldwide, and with industry. The group is currently hosting the EEBio Programme Grant, on the Efficient Engineering and Hypersonics of Predictable and Reliable Biosystems, as well as many other national and international collaborations. Please visit <https://eng.ox.ac.uk/Hypersonics/> for the most recent information on the Oxford Hypersonics group.

Engineering Science Department

Engineering teaching and research takes place at Oxford in a unified Department of Engineering Science whose academic staff are committed to a common engineering foundation as well as to advanced work in their own specialties, which include most branches of the subject. We have especially strong links with computer science, materials science, and medicine. The Department employs 140 academic staff and has around 770 research students, 700 undergraduates and 200 researchers at any one time. Our research and education activities are supported by over 230 Professional and Technical staff.

Direct funding of research grants and contracts, from a variety of sources, amounts to an annual turnover of approximately £73m, of which research grant income is approximately £34m. Research activities fall into 8 broad headings, though there is much interdisciplinary research in practice: Information Engineering (Robotics, Computer Vision and Machine Learning); Control; Thermofluids; Materials and Mechanics; Civil and Offshore; Electrical and Optoelectronic; Chemical and Process; and Biomedical.

Research Excellence

The results of the seven-yearly UK-wide assessment of university research, REF2021, published on 12th May 2022, demonstrate that the University of Oxford made the highest volume of world-leading research submissions. The Department of Engineering Science had 71% of submissions which met the requirements for the highest grading of 4*(research that is world-leading in terms of originality, significance, and rigour).

Teaching

Each year 170-180 new undergraduates start the 4-year course leading to the MEng degree in Engineering Science. The course is accredited at MEng level by the major engineering institutions. The syllabus has a common core extending through the first two years, with specialist options introduced in the third year, and the fourth year offering further specialist material and a major project.

Working for the Department

The Department of Engineering Science is a diverse, inventive, and dynamic place to work. There are many benefits to working for the University of Oxford, including flexible working arrangements, competitive benefits including a contributory salary scheme, travel discounts, and attractive family policies, as well as many training and self-development opportunities and a wealth of support for mental health and work-life balance.

The Department holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all. We have an active Equality and Diversity Committee who evaluate our position and help formulate plans to take us forward.

Researchers are supported via training, a researcher committee, regular events, career development support and opportunities to develop science communication and other useful skills. We have a well-established and active Women in Engineering network which fosters a supportive community for women engineers across various disciplines, organizes engaging and inspiring events for all.

Further information about the Department is available at www.eng.ox.ac.uk/about/.

The Mathematical, Physical, and Life Sciences Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. In the results of the six-yearly UK-wide assessment of university research, REF2014, the MPLS division received the highest overall grade point average (GPA) and the highest GPA for outputs. We received the highest proportion of 4* outputs, and the highest proportion of 4* activity overall. More than 50 per cent of MPLS activity was assessed as world leading.

The MPLS Division's 10 departments and 3 interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research addresses major societal and technological challenges and is increasingly focused on key interdisciplinary issues. MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. We have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships

We have around 6,000 students and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (<http://www.oxfordsparks.net/>) and a large variety of outreach activities. We also endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: <http://www.mpls.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/three** 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:

recruitment@eng.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**, which with effect from 1 October 2023 will be 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 dependents. 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.