

BLAVATNIK SCHOOL OF GOVERNMENT

Summary

Job title	Executive Director (Oxford Programme for Cyber and Technology Policy)
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Walton Street, Oxford, OX2 6GG
Grade and salary	Grade 8: £48,235 - £49,649 per annum, depending on experience
Hours	Full time
Contract type	Fixed-term for one year, with the possibility of extension subject to external funding
Reporting to	Director, Oxford Programme for Cyber and Technology Policy (OxCTP)
Vacancy ID	179155
Additional information	The closing date for applications is 12 noon (UK time) on Wednesday 23 April 2025.

The role

The Blavatnik School of Government is seeking an outstanding executive director to provide academic, research, and innovation leadership and development for the newly established Oxford Programme for Cyber and Technology Policy (OxCTP). This individual will have extensive experience in strategy, policy engagement, fundraising, and conducting sophisticated research on AI governance, AI and national security, and other aspects of technology policy.

As the key driver of OxCTP, the Executive Director will lead and manage a new research initiative designed to help governments navigate the digital frontier through the responsible adoption of emerging technologies. The programme's initial focus is on AI and cyber security, supported by a research initiative funded by Open Philanthropy that explores how governments can collaborate with frontier AI organisations to protect advanced AI systems from cyber theft. OxCTP also convenes a Global Tech Policy Seminar Series, bringing together leading academics, policymakers and industry experts



to address evolving global challenges, ranging from cyber trends and data privacy to the risks of cloud concentration and the role of AI in national security.

This is a key senior leadership role within OxCTP. The Executive Director leads and oversees the overall programme's research projects, ensuring effective management of timelines, priorities, and sequencing. They will lead the planning, coordination, implementation, and monitoring of projects, as well as public outreach and dissemination efforts. In close collaboration with the director and relevant partners, the post holder will ensure each project meets established deadlines, aligns with stakeholder needs, maintains rigorous standards for academic excellence, and achieves its intended objectives. Responsibilities include line-managing a growing research team, collaborating across cross-functional teams within the School and wider University, and driving public outreach and dissemination efforts. The executive director will report to the director of OxCTP and play a central role in shaping the programme's strategic research agenda, thought and innovation leadership, and long-term impact.

This position is fixed term for one year, with the possibility of extension subject to external funding.

Responsibilities

Lead academic and team research

- Lead the research project on AI security, with responsibility for undertaking substantial individual research on AI and cyber security and directing and supervising the research of team members, ensuring methodological rigour, timely publication, academic excellence, and real-world policy relevance.
- Develop a strategic research plan, analyse detailed and complex qualitative and/or quantitative data from a variety of sources, and generate original ideas by building on existing concepts.
- Act as line manager for a small but growing team of Research Officers and Assistants, setting objectives, delegating tasks, and providing coaching on specialist research methodologies.
- Offer expert guidance on complex interdisciplinary issues at the intersection of law, ethics, and policy as applied to emerging technologies.
- Produce and edit policy reports, peer-reviewed articles, and other forms of analysis that directly inform high-level government decision-making.

Direct programme of work

- Provide overall oversight of OxCTP's research projects and work streams, shaping its strategic agenda, project timelines, and deliverables. Manage the research group's strategic plans, outputs, and writing of group-funding applications for new research projects.
- Identify and pursue research funds through innovative grant applications, and manage a research budget in support of OxCTP's evolving initiatives.
- Lead and manage the Global Tech Policy Seminar Series and other high-level events, including by recruiting leading experts and ensuring effecting implementation, in coordination with the School's events and communications teams.
- Organise and lead convenings to achieve stakeholder alignment, test and refine theories, and disseminate research findings.
- Initiate, develop, and lead collaborative projects with colleagues in partner institutions and relevant research groups.
- Liaise with stakeholders to ensure project outcomes align with projected benchmarks, maintaining regular communication to refine objectives and maximise impact.
- Represent OxCTP at external meetings, conferences, and high-level policy venues.

Drive academic, research, and innovation initiatives

- Drive the overall vision for OxCTP with the Director, aligning leading scholarship with cutting-edge technical research on AI and cyber security.
- Champion a culture of innovation, encouraging novel methodologies and interdisciplinary approaches that push the boundaries of AI and cyber security research.

- Ensure integration of OxCTP's work within the School's broader teaching and research agenda, coordinating closely with faculty and researchers to maximise synergy.
- Serve as a key liaison with University-wide initiatives and external advisory bodies, offering expert input on emerging issues in AI, cyber security, and digital governance.
- Promote thought leadership on technology policy within the University of Oxford and globally.

Selection criteria

Applications will be judged only against the criteria that are set out below. Applicants should ensure that their application shows very clearly how their skills and experience meet these criteria.

Essential

- Hold a doctorate in Public Policy or a related field.
- Possess significant professional experience, including suitable senior-level government service (e.g., senior analyst or team lead).
- Appropriate to career stage, have a strong record of publishing policy analysis on AI governance, AI and national security, and related technology issues.
- Possess sufficient specialist expertise to navigate the intersection of law, ethics, and policy as applied to emerging technologies.
- Experience managing a team, including responsibility for performance and professional development.
- Proven ability to lead complex interdisciplinary projects, ensuring timely and high-quality outputs.
- Demonstrated ability to fundraise for research projects on AI or cyber security (e.g., successful grant proposals or philanthropic gifts).
- Demonstrable ability to collaborate and work collegially across the organisation with excellent interpersonal skills.
- Experience in policy engagement and familiarity with US and UK policymaking processes.
- Experience handling sensitive or confidential information, particularly in government or research contexts.

Desirable

- Knowledge of how global security trends intersect with emerging technologies, offering insights into geopolitical risks and opportunities.
- Experience managing a research budget in an academic or policy-focused environment.
- Proficiency in one or more foreign languages, supporting international collaboration and outreach.
- Previous experience working at the University of Oxford or at a Higher Education Institution.

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.

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.

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, 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 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.

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>