

Job Description



HUMANITIES DIVISION

Job title	OOO DTP Training and Placements Manager (Parental Leave Cover)
Division	Humanities Division
Location	Radcliffe Humanities, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 7: £38,674 - £46,913 per annum
Hours	Full-time (for suitable candidates 0.8FTE will be considered)
Contract type	Fixed-term: nine months in the first instance to cover a period of parental leave of the substantive postholder.
Reporting to	Open-Oxford-Cambridge AHRC Doctoral Training Partnership Manager
Vacancy reference	179166
Additional Information	<p>Closing date for applications is midday on Wednesday 14 May 2025. Shortlisting is expected to take place the following week and interviews held the week commencing 2 June 2025.</p> <p>The post is expected to start from 1 September 2025.</p>

The role

The Open-Oxford-Cambridge Arts and Humanities Research Council Doctoral Training Partnership (OOO DTP) brings together the three universities to provide funding and high-quality training to doctoral students in the Arts and Humanities. Supported by strategic partnerships with the BBC World Service, the National Trust and British Telecom, the DTP aims to foster the next generation of leaders in the Arts and Humanities sector through an innovative and student-centred programme of training. An opportunity has arisen for an experienced individual to join the OOO DTP team to support the successful development and delivery of this programme.

An exciting and challenging role, the OOO DTP Training and Placements Manager is responsible for the day-to-day and longer term management of the DTP's researcher development events and activities. Working closely and collaboratively with academic and professional services colleagues across the three universities and with external partners, you will coordinate, promote and evaluate the DTP's programme of training and its small grants and placement schemes. In addition, you will support existing relationships with the DTP's strategic partners, and, where appropriate, develop new relationships with a view to engaging partners in the delivery of training and/or the provision of placements.



Athena Swan
Silver Award



Race Equality Charter
Bronze Award



The OOC DTP team is based in Oxford but you may need to travel to the other two universities, to the strategic partners and to other organisations. In addition to the OOC DTP Director, the team comprises a Manager, this post, and a part-time administrative assistant and a part-time Finance Officer. You will report to the OOC DTP Manager.

We are seeking to appoint a highly motivated individual with excellent project management, communication and interpersonal skills to work closely and collaboratively with colleagues across the consortium and with external partners. Applicants must have a proven track record in the administration training or allied activities, e.g. events or conferences, ideally within the higher education sector. Knowledge of the postgraduate research and training landscape is highly desirable.

Responsibilities

Project management and programme development

- To develop and manage a programme of high quality (digital and in-person) training and researcher development events in consultation with OOC DTP management, senior academics, professional services colleagues and external partners. To use effective project management techniques to support the successful and cost-effective delivery of each event, resource and activity.
- To evaluate and report on the programme of training and researcher development activities, collating and analysing data on training needs, student attendance and feedback (e.g. as collected via Inkpath, a skills-tracking app used by OOC DTP students). To recommend revisions and enhancements to the programme in response to student and stakeholder feedback for consideration by the OOC DTP Management Board.
- To manage the OOC DTP placement scheme by working with faculty members, professional services colleagues and students at the three universities, as well as external partners. To ensure that the details and terms of each placement are understood and agreed by all parties. To promote and evaluate the placement scheme within the DTP student community.
- To work directly with students to develop bespoke placement opportunities.
- To work closely with the DTP Manager and Finance Officer to manage the OOC DTP Cohort Development Fund (CDF) budget, which allows for approximately £210k spend on training and researcher development activities per cohort of students. To monitor and report on expenditure to the OOC DTP Management Board, liaising with the three universities where necessary.
- To manage the DTP's three small grant schemes (additional funding for research-related expenses and skills training, student and faculty-led training grants) with support from the Administrative Assistant, and offer guidance and support to applicants. To monitor and report on awards to the OOC DTP Management Board, liaising with the three universities where necessary.
- To deputise for the OOC DTP Manager as required.
- To act as administrative lead for the International Conference, including managing staff hired for the event and liaising with the student committee.

Communication

- To work closely with the DTP Manager to manage effective communications with the DTP's students, consortium academics, strategic partners and other stakeholders. To publicise and disseminate events and opportunities using a range of communication channels, e.g. website, mailing list, social media, and event listings in Inkpath. To delegate communication tasks to the Administrative Assistant as appropriate.

Relationship building and networking

- To support the OOC DTP Director and Manager in managing relationships with the DTP's strategic partners, and, where appropriate, to initiate and support new relationships with other organisations with a view to generating collaborative opportunities, including engagement in the delivery of training and placements.
- To develop and participate in networks with training colleagues across the consortium and in other doctoral training partnerships and researcher development programmes so as to share best practice and develop support for students. To ensure that students engaged in OOC DTP-funded student initiatives and projects are well supported by liaising closely with training and professional services colleagues at the consortium universities.

Administration and committee work

- To service committees, including acting as Secretary to the OOC DTP Student Liaison Group. To participate in committee discussions and provide regular updates on training provision, grant schemes and student-led projects. To collate and analyse data and other material to monitor engagement with the programme, produce management reports and ensure compliance with AHRC reporting requirements.
- To ensure that all administrative and financial processes are supported and carried out according to University regulations and standards and in adherence to UKRI and AHRC regulations.

Other duties

- To undertake any other tasks commensurate with the grade and role in support of the OOC DTP team and the consortium, especially at busy periods.

Selection criteria

1. A strong undergraduate degree or evidence of equal intellectual ability.
2. Demonstrable ability to develop, manage and deliver a programme of digital and in-person skills training or allied activities, e.g. events or conferences, ideally within the higher education sector.
3. Demonstrable interest in the Arts and Humanities or allied fields, such as social sciences.
4. Strong organisational skills and the ability to plan and prioritise effectively in the context of broader operational objectives, and to find creative solutions to challenging organisational issues.
5. Experience of project management.

6. Excellent interpersonal skills, including the ability to communicate effectively in writing and verbally with a range of internal and external audiences at all levels, and the ability to work in and contribute to the success of formal and informal teams.
7. Evidence of the ability to develop networks and build professional relationships to share best practice and enhance provision.
8. Excellent numeracy and experience of managing budgets.
9. Proficient user of IT, including MS Office applications, and experience of developing and/or maintaining websites and online resources.

Desirable selection criteria

1. Experience of administration and committee work in the higher education sector.
2. Experience of facilitating skills training, researcher development events and/or public engagement with research events activities in a higher education context.
3. A detailed understanding of the researcher development agenda, and the Research Councils', and particularly the AHRC's commitment to researcher development and postgraduate training
4. Experience of postgraduate research in the Arts, Humanities or Social Sciences.

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.

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: <http://www.humanities.ox.ac.uk/>

The Schwarzman Centre

The teaching and study of the humanities is so important because it tells the story of what it means to be human - who we are, where we came from, and how our culture, literature and language have developed over time. With over 700 academic staff and 6,000 students, Oxford Humanities leads the world in the breadth and depth of subject coverage and the quality of teaching and research. But don't just take our word for it - the latest QS World University Rankings placed us at number one. The new Humanities building will take our teaching, research and public engagement to new heights. For the first time in the University's history, seven humanities faculties will be housed together along with a new library. These disciplines are currently scattered in buildings across Oxford but they will be united in a new building designed to encourage cross-disciplinary study and research. Academics in the building will work together to tackle some of the most pressing questions of our time. As well as a new Institute for Ethics in Artificial Intelligence, they will consider the environment and how society rebuilds after the pandemic.

Crucially, the building will be open to the public, and we aim to bring research and performance in the arts and humanities to new audiences. There will be dedicated space for schoolchildren to visit and engage with Oxford's researchers. There will be exhibition space and three new performance venues for music, theatre, drama, dance, lectures and more. A new Cultural Programme will bring the world's leading performers and artists to Oxford. Our venues will also be open to regional cultural organisations, with whom Oxford researchers will strengthen partnerships. We cannot wait to welcome you to the first performance in 2025!

TORCH | The Oxford Research Centre in the Humanities

TORCH is a world-leading centre for interdisciplinary research. It fosters and sustains experimental, cross-disciplinary research collaborations which aim to meet social, cultural and global challenges. TORCH connects Humanities researchers with partners locally, nationally and globally to deliver ambitious projects involving public engagement and outward-facing research. Since its launch in 2013, TORCH has played an integral role in Oxford's Humanities Division. It supports researchers at all career stages across all ten Humanities Faculties and beyond, helping them deliver strong and measurable impact. TORCH, a widely recognised public portal for Oxford Humanities, enables external organisations and individuals to connect with Oxford Humanities research.

For more information please visit: www.torch.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.

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 recruiting department directly at hr@humanities.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.