

## ***Job Description and Selection Criteria***

<b>Post</b>	<b>Pro-Vice-Chancellor (Education)</b>
<b>Department/Faculty</b>	<b>Vice-Chancellor and Registrar's Office</b>
<b>Division</b>	<b>University Administration and Services</b>
<b>Grade</b>	<b>ALC6</b>
<b>Contract type</b>	<b>Fixed-term for 5 years (with possibility of extension for a further 3-year term)</b>
<b>Hours</b>	<b>0.8 FTE</b>
<b>Reporting to</b>	<b>Vice-Chancellor</b>
<b>Vacancy reference</b>	<b>179248</b>

**The University is seeking to appoint a Pro-Vice-Chancellor (Education) from 1 September 2025 to provide leadership across the University and externally in respect of Oxford's educational provision, which is a key component of its academic mission.**

THIS POST IS FOR INTERNAL APPLICANTS ONLY

### **The University of Oxford and its system of governance**

The University of Oxford employs over 16,000 staff across a wide range of academic disciplines, and has over 26,000 students. Its mission is to achieve and sustain excellence in every area of its teaching and research. Its commitment to excellence in teaching has been one of its traditional strengths (alongside its outstanding record on research). Maintaining and improving excellence in teaching and learning across the University will be of vital importance, but also particularly challenging, in the current economic climate and against the background of significant national and international policy and funding developments.

The current terms of reference of the University's Council, its major committees, and the divisional boards, are at [www.admin.ox.ac.uk/councilsec/governance/](http://www.admin.ox.ac.uk/councilsec/governance/). Under Council, academic activity is divided into four academic divisions. Each academic division is overseen by a divisional board that has overall responsibility, within University policies and plans, for teaching and research in the relevant area. Additionally, the Department of Continuing Education operates outside the divisional structure and reports to its own Strategic Management Board. The relationships within the collegiate University, and between the University and the range of constituencies in the external environment, are of course of very considerable importance in relation to educational issues.

The Pro-Vice-Chancellors will be responsible for taking forward the strategic priorities agreed in the final Strategic Plan 2025-30, as well as providing senior leadership for the policies and strategy in their remit, as set out in their job descriptions. They will have ultimate accountability for the delivery of strategic objectives within their portfolio. This will include setting objectives for, and strategic leadership of, the professional services supporting their activities. The Registrar will continue to have a cross-cutting responsibility for the effective delivery of professional services across the institution, but there will be clearer line-management of the relevant professional services teams within the PVC's portfolios to ensure efficient delivery and awareness.

The Pro-Vice-Chancellor (Education) is one of several fractional positions with specific responsibilities, offering flexibility in portfolio coverage and post structure. The other portfolios are currently: Research; Innovation; Planning and Resources; External Engagement, Sport and Community; Strategic Initiatives; and Digital (this is temporary). People and Culture will be the final portfolio to develop.

The University aims to continue to provide a distinctive and exceptional education for undergraduates and both taught and research postgraduate students, characterised by the close contact of students with distinguished scholars in supportive collegiate and departmental communities, and to make that education available to students who have the ability to benefit from it, from all backgrounds. The Pro-Vice-Chancellor (Education) will take a major responsibility for the delivery of the University's activities in this regard, against the background of an increasingly financially constrained and tightly regulated environment, in collaboration with the University's colleges, the academic divisions, and the Department for Continuing Education.

### **Duties and responsibilities of the post**

The primary duties and responsibilities of the Pro-Vice-Chancellor (Education) will be:

- to provide strategic leadership across the University, and externally, in respect of teaching and learning, and to represent the University in these matters nationally and internationally;
- to chair the University's Education Committee, ensuring that it maintains, reviews, and develops the educational philosophy, policy, and standards of the University;
- to chair the Education Portfolio Committee, which oversees the maintenance and enhancement of digital systems in support of education, ensuring that it makes policy and manages its budget effectively in support of the University's education priorities;
- to act as the University lead for admissions and widening participation, at both undergraduate and postgraduate levels, including liaison with all parts of the collegiate university, the Office for Students and other external stakeholders;
- to maintain and where necessary strengthen co-ordination between the colleges and the University on general and particular issues relating to teaching and learning, including in the fields of admissions and quality assessment;
- to oversee the University's arrangements and provision for aspects of the "student experience", including careers, student health and welfare;
- to advise, as necessary, Council and the Vice-Chancellor, other senior colleagues, and relevant senior University committees on all aspects of teaching and learning activity, and more generally across a range of strategic issues, taking into account the national and international sphere in which the University operates;
- to assume such other responsibilities as may reasonably be required of a Pro-Vice-Chancellor.

## **Selection Criteria**

The ability to carry out the duties and responsibilities listed above will be judged against the following criteria:

- the ability to lead the implementation and evolution of the University's strategy on teaching and learning, in consultation with the academic divisions, the Department of Continuing Education, departments, and colleges as appropriate;
- experience and understanding of collegiate teaching;
- the ability and academic standing necessary to gain and retain the confidence of the academic community as a whole;
- the ability to work effectively with senior colleagues within the University and the colleges, and to promote issues relating to teaching and learning in senior committee discussions;
- the ability to represent the University in a positive and effective way both within Oxford and to external bodies;
- excellent collaborative and negotiating skills;
- demonstrable and extensive experience of chairing major committees effectively;
- advanced administrative ability, including the capacity to work closely with relevant officers of the Academic Administration Division.

## **General Conditions of Service**

### *Terms and Conditions*

The appointment is subject to the relevant provisions of the Statutes and Regulations of the University in force from time to time.

### *Stipend*

The successful candidate will receive a University salary in the range £170,000 - 190,000 per annum. This will comprise two concurrent appointments: the Pro-Vice-Chancellor role on ALC6 grade at 0.8 FTE and an appointment at 0.2 FTE in the academic department where their current substantive post is held.

### *Period of office*

The initial appointment period is five years, with a possibility of renewal for an additional three years following a review. If the appointee already holds a substantive appointment in Oxford, the expectation would be, subject to agreement by all parties, that they will normally be able to return to it on demitting as Pro-Vice-Chancellor (subject to the retiring age provisions – <https://hr.admin.ox.ac.uk/the-ejra>).

### *Retirement*

The Pro-Vice-Chancellor is subject to the normal University rules on retirement.

### *Notice of termination of appointment*

The length of notice required to resign an appointment shall be at least six months. The conditions under which the University may in certain circumstances terminate an appointment are laid down in Statute XII, Parts C and Part D of the Statutes of the University.

### *Residence*

The Pro-Vice-Chancellor is required to reside within the University (i.e. within twenty-five miles of Carfax, the central point of Oxford) during six months at least in each academical year, between the first day of October and the ensuing first day of August, and in particular during not less than six weeks of each term.

### *Leave of absence*

You will not be permitted to take sabbatical or other leave during the first five years of your period of office as Pro-Vice-Chancellor.

However, a five-year period of office as Pro-Vice-Chancellor counts as the equivalent of eighteen terms (rather than fifteen terms as would be normal) of qualifying service for the purpose of calculating eligibility to apply for sabbatical leave from the University. In addition, any pre-existing qualifying service you may have immediately before taking up appointment as Pro-Vice-Chancellor will be carried forward (subject to the normal retirement provisions). This means that serving as Pro-Vice-Chancellor will have no adverse effect on entitlement already accrued, and will qualify you for an extra full year's leave after you demit office as Pro-Vice-Chancellor, provided that this does not affect the usual retirement or resignation provisions (i.e. after sabbatical leave has been granted, you must serve for at least one term before retirement or resignation for each term of leave taken) and will be paid at the pay level appropriate for the role you step back into on return to your department. If you are reappointed as Pro-Vice-Chancellor for a further period, consideration may be given to an appropriate period of leave during that time, compatible with the requirements of the post.

### *Intellectual Property Policy*

The Statutes and Regulations of the University record the extent of the University's claims to intellectual property, and the proportions in which exploitation revenues are shared with researchers. Copies of the relevant extracts are available on request.

### *Holding of other appointments*

The normal University rules for the holding of outside appointments, including consultancies, apply to Pro-Vice-Chancellors. A maximum of 30 full days per annum may be spent on such activities, subject to the approval of the Vice-Chancellor, taking account, *inter alia*, of any conflicts of interest which may arise or be perceived to arise.

### *Conflict of Interest Policy*

The holder of this post is required to abide by the terms and conditions of the University's Conflict of Interest Policy, a copy of which is available on request. The appointee will be required to make a personal declaration on an annual basis to the University's Conflict of Interest Committee about any potential conflict of interest he or she may have within their area of responsibility.

### *Existing University postholders*

Appointment to the position of Pro-Vice-Chancellor will not alter the terms and conditions of any existing University appointment held by the successful candidate. If the successful candidate holds only a College appointment, the current standard University terms and conditions of appointment will apply.

## **General information**

### *Equality*

The University of Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish.

The University seeks to ensure that no member of its community is unlawfully discriminated against on the basis of age, disability, gender reassignment, marital or civil partnership status<sup>1</sup>, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief (including lack of belief), sex, or sexual orientation.

### *Membership of Congregation*

Pro-Vice-Chancellors are members of Congregation, which is the University's ultimate governing body. Congregation's approval is required for all University Statutes or amendments to Statutes, and for major policy decisions, and the members of Congregation constitute the electorate for ten of the members of the University's main executive body (the Council of the University) and for members of a number of other University committees.

### *Family support*

The University has generous family leave arrangements, such as maternity, paternity, adoption and shared parental leave. Details of the different family leave arrangements are available on the website at <https://hr.admin.ox.ac.uk/family-leave>.

All staff are eligible to apply to use the University nurseries, and the full range of tax and National Insurance savings scheme is in operation. Details are available on the University's childcare website at <https://childcare.admin.ox.ac.uk/home>.

The University will try to accommodate flexible working patterns as far as possible and there is considerable flexibility in the organisation of duties. More information is available at <https://hr.admin.ox.ac.uk/flexible-working>.

Information for parents and carers is available at <https://edu.admin.ox.ac.uk/support-for-parents-and-carers-0>.

### *Right to work in the UK*

The appointment will be subject to the provision of proof of the right to work in the UK.

### *Supporting disability and health-related issues*

We are committed to supporting members of staff with disabilities or long-term health conditions. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they require any particular arrangements to make the interview more convenient and effective for them.

### *Data Protection*

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.

### *Further information*

Further information may be obtained on a strictly confidential basis, from Jonathan Roger on [jonathan.roger@admin.ox.ac.uk](mailto:jonathan.roger@admin.ox.ac.uk).

### **How to apply**

Visit [https://my.corehr.com/pls/uoxrecruit/erg\\_jobspec\\_details\\_form.jobspec?p\\_id=179248](https://my.corehr.com/pls/uoxrecruit/erg_jobspec_details_form.jobspec?p_id=179248), then click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please refer to the "Terms of Use" in the left hand menu bar for information about privacy and data protection.

You will also be asked to upload a CV and a supporting statement. The supporting statement should explain how you meet 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 provide details of three referees and indicate whether the University may contact them without seeking your permission.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **12:00 on Tuesday 27 May 2025**.

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about the university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

All applications will be acknowledged after receipt by automatic email from our e-recruitment system.

If you are shortlisted but only Oxford references are available for you, you will be asked at a later stage to provide the name of an additional referee outside Oxford.

The selection committee will not confine its considerations to those who apply by the closing date. Those other individuals whom the committee may consider will be treated consistently with those who do apply by the closing date, and strictly against the criteria for the appointment.

### **Consideration of applications**

All applications will be considered by the selection committee as soon as possible after the closing date. The full membership of the selection committee will be published in the University Gazette ([www.ox.ac.uk/gazette/](http://www.ox.ac.uk/gazette/)) as soon as it is finalised.