

# Job Description



## Summary

<b>Job title</b>	Business Development Manager
<b>Division</b>	Humanities
<b>Department</b>	Faculty of Philosophy, Institute for Ethics in AI
<b>Location</b>	Dorothy Crowfoot Hodgkin Building, South Parks Road, Oxford, OX1 3QU, but will move to the Schwarzman Centre from autumn 2025, with the possibility of occasional remote working.
<b>Grade and salary</b>	Grade 9: £55,636 to £64,228 per annum (inclusive of Oxford University weighting allowance)
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term up to 30 September 2029
<b>Reporting to</b>	Head of Administration and Finance, Faculty of Philosophy
<b>Vacancy reference</b>	179409

## The Role:

The Institute for Ethics in AI at the University of Oxford is a world-leading centre for addressing the ethical challenges and opportunities created by rapidly advancing AI technology. The Institute has a multi-disciplinary and multi-stakeholder approach, bringing world-leading philosophers and experts from other academic disciplines together with the technical developers, policy-makers, business leaders, and ordinary citizens in order to advance its mission.

The Institute has recently entered a period of rapid growth with the development of two new research programmes, the Accelerator Fellowship Programme in Ethics, AI and Governance (AFP) and the Human-Centered AI Lab (HAI Lab). In addition, the Institute will relocate to the new Stephen A. Schwarzman Centre for the Humanities in time for the start of the academic year 2025-26. This flagship building will offer unprecedented opportunities for collaboration and engagement with internal and external audiences.

The Institute is now seeking a highly proactive individual to lead the professional services team and play a central role in the management of the Institute, taking responsibility for implementation of the Institute strategy and ensuring co-ordination and oversight of all the programmes. Line-managed by the Philosophy Faculty's Head of Administration and Finance, you will be responsible for the effective and efficient non-academic management and administration of the Institute, managing and implementing the vision of the Director, and of the two Programme Directors.



This is a wide-ranging role demanding a capacity for strategic thinking and excellent organisational and communication skills. This position requires strong experience of financial and personnel management to support a period of rapid growth and change. The successful candidate will also have strengths in governance, relationship management, and a firm understanding of academic and research administration within the context of the wider University. You will be working closely with the Institute Directors, Management Committee, and Advisory Council to ensure key performance indicators are met, and that strategic aims and financial plans are robust to ensure long term financial sustainability.

You will be responsible for ensuring that the Institutes' programme of events, public lectures and colloquia are delivered to the highest of standards whilst also working with the Institute Directors and the relevant Division and University teams to develop new business opportunities, research funding streams and philanthropic possibilities. You will support the Institute Directors in expanding the Institutes' reach, forging strategic partnerships and identifying growth opportunities that enhance educational impact, financial sustainability and cross sector engagement.

The postholder will be an accomplished and effective communicator, with strong negotiation skills, and will play a pivotal role in identifying and securing new income streams. You will have proven experience of financial management. Working closely with the Directors, you will be responsible for implementing new activities including Professional and Executive Education proposals, and will have the ability to review contracts, apply sound financial management along with effective people and project management skills.

You will manage a team and build excellent working relationship with this team, which currently comprises 6 professional services staff, as well as with the Institute Directors, Visiting Research Fellows and Academic Visitors. You will also be expected to develop strong networks across the Faculty, Division, University and with the external stakeholders, including donors, other HEIs and research institutes, funding bodies, and scholars in the UK and abroad.

## **Responsibilities:**

### **Management and Leadership:**

- Work with the Faculty of Philosophy's Head of Administration and Finance, the Institute Director and other senior Institute staff in ensuring the efficient running, effective governance and financial oversight of the Institute and its activities.
- Take responsibility for the financial management of the Institute, 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.
- Serve as a member of the Institute's Management Committee and report on items within the remit of the role and present items on behalf of the Director when necessary.
- Contribute to the strategic direction and day-to-day running of the Institute, including by contributing to the weekly team meeting.
- Provide evidence-based recommendations to the senior leadership team to support decision making.
- Develop and implement appropriate administration structures and resources to support the Institute.
- 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; finance and procurement.
- 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.
- Set administrative team and individual objectives – identify the administrative training and career development needs and opportunities.
- Work collaboratively with the Faculty, Division and other key stakeholders.

### **Business Development, Engagement and Impact:**

- Sustain and implement an innovative and world leading programme of lectures, colloquia and other academic events.
- Build internal and external partnerships to help develop and implement a portfolio of Professional and Executive Education Programmes as well as Knowledge Exchange activities in line with the University's and Institute's strategic aims and vision.
- Engage and build connections with other Faculties to actively scope and foster new business opportunities.
- Strengthen the Institute's financial sustainability by proactively working with the Institute Directors, University and Divisional teams to research, identify and develop new research funding streams and philanthropic donations in line with the vision and strategic aims of the Institute and University.
- Support the Director and Programme Directors to evaluate new project and programme proposals.
- Facilitate and build relationships with clients to develop bespoke innovative programmes.
- Ensure an extensive working knowledge of the relevant regulatory frameworks to inform business activity.
- Devise measures to review the impact of the Institute's activities and programmes both qualitatively and quantitatively.

### **Communication and Stakeholder Engagement:**

- Develop strong and effective networks within the University and with external stakeholders.
- Find solutions to complex problems and ensure liaison with the relevant University teams.
- Regularly reporting to the senior team on the performance and the development of programmes and projects.
- Ensure clear reporting to the Advisory Board and ensure the advice and guidance from the Board gets cascaded and discussed as part of the strategic and portfolio planning.
- Liaise, as needed, with stakeholders, including donors, the Advisory Board, and the Humanities Division.
- Maintain relations with partner institutions outside of Oxford.

### **General:**

- Build and support a culture of mutual support and continuous improvement within the administrative team.
- Participate as fully as possible in the life of the Institute.
- Any other duties that are within the spirit and scope of the role as reasonably required by the Director.

### **Selection criteria**

#### ***Essential selection criteria***

1. Professionally qualified with a relevant degree/postgraduate qualification, plus proven leadership and senior management experience in similar or related roles.
2. Extensive experience in a senior management position in a complex organisation.
3. Proven ability to manage change and strategic projects; to build trust, and to foster a team-based approach.
4. Proven ability to build collaborative partnerships to conceive, develop and deliver a portfolio of small- and large-scale activities and programmes with a clear understanding of contracts, financial plans, intellectual property and other commercial considerations.
5. Significant experience of line management involving a diverse workforce, including a proven commitment to equality, diversity and inclusion.

6. Strong communication, interpersonal and influencing skills in different contexts and with a broad range of stakeholders.
7. 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.
8. Excellent attention to detail, organisation skills and the ability to work collaboratively to meet deadlines and deliver complex projects.
9. A self-directed strategic thinker with the capacity to problem-solve, take initiative, set priorities, and exercise good judgment in an organised and professional manner.
10. Excellent written and oral communication skills.

#### ***Desirable selection criteria***

1. Project management qualification and/or use of project management software/tools/CRM.
2. Knowledge and understanding of Executive and Continuing Education trends in the UK and Internationally to support innovative growth strategies.
3. Experience of dealing successfully with senior academic, researchers and decision-makers from the commercial sector.

## **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).

## Faculty of Philosophy

The Oxford Philosophy Faculty has over 150 academic members, all of whom are undertaking teaching and/or research in Philosophy at Oxford. Of these, around 60 hold permanent posts within the Faculty or the colleges; many distinguished philosophers hold posts elsewhere in the University. Oxford thus contains the largest group of philosophers in the UK, and one of the largest in the world. It has a vigorous research culture, and performed outstandingly in the most recent UK Research Excellence Framework, achieving the highest volume of world-leading (4\* ranked) philosophy research of any unit in the country.

Each year, many distinguished philosophers from around the world visit Oxford to give lectures and seminars. There are over fourteen hundred students studying Philosophy at undergraduate level, always in combination with at least one other subject, and around 150 graduate students, about half of whom are studying for the BPhil or the specialist MSt courses in Ancient Philosophy and Philosophy of Physics, and the rest for the DPhil. A list of current Faculty members and their research interests can be found on the Philosophy Faculty website at:

<http://www.philosophy.ox.ac.uk/faculty-members>.

Further information about the Faculty can be found on its website at:

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

## The Institute for Ethics in AI

The Institute for Ethics in AI was inaugurated in June 2019 and, starting in September 2025, will be housed in Oxford University's Schwarzman Centre for the Humanities. The Institute responds to the pressing dual need for disciplinary rigour and multidisciplinary engagement in addressing the important ethical questions thrown up by the development of Artificial Intelligence. The Institute is rooted in rigorous philosophical inquiry. However, it also reaches out across the University and beyond to select the questions to address, understand technological capabilities and constraints, and test proposed solutions. In so doing, it creates a flexible research platform that can engage successfully with the new and profoundly difficult ethical, philosophical, political, and social challenges presented by the form, scale, and scope of emerging capabilities in AI. The Institute is also concerned with fostering the policy impact of research produced by its members and is in the process of making a major investment in a scheme that will significantly increase opportunities for policy impact.

The Institute is administratively located in the Faculty of Philosophy and builds upon the University's world-class capabilities in the Humanities to lead the study of the ethical implications of artificial intelligence and other new computing technologies. Cross-disciplinary collaboration is fundamental to the initiative, and the Institute draws upon the entire educational and research endeavour of Oxford University – including the Social Sciences, Medical Sciences, Mathematical, Physical, & Life Sciences – to deliver innovative, cutting-edge scholarships. It also develops significant opportunities for collaboration on these important issues with other distinguished research universities and public- and private-sector institutions worldwide. Its diverse array of activities includes a popular weekly lunchtime research seminar, regular colloquiums that are open to the public, a fortnightly work-in-progress seminar, an annual lecture, and an Oxford-Berlin Early Career colloquium, among others.

For more information, see the [Institute's website](#).

## Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the following faculties: Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; Theology and Religion; the Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, 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. Our 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 Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the [Stephen A. Schwarzman Centre for the Humanities](#).

The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study. The Faculty of Philosophy will move to the Schwarzman Centre upon the completion of the project.

For more information please visit: [www.humanities.ox.ac.uk](http://www.humanities.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.

The Faculty of Philosophy wish to take this opportunity to thank in advance those referees who write on behalf of applicants.

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 [jobs@philosophy.ox.ac.uk](mailto:jobs@philosophy.ox.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>