
ENGINEERING SCIENCE

Job title	Energy Teaching Coordinator, ZERO Institute
Division	Mathematical, Physical and Life Sciences Division
Department	Engineering Science
Location	Holywell House, Osney, Oxford
Grade and salary	Grade 7: £38,674 - £46,913 per annum (inclusive of Oxford University weighting), pro rata for part time.
Hours	We are offering this post on a range from 60% to full time (3 to 5 days/week), to be defined as part of the selection process.
Contract type	Fixed term until 30 September 2027 (with possible extension)
Reporting to	ZERO Institute's Programme Manager
Vacancy reference	180073

The role

The ZERO Institute builds on the University of Oxford's extensive energy research, and aims to establish Oxford as the centre of thought leadership for a global and equitable zero-carbon energy transition. ZERO is an inter-departmental institute, launched in 2022 with support from the University's Strategic Research Fund. See zero.ox.ac.uk.

We are hiring an Energy Teaching Coordinator to strengthen the Institute's teaching initiatives in zero-carbon energy. Building on our world-leading teaching, research and engagement across the energy transition, which include the MSc in Energy Systems, the Energy Teaching Coordinator will plan and support the design and delivery of a broad range of teaching initiatives at the ZERO Institute, including Executive Education and Continuing Professional Development (CPD), as well as explore enrichment to Oxford's undergraduate, graduate and research courses, and outreach initiatives. The Energy Teaching Coordinator will also provide support to the Institute's core team in marketing, communications and reporting.

This is an exciting new role, developing the ZERO Institute's strategic portfolio of education initiatives. We seek a capable, enthusiastic, proactive and flexible colleague, happy to adapt to and operate in a dynamic environment, and with a passion for fostering education in a diversity of contexts and for multiple audiences. At the ZERO Institute we are committed to upholding equality, diversity and inclusion throughout our work, and applications from a wide pool of candidates are encouraged.



Responsibilities

ZERO Institute's teaching initiatives

- Contribute to the Institute's strategic direction in teaching (goals, contents, delivery modalities, and financial targets), with the Institute's team and leadership.
- Understand and map the current educational landscape in zero carbon energy systems in the University of Oxford and beyond, and liaise with colleagues, including but not limited to the MSc programmes in the Engineering and Geography departments, to help construct programme curricula.
- Plan and design the Institute's teaching initiatives, including executive education; CPD; summer schools; and enrichment to Oxford's undergraduate, graduate and research (DPhil/PhD) courses.
- Ensure successful implementation of education initiatives, by working with internal and external stakeholders, including academic staff delivering the courses, students, university facilities, departmental offices, and others.
- As the day-to-day organisational focal person for ZERO Institute's teaching, and coordinating with the ZERO Institute's core team, ensure all practical aspects of delivery, including but not limited to venues, catering, logistics, scheduling, and liaisons with academics and course participants / students.
- Alongside the ZERO Institute's programme manager and other colleagues, prepare and monitor budgets to ensure the intended income and expenditure.

Communications and marketing

- Promote ZERO Institute's teaching, by liaising with potential or existing sponsors and participants, stakeholders, national agencies, professional bodies, and other parts of the University of Oxford.
- Help build formal and informal networks of ZERO Institute Alumni, strengthening synergies between academia, industry, government and civil society.
- Contribute to the ZERO Institute's core team reporting and communications, to specialist and general audiences. These contributions may extend beyond the scope of the ZERO Institute's teaching initiatives per se, as teaching intersects with many other streams of the Institute's work.

Other duties

- Operate in close collaboration with the ZERO Institute's management and leadership.
- If applicable, manage temporary or employed staff, consultants and suppliers of goods and services.
- Act in compliance with University's policies and procedures, and foster the ZERO Institute's own ethos and goals, with an emphasis on equality, diversity and inclusion (EDI).
- Any other duties as agreed with the line manager and commensurate with the post.

This job description should be viewed as a guide to the role and is not intended as a definitive list of duties. It may be reviewed considering changing circumstances with consultation with the post holder.

Selection criteria

Essential

- Successful hands-on experience leading complex initiatives with multiple stakeholders, priorities and deadlines.
- Excellent interpersonal and communication skills, with experience building collaborative relations and interfacing with people tactfully.

- Proficiency in writing, with high level of attention to detail and ability to produce effective outputs for different audiences.
- An understanding of administrative and financial processes in large organisations, evidenced by qualifications or experience.
- Organised and result-oriented, with the ability to take the initiative, prioritise work and manage multiple deadlines by working alone and in teams.
- Educated to degree level.

Desirable

- Experience as course coordinator, or similar roles, at the University of Oxford or in Higher Education.
- Experience of website and social media content production, public engagement, and event organisation and promotion.
- An understanding of zero-carbon energy issues and research.

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.

About the ZERO Institute

A major global challenge for the next half century is to stop climate change. As over 70% of the greenhouse gases responsible for climate change come from the conversion and use of energy, the transition to zero-carbon energy systems is critical for climate change mitigation. To address this challenge, the ZERO Institute brings together leading academics and organisations to tackle questions surrounding zero-carbon energy systems and their implementation. Our goal is to shape the transition to a just global zero-carbon energy system, through research that unifies technology, policy, and people and translates our work to real world impact. The ZERO Institute fosters this approach across research, teaching and engagement with industry and entrepreneurship. More information about the Institute and its research programmes may be found at zero.ox.ac.uk.

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, medicine and also the Saïd Business School. The Department employs 120 academic staff (this number includes 13 statutory professors appointed in the main branches of the discipline, and 25 full professors); in addition, there are nine visiting professors. There is an experienced team of teaching support staff, professional services and administrative staff and technicians. The Department has well-equipped laboratories and workshops, which together with offices, lecture theatres, library and other facilities have a net floor area of about 25,000 square metres.

The Department is ranked fifth in the world, and the top European University, in the 2023 *Times Higher Education World University Rankings* for Engineering & Technology. Further information about the Department is available at www.eng.ox.ac.uk.

Teaching

We aim to admit 170-180 undergraduates per year to take a 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. Specialist options are introduced in the third year, and the fourth year includes further specialist material and a major project.

Research

Research in the Department is particularly strong. We have approximately 600 research students and about 250 postdoctoral researchers. Direct funding of research grants and contracts, from a variety of sources, amounts to an annual turnover of approximately £70m.

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).

Research activities fall into 8 broad headings, though there is much overlapping 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.

The Department of Engineering Science holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

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.

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, 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 provide details of two referees and indicate whether we can contact them now.

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).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

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

All applications must be received by **midday** 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 departments.

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)

Should you experience any difficulties using the online application system, please email 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.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

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

University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. 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 www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor.

See: www.internationalstaffwelcome.admin.ox.ac.uk/

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 to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare

The University has excellent childcare services with 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 www.admin.ox.ac.uk/childcare.

Family-friendly benefits

The University subscribes to My Family Care

(www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University's Staff Disability Advisor.

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 www.admin.ox.ac.uk/eop/inpractice/networks/

Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts.

See www.admin.ox.ac.uk/personnel/staffinfo/benefits