



DEPARTMENT OF
**COMPUTER
SCIENCE**

University of Oxford Department of Computer Science

Job description and selection criteria

Job title	Research Associate at the Global Cyber Security Capacity Centre
Division	MPLS
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford.
Grade and salary	Grade 7: £31,604 - £38,833 p.a.
Hours	Full Time
Contract type	Fixed term until 30 August 2019
Reporting to	Prof Michael Goldsmith
Vacancy reference	136335



The role

The Department of Computer Science is looking to employ a Research Associate with specific focus on cybersecurity maturity assessment, to work in the Global Cyber Security Capacity Centre (GCSCC), a flagship research centre and a global knowledge resource for effective cybersecurity capacity-building. The Capacity Centre is located at the Department of Computer Science and is a programme of the Oxford Martin School, which specialises in supporting interdisciplinary research communities working to address the most pressing global challenges and opportunities of the 21st century. The GCSCC's aim is to understand and communicate how best to deliver effective cybersecurity both within the UK and across the world. We make this knowledge available to governments, communities and organisations to underpin an increase of their capacity in ways appropriate to ensuring a cyberspace, which can continue to grow and innovate in support of well-being, human rights and prosperity for all.

This is an exciting opportunity for a researcher ideally with at least some field-work experience and a methodological or theoretical background in an applicable discipline, either computer science, information systems or one of the social sciences; or, alternatively, a practitioner with sufficient experience in capacity building, cybersecurity or other related fields. The specific focus of this post is to support the deployment of the Cybersecurity Maturity Model (CMM) in four specific countries of the world, over a period of 12 months. The successful candidate should therefore be prepared to travel on Capacity Centre business at least once to each of these countries and possibly others if the opportunity arises. Upon completion of the country reviews, the candidate will write corresponding reports alongside other researchers and partners of the GCSCC and seek to gather evidence that will reflect whether the country in question has improved its self-awareness of their national cybersecurity strengths and vulnerabilities in the light of the CMM review.

In addition, the successful candidate will be expected to develop and contribute to world-leading expertise in the area of cybersecurity capacity-building. The post-holder will be responsible for helping to deliver the Capacity Centre's research programme, joining a dynamic and diverse team of researchers and strategy experts. The work also includes close work with high-level stakeholders in governments, regional and international organisations, academia and industry to promote and develop this work. It is also expected that this post will deliver high-quality research outputs in Oxford: they will raise the profile of the centre through their peer-reviewed publications, and present results at conferences held globally, as well as participating in the Capacity Centre's programme of meetings and events.

The successful candidate will work under the directorship of the Director of the GCSCC and other senior academics from the department of Computer Science, the department of Sociology; and also the University of Johannesburg, and others. These academics form the leadership (the Technical Board) of the Capacity Centre. Applicants must therefore be keen to work as part of a collaborative team, be exceptionally able to deal with change and to learn about areas of cybersecurity not immediately within their domain of expertise; and be keen and able to travel.

The post is funded by the Foreign & Commonwealth Office of the UK and is fixed-term until 30 August 2019, starting ideally in September 2018.

Research topic	To conduct Cyber Security Capacity country reviews in four specific countries of interest
Principal Investigator	Prof Michael Goldsmith
Funding partner	Foreign & Commonwealth Office

Responsibilities

The main duties of the successful candidate will include:

- Work collaboratively with other GCSCC researchers and under the guidance of the Technical Board towards the execution of the research (and in particular the country reviews). This will include:
 - o Delivering global cybersecurity capacity-building expertise using existing techniques while also contributing to the development of new scientific techniques and experimental protocols;
 - o Managing own academic research and administrative tasks related to the project. This involves small scale project management, to co-ordinate multiple aspects of the work to meet funders' and partners' deadlines.
 - o Reviewing and refining the Centre's hypotheses as appropriate, by analyzing detailed and complex qualitative and/or quantitative data from a variety of sources, including coordination of primary data collection exercises and fieldwork, and contributing new and original ideas by building on existing concepts;
 - o Developing, establishing, and pursuing appropriate analytical protocols and techniques to support research;
 - o Collaborating in the preparation of scientific reports and journal articles and occasionally presenting papers and/or posters.
 - o Act as a source of information and advice to other research staff on scientific protocols and experimental techniques;
 - o Promoting the Capacity Centre's already existing Cyber Security Maturity Model through country reviews and supporting the Lead of International Operations and the Project Coordinator in the planning of country reviews;
 - o Supporting the convening of meetings of senior academics and members of the advisory board of the Capacity Centre, synthesising the ideas and knowledge generated within the research plan;
- To share responsibility for shaping the Capacity Centre's plans, offering ideas for generating research income;
- Support the Lead of International Operations to help lead and deliver a global programme of enhanced engagement, to facilitate the upscaling of the Capacity Centre's reach and influence and showcase the products of its research;
- To participate actively in the Capacity Centre's programme of meetings and events, including those aimed at non-academic audiences, as well as the Centre's Annual Conference, and at times represent the GCSCC at external meetings/seminars, either with other members of the team or alone;
- Contribute content and other material for dissemination on the Cybersecurity Online Portal;
- To participate in centre administration, as required;

- The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by their line manager or the Principal Investigators.

Hazard-specific / Safety-critical duties. See:

www.admin.ox.ac.uk/personnel/recruit/preempcheck/compulsorychecks/medical

- Lone Working
- Work in hot or cold environments
- Travel outside of Europe or North America on University Business

Selection Criteria

Essential

- Hold (or be close to completion of) a relevant PhD/DPhil in Computer science or a related discipline or a numerate Social Science subject OR comparable professional experience in a closely related field with international profile;
- Possess sufficient specialist knowledge in the discipline to work within the scope of the Centre's research;
- Ability to manage own academic research and associated activities;
- Previous experience of contributing to publications/presentations;
- Excellent communication skills, including the ability to write for publication, present research proposals and results, and represent the research group at meetings and events.
- Proven interpersonal skills and the ability to interact effectively and confidentially with decision-makers and high-level partners;
- Ability to take a proactive, enthusiastic and flexible approach to delivery, and to utilise new opportunities as they arise;
- Ability to think laterally and creatively, with the drive and initiative to work both independently and with the Capacity Centre's research team to maximise effectiveness;
- Ability to work effectively with colleagues as part of a professional and diverse team;
- Willingness to participate in collaborative, multi-disciplinary research projects;
- Experience of research planning, engagement and organisation;

Desirable

- Experience of cybersecurity capacity-building activities;
- Experience of multi-disciplinary working;
- A good knowledge of statistical analytic techniques;
- Ability to contribute ideas for new research projects and research income generation
- Ability to independently plan and manage a research project, including a research budget.
- Experience of working with senior officials of government and organizations;
- Ability and willingness to address high-level influential audiences with authority.

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. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. 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

Department of Computer Science

The Department of Computer Science was established in 1957, making it one of the longest-established Computer Science departments in the country. It is one of the UK's leading Computer Science Departments (ranked first in a number of international rankings). The UK Research Excellence Framework (REF) in December 2014 resulted in 74 members of the Department having 53% of their research activity ranked in the top category of 4* (world-leading). Overall, we received an average of 3.34 across the Department (3* being internationally excellent). A significant majority of the Department are active in externally sponsored research, with both government and industrial funding. At present, there are 69 members of academic staff and almost 100 research staff.

The Department has close links with government, industry, and other departments within the University. Among the latter are Mathematics, Engineering, Physics, Statistics and a number of life sciences departments. The Department is housed across multiple sites within the University's South Parks Road Science Area, facilitating strong collaborative links with research groups and institutes in closely allied areas (including the Oxford Internet Institute and the Oxford e-Research Centre). This is an essentially inter-disciplinary activity which is at present attracting major funding from a number of sources. At present, the Department holds over £50m in external research contracts.

Research in the Department is currently managed in ten themes:

- *Algorithms & Complexity Theory* focusses on determining the inherent difficulty of computational problems, classifying problems according to this inherent difficulty, and designing and analysing algorithms that use computational resources as efficiently as possible;
- *Artificial Intelligence & Machine Learning* focuses on theoretical foundations, multiagent systems, deep learning and computational linguistics;
- *Automated Verification* investigates theory and practice of formal verification and correct-by-construction synthesis for software and hardware systems;
- *Computational Biology & Health Informatics* is concerned with computational approaches for biomedical research and healthcare innovation;
- *Cyber-Physical Systems* is focusing on intelligent and autonomous sensor systems with applications in positioning, healthcare, environmental monitoring and smart cities;
- *Foundations, Structures and Quantum* embraces interdisciplinary research, and has a particular interest in structural foundations of quantum computation;
- *Human-Centred Computing* covers human-computer interaction, social computing and world-wide web;
- *Information Systems* covers databases, knowledge representation and reasoning;
- *Programming Languages* covers functional programming, program analysis, and programming language foundations;
- *Security* specialises in cybersecurity, protocol analysis, systems security, trusted computing, human-centred security, and networking.

For more information, please visit: <http://www.cs.ox.ac.uk/>.

The Mathematical, Physical, and Life Sciences Division (MPLS)

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities. The disciplines within the MPLS Division regularly appear at the highest levels in world rankings. 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. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours (including Nobel prizes and prestigious titles such as FRS and FR.Eng) and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships. The Division is also the proud holder of eight Athena Swan Awards (4 Silver and 4 Bronze) illustrating our commitment to ensure good practice and to encourage women in science at all levels in the division.

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 academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve major mathematical, scientific and engineering problems.

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; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. 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.

For more information about the MPLS division, please visit: <http://www.mpls.ox.ac.uk/>

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/. 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

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

www.ox.ac.uk/about/jobs/preemploymentscreening/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at:

www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

From 1 October 2017, there is no normal or fixed age at which staff in posts at **grades 1–7** 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