

<b>Job title</b>	CDT Administrator Health Data Science
<b>Division</b>	Mathematical, Physical and Life Sciences Division
<b>Department</b>	Computer Science
<b>Location</b>	Big Data Institute, Old Road Campus, Oxford
<b>Grade and salary</b>	Grade 8: Salary £40,792 – £48,677 p.a.
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed term for the duration of the CDT: until 30 <sup>th</sup> September 2027
<b>Reporting to</b>	Health Data Science CDT Director
<b>Vacancy reference</b>	141009

## The role

The post holder will be the administrative and finance lead for the CDT Programme and will ensure delivery of a programme of doctoral training with a budget of circa £6m. The post holder will operate across all aspects of the programme, coordinating the administrative and financial activities associated with the CDT. They will be the first point of contact for public and internal queries related to the programme, and they will have operational responsibility for the relationship with the programme's sponsor – Engineering Physical Science Research Council (EPSRC), as well as all industry partners associated with the programme. They will also be responsible for setting up the systems needed for the general operating of the Centre and be accountable for adherence to university and funder regulations.

They will have full responsibility for the day to day management of the CDT and running of the CDT programme. They will play a key role in managing the programme's varied research and public engagement activities, which will involve close and regular liaison with the core research teams across the programme, develop and maintain key external partnerships alongside the CDT Director, co-directors and steering committee.

In addition, the post holder will be expected to represent the CDT at relevant meetings and promotional events, both internal and external to the University.

Supporting the Centre Director and co-Directors, who are the academic leads, the post holder will be responsible for the smooth running of the CDT, including dealing with all complex issues or problems that may arise as well as undertaking any additional management tasks as requested by the Centre Director. Other responsibilities will include responding to any queries



raised by Central University Office, the MPLS Divisional Offices, Research Services and the Departments of Computer Science and the Big Data Institute.

## **Responsibilities**

### **Key Duties**

- Representing the CDT Director and/or co-director at meetings and events, both internally and externally.
- Coordinating and implementing all policy decisions in conjunction with the CDT Directorate.
- Coordinate communication with all current and future industrial partners.
- Be responsible for the scientists in residence, who are members of industry who will be spending up to 3 months at the CDT in Health Data Science (Oxford).
- Maintain all external communication with existing industrial, academic and other partners about the progress of individual projects, the planning of new projects, as well as reaching out to new partners. This is complex in nature given there will be multiple industrial partners which have to be coordinated by the CDT.
- Lead the development of all non-academic aspects of the CDT including the setting of shared goals and expectations, manage resource allocation, monitor performance and contribute to all centre reports.
- Financial management of the CDT budget.
- Producing the annual review document and EPSRC mid-term review documentation.
- Advising students on administrative and financial matters, often complex in nature.

### **Centre Management**

- Manage all non-academic aspects of the CDT, including liaison with senior academics and Industrial partners
- Manage the initial set-up and on-going provision of the centre, including liaising with facilities management and furniture, equipment, space for teaching etc.
- Be the primary point of contact for applicants, collaborators (university and industry), senior management, research services and other public or internal queries.
- Develop and implement complex policies for the CDT to function optimally
- Provide the secretariat for the CDT Management Committee, External Steering Committee and Advisory Board. Including preparation of papers and minutes.
- Advise the CDT Director (and other team members) on funder terms and conditions as well as providing insight and advice to policy and strategic decisions.
- Produce the annual review document and the EPSRC mid-term review.
- Represent the Director at network events with the funding organisations.
- Develop and manage all administrative processes and procedures ensuring best practice and develop policy documents for the CDT.
- Participate in internal and external networks to promote the CDT and attend conferences and present research themes, promoting the CDT to industry and academics.
- Organise and present at the annual meeting with industry partners to provide an overview of student's work, public engagement and outreach activities.
- Manage and develop the centre website.
- Organise events and workshops as required e.g. Summer Schools
- Deputise for the Director and/or co-director at events, conferences and meetings as required.
- Provide support with any compliance issues and intellectual property. Ensure legal support or guidance is obtained if necessary, including for support to students if clearance is required.

- Co-ordinate the CDT publicity/marketing programme including: negotiation of publicity quotations, the placement of adverts in leading journals; and the annual open day.
- Manage the temporary Teaching Assistants, clarifying requirements, assigning work and ensuring tasks are completed.

### **Industrial Visitor Management:**

The Centre will have a number of industrial scientists in residence across the duration of the CDT. Each scientist will be spending up to 3 months at the CDT in Health Data Science in Oxford.

- Responsible for the scientists whilst they are based in Oxford
- Responsible for Pastoral Care and Welfare support whilst in Oxford
- Provide all administrative support whilst in Oxford
- Manage all aspects of access to facilities and buildings
- Identify training needs as required

### **Financial Management**

- Financial management of the programme, including liaison with external partners and sponsors, ensuring activity for the 8 year period.
- Provide advice and guidance to the Directors on all financial matters.
- Produce management reports for the Directors and the Department, detailing budgets and expenditure.
- Liaise with EPSRC, external partners and sponsors in conjunction with Departmental Finance and Research teams
- Liaise with MPLS Accountants and Research Services with regards Industry funding, contracts and IP in conjunction with the CDT Director
- Ensure compliance with university and departmental financial regulations, including audit, procurement and expenses.
- Manage the process of setting up contracts and financial accounts for industry project with research services.
- Management of JRAM income working with the collaborating departments to ensure accurate and fair distribution of income.
- Source and secure funding for all potential applicants within the CDT.
- Set-up management and monitoring of students stipends and fees. Budget monitoring to ensure sufficient funding and compliance with fees.

### **Recruitment, Admissions and Student Management**

- Manage the end-to-end admissions procedures (from enquiry to student start), including advertising, managing applications, shortlisting and offers, communicating academic conditions and securing college places. Arrange interviews and take part in recruitment process as required.
- Review and give feedback to potential applicants on CV's and personal statements.
- Liaise with University and Departmental admissions administration to ensure a coherent approach to student admissions in accordance with the guidelines of the University's Education Policy Standards Committee.

- Oversee student induction programme. Write, develop and present own section on the expectations of the students by the CDT (e.g. examination, attendance etc.) and how they manage their budgets.
- Deliver 1:1 training or induction for students when required on university processes and CDT systems.
- Prepare reports on admissions and analyse student destinations statistics to report patterns and trends to the Management Committee or Department.
- Develop and maintain a database to monitor student marks. Maintain oversight of student progression through the programme and ensure smooth transitions as well as reporting to EPSRC (Je-S).
- Organise the annual viva voce examinations including such duties as producing documentation for examiners and liaising with supervisors regarding production of reports.
- Develop the teaching programme with senior academics and industrial partners, ensuring timetabling, and use of external speakers. Co-ordinate tutors, oversee tasks and undertake module planning.
- Primary management point for student activity; liaise with the Departments for teaching arrangements; Colleges for fee waivers and welfare matters and University for student progression and public engagement.
- Act as first point of contact for students for administrative or financial queries, which may be complex in nature and can involve finding non-standard solutions. Provide initial support for student welfare and pastoral support or academic concerns.
- Provide guidance on processes for suspension and transfer and confirmation of status.
- Ensure that University Teaching and Quality Assurance Guidelines are adhered to throughout the programme.
- Manage the CDT Open Days and Events for prospective students. Promote this effectively to potential students and deliver presentations.
- Develop, organise and lead the programme of activities for the CDT. This includes student training from Division, Industry and externally sourced. As well as arranging the "Industry week" in Hilary Term.
- Prepare agreements and authorise payments for all aspects of teaching over both Departments for students and academics and external lecturers

## **Business Development**

The Centre is intended to be self-financing after the initial funding period. Therefore the post holder will require strong use of initiative to:

- Identify potential partners or sources of income and take the lead in securing such funding.
- Establish contacts with funding bodies and industry through attendance at meetings to strengthen relationships and networks
- Co-ordinate and develop a database of potential sources of future funding including: Research Council initiatives, research charities, links with overseas funding bodies (including the Rhodes Trust and EU), and industry.
- Develop business plans and proposals with the CDT Director for future investment opportunities.
- Develop a portfolio of Continuous Professional Development courses that may provide future income for the CDT.

- Work with the external partners involved in the programme, liaising with their staff on planned activities

## **Pre-employment screening**

- All offers of employment are made subject to standard pre-employment screening, as applicable to the post.
- If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and 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 so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.
- 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/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

## **Selection criteria**

### **Essential**

- Educated to degree level or equivalent experience
- Expertise in administration within a higher education institution, ideally graduate education (e.g. taught MSc) or within a complex organization
- Experience of academic administration and working with students
- Excellent written and oral communication skills with a proven ability to influence a range of stakeholders.
- Excellent inter-personal skills and the ability to maintain professional working relationships in an academic research environment
- Highly organised with the ability to work independently using own initiative or as part of a team and with staff at all levels
- Excellent information skills, and experience with office applications and databases
- Financial experience with strong numerical skills and experience of monitoring and presenting budgets as well as the ability to understand, interpret and present complex data in a range of forms.
- Strong attention to detail.

### **Desirable**

- Professional qualification in management
- Experience of initiating and maintaining links with external industry/business

## 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](http://www.ox.ac.uk/about/organisation)

## Computer Science Department

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 University of Oxford is a member of the [Athena SWAN Charter](#) and holds an institutional Bronze Athena SWAN award. The Department of Engineering Science holds a Departmental Bronze Athena award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women.

## **Data Science CDT**

The post is funded through an 8.5 year EPSRC grant to establish a Centre for Doctoral Training (CDT) in *Data Science* that will train some 50-60 DPhil (PhD) students, coming from a physical sciences, computer sciences or mathematics background on a 4-year doctoral research programme over the next 8 years. The award is one of a number of centres nationally announced recently as part of investment by EPSRC in postgraduate education and is seen as a major shift in how graduate students are trained in the UK.

## **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. 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/](http://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 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).

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 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).*

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).

Please note that you will receive an automated email from our e-recruitment system 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: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/). The University's Policy on Data Protection is available at: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69<sup>th</sup> 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+/](http://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+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

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

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits).

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club 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 [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See [www.welcome.ox.ac.uk](http://www.welcome.ox.ac.uk). There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See [www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/).

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/).

### Childcare

The University has excellent childcare services, including 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/](http://www.admin.ox.ac.uk/childcare/).

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff).

### 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/](http://www.admin.ox.ac.uk/eop/inpractice/networks/).

### 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 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).