



DEPARTMENT OF
**COMPUTER
SCIENCE**



University of Oxford Department of Computer Science

This post is open to internal candidates only

Job description and selection criteria

Job title	Operational Project Manager
Division	MPLS
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford.
Grade and salary	Grade 8: Salary £ 36,862 - £ 44,016 p.a., pro rata
Hours	Part-time (60% FTE)
Contract type	Fixed term contract for up to 2 years.

Introduction

The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 21,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes 5,900 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and 2,820 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2009/10 was £879.8m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £367m p.a., and more than 60 spin-off companies have been created.

For more information please visit www.ox.ac.uk

MPLS Division

The academic administration of the University is conducted through four divisions (Humanities, Social Sciences, Mathematical, Physical and Life Sciences, and Medical Sciences). The Mathematical, Physical and Life Sciences Division consists of ten constituent departments: the Department of Chemistry, Department of Computer Science, the Department of Earth Sciences, the Department of Engineering Science, the Department of Materials, Mathematical Institute, the Department of Physics, Department of Plant Sciences, Department of Zoology and Statistics. The division provides a framework for interdisciplinary teaching and research. There are also links with the Medical Sciences Division.

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

Department of Computer Science

The Department of Computer Science, University of Oxford has one of the longest-established Computer Science departments in the country. Formerly known as the Oxford University Computing Laboratory, it is home to a community of world-class [research](#) and [teaching](#). Research activities encompass core Computer Science, as well as [computational biology](#), [quantum computing](#), [computational linguistics](#), [information systems](#), [software verification](#) and [software engineering](#). The department is home to undergraduates, full-time and part-time Master's students, and has a strong doctoral programme.

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

Job description

Overview

The Operational Project Manager is responsible for delivery of projects as defined by the Senior Administrator and the departmental management team in the refinement of the administrative infrastructure to support the Department of Computer Science. The role requires projects to be planned, resources mobilised and projects delivered in a timely manner working to priorities as agreed with the Senior Administrator. The delivery of these projects aims to evolve and improve the administrative support and underlying systems through change to ensure that the academic staff are able to discharge their teaching, research and general academic responsibilities and to enable the statutory responsibilities of the Head of Department to be fulfilled. Projects are envisaged to be wide ranging in terms of scope and complexity and may range from the implementation of technology solutions to support the operation to developing policies. It is expected that the Operational Project Manager would work on several projects at any one time. The role will require implementation of change through a solid understanding of work practices within an academic department.

Responsibilities

Specific duties include:

a) Change Management

With a proven ability to implement change, this role will require the candidate to

- Identify the impact of change on staff and the wider department
- Facilitate change through facilitating buyin and support

b) Project Management

With a proven ability to plan and deliver projects, this role will require the candidate to be responsible for the management of a project from beginning to end, this includes:

- Take a concept and turn it into a deliverable project
- Identify resources required to deliver project
- Monitor the achievement of project milestones
- Establish and implement quality assurance and control measures for projects
- Develop a plan for each project
- To drive forward new projects encouraging participation from departmental stakeholders
- Act as primary point of contact ensuring information is communicated to relevant stakeholders in a timely fashion.

c) Financial Management

Ensure projects are managed to an agreed budget requiring

- Preparing project budgets in accordance with University and/or department guidelines as required.
- Close liaison with the Senior Administrator on all aspects of financial elements of projects
- Contributing to the effective financial management of the department under the direction of the Departmental Administrator
- Contributing to department income generating activities (e.g. Industry liaison activity).

d) Resource Management

Ensure resources are identified and managed/supervised to deliver projects requiring

- skills in effective people management
- skills in developing and motivating teams

Ensuring the effective management of departmental resources which may involve the supervision/management of staff working on specific projects.

e) Reporting

Providing frequent updates to Senior Administrator and Departmental Management committees on the progression of a portfolio of projects including

- Variances to plan including time and cost
- Staff performance information to feed into staff appraisals and reviews

f) Problem Solving

Use problem solving skills to identify solutions to operational problems where a project has a problem to solve but no method defined to solve it. This will require an in depth knowledge of both the department and the University as well as skills in defining possible ways of overcoming challenges. This will require discussion and agreement with all affected staff as well as senior management.

g) Communication

Use their experience of verbal and non-verbal communication skills to ensure the department at all levels is aware of the progress of key departmental projects

Projects currently identified as typical are:

- The implementation of an Intranet for the department
- Development of training programmes for staff as agreed with the HR manager and Senior Administrator
- Implementation of the Department's Athena Swan action plan
- Development of new systems and processes to manage the department's stint scheme for academic workload management
- Manage projects to transfer programmes of funding into and out of the University liaising with all parties involved to bring these to completion
- Develop proposal for the restructure of teams and redefinition of processes
- Redefine, publish and communicate new safety policies to incorporate new legislation and new operational sites.

This role may also be required to undertake other tasks as reasonably required.

Selection Criteria

The postholder needs to have high personal integrity and is required to take a high level of personal responsibility for both their own work and that of the staff under his/her control. He/she must have sound judgement under pressure, be able to think laterally and creatively and have the intellectual capacity and strength of character to take and implement important, complex and difficult decisions. The postholder should meet the essential criteria below and match most of the desirable criteria.

Essential

- Extensive project management experience in a varied working environment
- Experience of team leadership and motivating large working groups
- Experience of implementing change in a complex environment
- Significant experience of personnel management involving a large and diverse workforce
- Advanced numeracy skills coupled with demonstrated ability in financial management and analysis
- Strong interpersonal skills with a proven ability to lead, to manage change, and to encourage a team-based approach

- A quick analytical mind with the ability to think laterally and creatively to resolve problems
- Strong organisational skills together with the ability to prioritise and delegate effectively
- The ability to communicate effectively (both orally and in writing) with a wide range of people within and external to the postholder's own organisation
- Well versed in the use of IT with the ability to exchange information and data between a variety of office, financial and other resource management software

Desirable

- Experience within a Higher/Further Education, public sector or other large and complex organisation
- An awareness of the current issues facing the Higher Education sector generally
- Knowledge, intellectual capacity, reasoning and analytical skills of a graduate or equivalent

Working at the University of Oxford

For further information about working at Oxford, please see:

http://www.ox.ac.uk/about_the_university/jobs/research/

Salary and Benefits

Salary will be on the University grade 08S scale (currently Grade 8: Salary £ 36,862 - £44,016 p.a., pro rata depending on qualifications and experience). The post is department funded.

How to apply

Applications should be in the form of a letter of application (clearly stating the post title) setting out how the candidate meets the selection criteria, and supported by a full curriculum vitae, together with the names and addresses of two referees. **Candidates should state clearly which post they are applying for.**

These should preferably be sent by email (most formats accepted) to:

Job23@cs.ox.ac.uk

or alternatively, posted to: The Administrator, Department of Computer Science, University of Oxford,, Wolfson Building, Parks Road, Oxford OX1 3QD.

Applications should be sent in time to arrive by the closing date of **12noon on 20th February 2012**. Applications received after this time may not be considered.