



University of Oxford Department of Computer Science

Job description and selection criteria

Job title	Part-time Project Administrator and Personal Assistant
Division	MPLS
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford.
Grade and salary	Grade 6: Salary £26,264 – £31,331 p.a. (pro rata for part time)
Hours	50 – 60 % FTE
Contract type	Fixed term for 2 years, with scope for extension
Start date	As soon as possible

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 2010/11 was £919.6m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £376m p.a., and more than 70 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 (DoCS) was established in 1957. It is one of the UK's leading Computer Science Departments (ranked first in a number of newspaper rankings, and third in terms of research power). In the RAE in 2008, 80% of the submitted research was found to be in the top two tiers, either 4* (world-leading) or 3* (internationally excellent). Many members of the Department are active in externally sponsored research, with both government and industrial funding. At present there are 52 members of academic staff and over 80 research staff.

DoCS 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. It has a major role in the rapidly-developing field of e-Science alongside the Oxford e-Research Centre, an independent unit with which we share a building. This is an essentially inter-disciplinary activity which is at present attracting major funding from a number of sources. At present DoCS holds £37m in external research contracts.

Job description

Overview of the role

The post-holder will work for Professor Daniel Kroening's group, on the "CRPOVER Validation of Concurrent Software Across Abstraction Layers" and "Quantum Nanoscience: Fundamental Physics, emerging Structures and Implications for our Ultimate Reality" projects.

Main Duties and Responsibilities

The primary duties for this role will include:

- Coordination of the activities of the research group, including assistance with ensuring that appropriate contracts are in place, equipment purchasing and resource allocation, in cooperation with the relevant departmental and university support teams.
- Ensuring project compliance with the terms and conditions of the awards in the research group, including adherence to milestones and deliverables and financial compliance (eligibility of costs and staff timesheets).
- Analysing and tracking project budgets funded from a variety of sources (EPSRC, EU etc), in cooperation with the department's finance team, including checking time sheets against claims, ensuring projects keep within budget and have relevant supporting papers relating to expenditure.

- Assistance with the management and tracking of progress of projects in the group, including tracking of technical and financial milestones.
- Processing of expenses claims for the group.
- Preparation and editing of project reports, including financial and scientific reporting.
- Co-ordination of project meetings, workshops and group seminars, which may include liaison with international and industrial partners and scientists.
- Corresponding with relevant project officers, e.g. in EU or USA, and liaising with scientists, research institutions and other University departments on behalf of the projects.
- Minuting meetings as required and monitoring progress of actions.
- Diary management for and the Professor and assistance with correspondence.
- Organizing travel and paperwork associated with overseas visits of group members.
- Arranging paperwork, accommodation and hospitality for visitors.
- Production of documents for the website and other outlets. Website editing and support. Arranging systems support for information sharing, virtual meetings and teleconferencing.
- Acting as first point of contact for the group and handling project queries, including financial and technical queries, in a pro-active fashion, and resolving issues on behalf of all stakeholders.
- Assistance with the preparation of applications for ongoing and new funding opportunities in order to establish further projects.
- Any other comparable duties that may be reasonably required to support the group and ensure smooth running of the project.

Selection Criteria

Applicants for this post should meet the following *essential* criteria:

Essential

- Educated to first degree level
- Significant experience of financial management and/or administration
- Good English language skills, both written and verbal
- Strong communication skills and ability to interact with a range of individuals
- Working knowledge of standard computer software including Word, Excel and e-mail
- Ability to work to deadlines
- A high level of personal organisation
- Ability to coordinate teams of individuals
- Ability to work accurately with figures

- Willingness and aptitude to learn
- Highly motivated and proactive

Fulfilment of the following criteria would also be desirable:

Desirable

- Prior experience with an international project
- Prior experience in project management

General Conditions

The appointment will be on Grade 6 (£26,264 – £31,331 p.a.) and the starting salary of the successful candidate will be fixed according to experience. The appointment will be subject to a probationary period. The appointment is available part-time (50-60% FTE) for 2 years in the first instance, with scope for extension. The post holder will be entitled to 38 days holiday pro rata (inclusive of public holidays), three of which are to be taken at Christmas when the department is closed.

The policy and practice of the University of Oxford require that all staff are afforded equal opportunities within employment and that 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. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, disability or age.

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.

Applicants should have evidence of their eligibility to work in the UK. This post does not meet the minimum requirements for work permit employment; we can therefore only accept applications from those who can prove their eligibility to work in the UK.

Working at the University of Oxford

For further information about working at Oxford, please see:

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

How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and supporting statement. The supporting statement should describe what you have been doing over at least the last 10 years. This may have been employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to

consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

All applications must be received by **midday** on Wednesday 31st July 2013.

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk

To return to the online application at any stage, please click on the following link www.recruit.ox.ac.uk

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