



University of Oxford Department of Computer Science

**This post is open to internal applicants only**

## **Job description and selection criteria**

<b>Job title</b>	Programme Administrator, Centre for Doctoral Training in Cyber Security
<b>Division</b>	MPLS
<b>Department</b>	Computer Science
<b>Location</b>	Wolfson Building, Parks Road, Oxford.
<b>Grade and salary</b>	Grade 5
<b>Hours</b>	Full or part time (minimum of 25 hours per week spread over 5 week days)
<b>Contract type</b>	Fixed term for 3 years
<b>Start date</b>	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](http://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 is funded by the new Centre for Doctoral Training in Cyber Security which has recently received funding from the EPSRC to train future innovators and research leaders in cyber security and related sectors.

The Cyber Security CDT will provide a comprehensive training programme to graduates from both the physical and social sciences (including the business and legal sectors) who wish to undertake research in this new and exciting field.

It is anticipated that the CDT will admit up to 12 funded candidates plus 4 overseas and self-funded students per year for the programme. There will be 3 cohorts of students for the CDT commencing in October 2013.

The CDT currently has 4 members of staff as follows: the Centre Director, two Associate Directors and the Centre Administrator.

On a day-to-day basis, the postholder will report to the Administrator, Mrs Maureen York, and to the Centre Director, Dr Andrew Martin.

## **Main Duties and Responsibilities**

### **Office Management**

The Programme Administrator will have responsibility for the day to day running of the Cyber Security CDT office. In the absence of the Academic Administrator, the post holder will assume full responsibility for the smooth running of the CDT, including dealing with all issues or problems that may arise as well as undertaking any additional management tasks as requested by the Centre Director, including attendance at meetings.

Other responsibilities will include responding to any queries raised by Central University Offices and the MPLS Divisional Offices – including Divisional Accountants, specific to the CDT.

### **Procurement and Financial Responsibilities**

The Programme Administrator will also have joint responsibility for grant management for the CDT and will be expected to produce and continually review and monitor the programme budget in conjunction with the Centre Administrator using Oracle financials and Excel.

The Programme Administrator will generate orders and invoices and will be responsible for all debt collection on behalf of the CDT.

### **Module Planning and Preparation**

The Programme Administrator will be responsible for ensuring that the course materials (including textbooks) are available for all modules. This will include such tasks as updating module schedules, procuring course text books, distribution of pre-reading and course materials and liaising with academic contacts regarding module arrangements.

### **Admissions**

The post holder will be responsible for all the aspects of the admissions process, liaising with the Programme Director and Centre Administrator to ensure all applications are reviewed in a timely manner. The duties will include: administrative presence in student interviews, interview schedules, venue booking, recording panel decisions and informing candidates of results. In addition, the post holder will also have responsibility for liaising with Graduate Admissions, Graduate Studies and Colleges regarding the production of student dossiers and student management. The post holder will record all decisions on to OSS.

### **Assessment and Examination Responsibilities**

The post holder will have direct responsibility for all day-to-day tasks involved with module assessments and examinations for the CDT. The assignment duties involved will include liaison with the Programme Director for assignment approval, co-ordinating with the Centre

Administrator regarding submissions are logged and approved, ensuring assignments are sent to examiners for marking, and informing students of their results. In addition, the post holder will be responsible for the coordination and production of all student term supervision reports on GSS, and for chasing overdue reports and liaising with the Graduate Studies office with regards to change of supervisors.

### **Database Management**

The Programme Administrator will have responsibility for the management of the CDT students on the database, ensuring that it is kept updated at all times, including the management of confidential student academic records.

The post holder will also be responsible for ensuring Weblearn lecture note repository is kept updated at all times and will liaise directly with module leaders to ensure timely provision of their materials.

### **Communication**

The post holder will be expected to communicate at a high level, both in writing and orally with academic partners and external contacts associated with the CDT, and to arrange Advisory panel meetings, attend and take minutes for Committee meetings as prescribed by the Centre Director, and Centre Administrator.

### **Marketing and Events Management**

The Programme Administrator will assist the Centre Administrator with arrangements for all events and publicity associated with the programme as and when required throughout the year, including the annual Open Day for prospective students and will assist with the updating of the CDT website when necessary.

### **Administrative Support for Centre Director**

The post holder will act as PA to the Centre Director and provide general administrative support for his work with the CDT and with his own research group.

## **Selection Criteria**

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

### **Essential**

- Several years' administrative experience
- The ability to communicate effectively to a high standard with a wide range of people
- Experience of Academic Administration
- Experience of Oracle bases systems (OSS)
- Excellent computer literacy, including word processing, spreadsheets, databases and email

- Excellent administrative, planning and organisational skills
- High levels of proven ability to take responsibility and initiative
- Good time management and the ability to meet deadlines
- Experience in working in a University environment
- The ability to learn new complex IT systems
- The ability to work without close supervision
- Excellent interpersonal skills, including the ability to work as part of a team and to work with people of a wide range of seniority, both within the University and Industry

Fulfilment of the following criteria would also be desirable:

### **Desirable**

- Experience of minute taking
- Experience of web editing
- Level 3 NVQ in Management
- Experience of Event Management

### **General Conditions**

The appointment will be on Grade 5 (£23,352 – £27,854 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 on either a full or part-time (minimum of 25 hours per week spread over 5 days) for 3 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](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 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 the deadline stated in the online advert.

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)

To return to the online application at any stage, please click on the following link [www.recruit.ox.ac.uk](http://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.