



University of Oxford Department of Computer Science

## Job description and selection criteria

<b>Job title</b>	Cyber Security Centre Manager / Programme Manager
<b>Division</b>	MPLS
<b>Department</b>	Computer Science
<b>Location</b>	Wolfson Building, Parks Road, Oxford.
<b>Grade and salary</b>	Grade 8: Salary £37,756 – £45,053 p.a.
<b>Hours</b>	Full Time
<b>Contract type</b>	Fixed term for up to 3 years
<b>Reporting to</b>	Professor Sadie Creese
<b>Vacancy reference</b>	112288

## 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 22,000.

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 over 6,500 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and over 2,700 '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 2011/12 was £1,016.1m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £409m p.a., and more than 80 spin-off companies have been created.

For more information please visit [www.ox.ac.uk/staff/about\\_the\\_university.html](http://www.ox.ac.uk/staff/about_the_university.html)

## MPLS Division

The Mathematical, Physical, and Life Sciences Division (MPLS) is one of the four academic divisions of the University.

Oxford is widely recognised as one of the world's leading science universities. In the 2008 UK Research Assessment Exercise over 70% of research activity in MPLS was judged to be world-leading (4\*) or internationally excellent (3\*), and Oxford was ranked first in the UK across the mathematical sciences as a whole.

The MPLS division's ten departments and three 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. We have over 6,000 students and research staff, and generate over half of our funding from external research grants. Our research addresses major societal and technological challenges and is increasingly interdisciplinary in nature. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, as well as with researchers from around the world.

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.

Research in DoCS is currently managed in seven themes. *Software Engineering* (led by Professor Jim Davies), works on a wide variety of areas including e-Science and model-driven development; *Programming Languages* (led by Professor Jeremy Gibbons and including Dr Ralf Hinze and Professor Oege de Moor); Security (leader Professor Bill Roscoe, with Professor Sadie Creese leading a new Cyber Security Centre, and Professor Gavin Lowe); *Verification* (leader Professor Marta Kwiatkowska) covering probabilistic and software model checking (Professor Daniel Kroening) with time and concurrency (Professor Joel Ouaknine, Professor James Worrell, and Professors Roscoe and Lowe), and automated verification of hardware (Professor Tom Melham); *Computational Biology* (led by Professor David Gavaghan and including Professors Kevin Burrage and Helen Byrne) is one of the

world's leading groups building computational models of biological systems and is particularly well known for its work on the heart; and *Foundations, Logic and Structures*, (leader, Professor Samson Abramsky) which includes groups working on quantum information and computation (Abramsky and Professor Bob Coecke), game semantics and verification (Professor Luke Ong) and constraints (Professor Peter Jeavons); *Information Systems* (jointly led by Professors Georg Gottlob and Ian Horrocks and including Professor Stephen Pulman, who works on Computational Linguistics, and Professor Michael Benedikt). In addition the department has recently recruited Professors Mike Wooldridge (Agent Based Systems) and Elias Koutsoupias (Algorithms). A realignment of the themes is expected shortly.

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

## **Job description**

The Cyber Security Centre Manager/Programme Manager is responsible for both the smooth and efficient running of the Cyber Security Centre, and the delivery of project activity as defined by the Principal Investigator, Professor Sadie Creese, and the Centre Directorate.

The role requires projects to be planned, resources mobilised and projects delivered in a timely manner working to priorities as agreed with the PI and the Funder(s). The delivery of these projects will be in accordance with agreed funding terms and reporting requirements agreed at project acceptance. The Centre/Programme Manager will work with the relevant support teams within the departments and across the University to ensure the timely delivery of activity and also the effective budget management for these projects. Projects are envisaged to be wide ranging in terms of scope and complexity and may range from the implementation of technology solutions to developing policies. It is expected that the Centre/Programme Manager would work on several projects and activities at any one time.

The Centre/Programme Manager will be responsible for working with the directorate in defining and delivering strategy for the centre ensuring its long term sustainability and growth.

## **Overview of the role**

### **Responsibilities/duties**

The main duties of the successful candidate will include:

#### **a) *Project Management***

- With a proven ability to plan and deliver projects, this role will require the candidate to
- Take a concept and turn it into a deliverable project
- Identify resources required to deliver project
- Develop a plan for each project
- Execute plan, monitor delivery and provide progress details to the Senior Administrator and operational team
- To drive forward new projects encouraging participation from departmental stakeholders

#### **b) *Financial Management***

Ensure projects are managed to an agreed budget requiring

- a good working knowledge of best financial practice
- a comprehensive understanding of University financial policy and procedures
- close liaison with the PI and Finance Teams on all aspects of financial elements of projects with responsibility for delivery of the projects to an agreed budget. Provide financial guidance and support to the project PIs.
- Production of periodic reporting and forecasting data as required under contractual terms provided to the PI and the funders.
- Detailed financial management across a portfolio of projects ensuring effective use of staff and non-staff budgets to fulfil the needs of the project.

c) ***Strategy and Future planning***

- Identify future funding opportunities and work with the cyber community within the University to seek further funding for cyber research.
- Work with the Cyber Centre Directorate to plan and develop the cyber activity within Oxford developing Oxford as a recognised centre of excellence in this field

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. This role will require both oversight of the work of other project administration staff within the Cyber Centre ensuring coherence in the management approach for the projects within the portfolio, as well as support for the staff within the Cyber Centre assisting the PI with staff development reviews and their progression.

e) ***Reporting***

Providing frequent updates to the PI and Funders on the progression of a portfolio of projects within the programme 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. Typical problems could be associated with dealing with difficult funders and finding ways of satisfying changing needs to enable continued funding, thus having a financial and personnel consequence if not resolved in a timely manner. Problems could also be of a personnel nature dealing with conflict or competition within the context of a Cyber Centre.

g) ***Communication***

Use their experience of verbal and non-verbal communication skills to ensure the PI and relevant staff at all levels are aware of the progress of key project activity. The candidate should be able to communicate to staff within the University and external collaborators as well as funders requiring a high level of professionalism and integrity.

Programme activities currently identified as typical are:

- The management of the web presence for the Programme
- Development of new systems and processes to manage the Programme activity
- Monitoring and tracking planned activity within the programme and identifying new opportunities for research in this field
- Identifying and managing risk within the programme

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 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:

[www.ox.ac.uk/about\\_the\\_university/jobs/professionallandmanagement/](http://www.ox.ac.uk/about_the_university/jobs/professionallandmanagement/)

### Salary and Benefits

The post, which is a full time appointment, is funded by EPSRC, is available for up to 3 years, and has a salary on the University grade 08S scale (currently £37,756 - £45,053 p.a.). This includes membership of the University Superannuation Scheme (USS) and has an annual leave entitlement of 38 days per year (inclusive of all public holidays and university closed periods).

### 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 three 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 the closing date stated in the online advertisement.

Candidates must also ask their referees to consider this job description and email their reference directly to [job05@cs.ox.ac.uk](mailto:job05@cs.ox.ac.uk) or, alternatively, post or fax it to: The Administrator, Department of Computer Science, Wolfson Building, Parks Road, Oxford OX1 3QD, such that the reference arrives by, or shortly after, the advertised closing date. You will also be asked to provide reference details as part of the online application process and will be asked to indicate whether you are happy for us to contact your referees directly should they not provide a reference by the stated closing date.

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.