



DEPARTMENT OF
**COMPUTER
SCIENCE**

University of Oxford Department of Computer Science

Job description and selection criteria

Job title	Strategy and Engagement Officer with Regional Focus
Division	MPLS
Department	Computer Science
Location	Oxford Martin School, Oxford.
Grade and salary	Grade 7: Salary £31,604 – £38,833 p.a., with a discretionary range to £42,418 p.a.
Hours	Full Time
Contract type	Fixed-term for up to 18-months from appointment
Reporting to	Professor Michael Goldsmith
Vacancy Reference	131218



The role

The post-holder will be working as part of the Department of Computer Science's Global Cyber Security Capacity Centre (GCSCC or Capacity Centre) team based at the Oxford Martin School. The GCSCC is a leading research centre and a global knowledge resource for effective cybersecurity capacity-building, whose aim is to understand and communicate how best to deliver effective cybersecurity both within the UK and across the world. It makes this knowledge available to governments, communities and organisations to underpin an increase of their capacity in ways appropriate to ensuring a cyberspace, which can continue to grow and innovate in support of well-being, human rights and prosperity for all.

The post-holder will report to and support the Director of Strategy and External Engagement (SE) at the Capacity Centre by developing and delivering a global programme of enhanced engagement, to significantly increase the targeted interaction between the Capacity Centre and its key stakeholders, focused on promoting the thinking of the centre and the adoption of its capacity maturity model with a particular regional focus in Australia/Oceania and the Pacific.

This new position will develop regional networks and build on existing relationships of the Capacity Centre and internationally to facilitate the upscaling of the Capacity Centre's reach and impact and to showcase the products of its research. The focus will be on identifying potential new partnerships for the deployment of the Cyber Security Capacity Maturity Model for Nations (CMM), working with stakeholders to help them utilise its outputs, targeting regional organisations and other 'force multipliers'. The post-holder will also contribute to the development the Capacity Centre as a whole and the sustainability of its research and knowledge-exchange activities moving forward. He or she will work with the Director of Strategy (SE) to ensure the programme of enhanced engagement meets these requirements.

It is also essential that this knowledge exchange is two-way, as these networks will provide the Capacity Centre's research team with additional opportunities for case study and data collection to further inform the developing research programme. Broader and deeper knowledge of cyber-security issues achieved by utilising expertise from external partners and feedback from key organisations will, in turn, ensure that the products and tools produced by the Capacity Centre better meet the needs of the target audience for the longer term, and increase uptake. The post-holder will have the aptitude and experience to understand the relevant issues and to identify promising areas for research while reporting to the Director of Strategy and External Engagement (SE).

Under the direction of the Director of Strategy and External Engagement (SE), the post-holder will maintain close links with key high-level stakeholders, including UK and foreign governments, regional and multinational organisations (such as EU, UNDP, World Bank, World Economic Forum, NATO), technology and telecommunications industry groups and multinationals (ITU and CTO), think tanks and other academic institutions. The post-holder will work with the Director to design and deliver initiatives intended to facilitate this, such as collaborative meetings, networking events, seminars and workshops, as well as attendance at conferences and events organised by others. Outstanding communication skills and experience of successful engagement with a wide range of high-level stakeholders, such as policy-makers, practitioners, and industry sectors is therefore desirable.

The post-holder will be based at the Oxford Martin School but will also occasionally travel to meetings in the UK and internationally. Foreign travel is therefore to be expected. He or she will also interact closely with the GCSCC's Director, other researchers and support staff at the Capacity Centre, the Chairs of its research dimensions in Oxford and elsewhere, and with colleagues at the Oceania Cyber Security Centre in Melbourne, Australia.

The post is funded by the Department of Economic Development, Jobs, Transport and Resources of the Government State of Victoria, Australia and is fixed-term for 18-months from appointment and available for immediate start.

Research project	Global Cyber Security Capacity Centre
Principal Investigator / supervisor	Professor Michael Goldsmith
Funding partner	Department of Economic Development, Jobs, Transport and Resources of the Government State of Victoria, Australia

Responsibilities/duties

- To contribute to the development and delivery of a programme of stakeholder engagement, working closely with the Director of Strategy (SE), other Capacity Centre staff in Oxford and international partners (mainly Australia and the Pacific), making best use of the Capacity Centre's resources;
- To consolidate and nurture existing stakeholder relationships and interactions, to make best use of the Capacity Centre's existing network of working groups;
- To support the development of new partnerships, in particular with regional bodies in the Pacific region, multinationals and other 'force multipliers', and to follow through on new opportunities for collaboration and engagement as they arise;
- To engage with key internal University teams in other departments (such as Computer Science) to leverage resources and contacts;
- To support the overall aims and research activity of the Capacity Centre. Liaising with the Director of Strategy and External Engagement (SE), the Director of the GCSCC, senior staff and researchers to increase the effectiveness of the research programme as a whole;
- To work closely with the Director of the GCSCC, the Director of Strategy (SE) and the Project Officer to deliver and support the stakeholder engagement programme effectively, to time and on budget;
- To work with the Project Officer on event management, to coordinate and organise co-branded conferences, workshops, seminars and other activities to ensure these enhance the reputation and reach of the Capacity Centre and produce clearly defined outputs;
- To support research staff in the delivery of outputs such as working papers, case studies, blogs or other content, to increase and enrich the materials and tools publically available to further the capacity-building aims of the Capacity Centre as a whole;
- To support the Director of Strategy (SE) in preparing presentations for high-level audiences during meetings and events, to share in the dissemination of the work of the Capacity Centre at conferences and to communicate the aims of the research at a strategic, non-technical level;
- To collaborate with the Project Officer, the Portal Content Manager and Oxford Martin School staff to enhance the Capacity Centre's communications activities, such as the website, the portal, publications, podcasts, media work, blogs and social media;

- To record, monitor and analyse progress and effectiveness of the portfolio of activities taking place as part of this programme. To provide ongoing updates and write regular reports on KPIs and other feedback as required by the Director of Strategy and External Engagement (SE);
- To contribute to a risk register associated with this programme of activities, and to identify and feedback any partnership work which might trigger a human rights assessment, as detailed in the Capacity Centre's Human Rights Policy. To provide feedback to allow the continuous improvement of risk-management assessment;
- To undertake such other tasks commensurate with the grade and role as may be reasonably required.

Hazard-specific / Safety-critical duties

This job includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work:

- Work in hot or cold environments
- Travel outside of Europe or North America on University Business

Selection criteria

Essential

- A first degree [Evidence: CV and certificate];
- Evidence of relevant experience and knowledge in the field of cybersecurity or ICT4 Development;
- Proven interpersonal skills that facilitate a collaborative approach to working with stakeholders at all levels. Ability to build relationships and gain trust of internal and external partners in order to build and use extensive networks;
- Outstanding communication skills and the ability to interact effectively and confidently with partners at different levels of seniority both verbally and in writing. Including report writing, presentation skills, and the ability to communicate innovative concepts and supporting data to a broad audience;
- Ability to support a complex portfolio of projects and the administrative and organisational skills to help develop this project in order to enhance engagement and impact of research;
- Ability to balance conflicting priorities and manage several tasks and relationships at the same time, ensuring that deadlines are met;
- Ability to take a proactive, enthusiastic and flexible approach to delivery, and to utilise new opportunities as they arise. The ability to think laterally and creatively, with the drive and initiative to work both independently and with the Capacity Centre's academic research and support staff to maximise effectiveness;

- Good numeracy skills coupled and the ability to present quantitative and qualitative data with attention to detail;
- Developed IT skills and the ability to use a broad range of computerised systems and data sources to support improved communications, information and data dissemination via a range of modes of communication (web, email, social media, etc.);

Desirable

- A qualification or previous experience in a directly relevant discipline, such as cyber-security, information systems, international relations, computer science, or capacity building in a broader sense;
- Demonstrated ability in financial management and analysis;
- Experience in creating, developing or maintaining relevant stakeholder, communications or knowledge-exchange programmes, with organisations and individuals, such as with policy-makers, industry groups and businesses;
- Project management experience in a varied working environment;
- Commercial awareness, including an appreciation of the drivers, constraints and working practices in relevant industry groups;
- Ability to adapt to a rapidly changing work environment, bringing fresh thinking to the Centre and working with senior staff to shape and manage the overall direction of stakeholder engagement.

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, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and 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 2014/15 exceeded £522.9m and ranked first in the UK for university spin-outs, with more than 130 spin-off 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

Department of Computer Science

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 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 seven themes:

- *Algorithms* (led by Professor Leslie Ann Goldberg) covers computational complexity, algorithmic game theory, and constraint satisfaction;
- *Automated Verification* (led by Professor Marta Kwiatkowska) covers probabilistic and software model checking, time and concurrency, and hardware;
- *Computational Biology* (led by Professor David Gavaghan) 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;
- *Foundations, Logic and Structures* (led by Professor Samson Abramsky) includes groups working on quantum information and computation, game semantics, and verification;
- *Information Systems* (led by Professor Ian Horrocks) has groups working on databases, knowledge representation and reasoning, multi-agent systems, and computational linguistics;
- *Programming Languages and Software Engineering* (led by Professor Luke Ong) covers model-driven development, functional programming, program analysis, cyber physical systems, social computing
- *Security* (led by Professor Bill Roscoe) 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 Mathematical, Physical, and Life Sciences Division (MPLS)

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/.

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 should explain how you meet 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 departments.

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. Further help and support is available from 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.

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

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. 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/.

The University's policy on retirement

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/.

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

There is no normal or fixed age at which **support staff** in posts at **grades 1–5** have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

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

Training and Development

A range of training and development opportunities are available at the University. Further details can be found at

www.ox.ac.uk/staff/working_at_oxford/training_development/index.html.

For research staff only: Support for Research Staff

There is a particularly wide range of support for career development for research staff.

Please visit: www.ox.ac.uk/research/support-researchers to find out more.

Pensions

The University offers generous occupational pension schemes for eligible staff members.

Further details can be found at www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/.

Information for international staff *(or those relocating from another part of the UK)*

A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at

www.admin.ox.ac.uk/personnel/staffinfo/international/.

The University of Oxford Newcomers' Club

The Newcomers' Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

Transport schemes

The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at www.admin.ox.ac.uk/estates/ourservices/travel/.

University Club and University Sports Facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See www.club.ox.ac.uk for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit www.sport.ox.ac.uk/oxford-university-sports-facilities.

Childcare and Childcare Vouchers

The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit www.admin.ox.ac.uk/childcare/. **NB: Due to the high demand for the University's nursery places there is a long waiting list.**

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit www.admin.ox.ac.uk/childcare.

Disabled staff

The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details.

BUPA - Eduhealth

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families www.eduhealth.co.uk/mini-site/.

All other benefits

For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/.