Job description and selection criteria

Job title	Centre Administrator, Centre for Doctoral Training in Cyber Security
Division	MPLS
Department	Computer Science
Location	Robert Hooke Building, Parks Road, Oxford.
Grade and salary	Grade 7: £32,817 - £40,322 p.a.
Hours	Full Time
Contract type	Fixed term until 31 March 2023
Reporting to	Centre for Doctoral Training Director
Vacancy Reference	152077
Additional information	

Overview of the role

The post is funded by the Centre for Doctoral Training (CDT) in Cyber Security which holds funding from the EPSRC to train future innovators and research leaders in cyber security and related sectors. The Cyber Security CDT provides 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.

The CDT has over 40 active students and accepted its final cohort in 2018. The CDT is committed to providing full support for the remainder of the funding. The CDT currently has 5 members of staff as follows: the Centre Director, three Co-Directors and the Centre Administrator. On a day-to-day basis, the post holder will report to the Centre Director, Professor Andrew Martin.

The CDT is a pivotal component of the broader Cyber Security Oxford (CSO) Network. This brings together the dynamic and vibrant community of researchers and experts working on Cyber Security at the University of Oxford, with the core activity recognised as an Academic Centre of Excellence in Cyber Security Research (ACE-CSR) by EPSRC and the National Cyber Security Centre. The network links the wide variety of research and education

activities across the University, and provides an easy point of contact for engagement. The CDT students are a key part of CSO, and the post-holder will help to coordinate the network.

Responsibilities/duties

Key Duties

- Provide the core administrative and management function for the CDT in Cyber Security, including record-keeping, financial management, reporting and publicity.
- Support the CDT Director and Co-Director in performance of CDT duties, including at meetings and events internally and externally.
- Be the main point of contact for the CDT and facilitate the flow of information and communication between students, academics, other University Departments and services, external sponsors, industrial and government partners, and EPSRC.
- Coordinate and implement all policy decisions in conjunction with the CDT Directorate.
- Coordinate all external communication with existing industrial, academic and other partners the planning of new projects, as well as reaching out to new partners.
- Manage all non-academic aspects of the CDT including continued support for the student cohorts, the setting of shared goals and expectations for all associated with the CDT, manage resource allocation including facilities and infrastructure, monitor performance against funder expectations and contribute to all centre reports.
- Advise students on administrative and financial matters, often complex in nature.
  The post holder will act as administrator for the Centre Director, and provide administrative support for his work with the CDT.

Centre Management

- Manage all non-academic aspects of the CDT, including liaison with senior academics and Industrial partners
- Manage processes and procedures, ranging through management accounts reports, to liaison on industrial contracts
- Manage the on-going provision of the centre, including liaising with facilities management and furniture, equipment, space for teaching research skills and elective modules etc.
- Be the primary point of contact for students, collaborators (university and industry), senior management, research services and other public or internal queries.
- Manage and revise complex policies for the CDT to function optimally
- Provide the secretariat for the CDT Directorate, Steering Committee, Advisory Board and Academic Boards. Including preparation of papers and minutes.
- Develop and manage all administrative processes and procedures ensuring best practice and compliance with University requirements and develop policy documents for the CDT.
- Organise the Annual Research Showcase with industry partners to provide an overview of student's work, public engagement and outreach activities.
- Organise events and workshops as required e.g. Summer Schools
- Deputise for the Director and/or co-Directors at events, conferences and meetings as required.
- Provide support with any compliance issues and intellectual property. Ensure legal support or guidance is obtained if necessary, including for support to students if clearance is required.

Financial Management

- Financial management of the programme, in conjunction with the CDT Director
- Provide advice and guidance to the Directors on all financial matters.
- Produce management reports for the Directors and the Department, detailing budgets and expenditure.
- Work closely with CDT Co-Directors to develop proposals for future income generation.
- Liaise with EPSRC, with support from Departmental Finance and Research teams
- Ensure compliance with university and departmental financial regulations, including audit, procurement and expenses.
- Manage JRAM income working with the collaborating departments to ensure accurate and fair distribution of income.
- Manage and monitor student stipends and fees. Budget monitoring to ensure sufficient funding and compliance with fees.
- Prepare Purchase Orders, approve Invoices, expense claims and day to day financial processes including petty cash handling.

Student Management

- Develop and maintain a database to monitor student marks. Maintain oversight of student progression through the programme and ensure smooth transitions as well as reporting to EPSRC (Je-S)..
- Co-ordinate tutors, oversee tasks primarily focussed with the ongoing Research Skills and supplementary elective programmes for students as they progress through their DPhil.
- Primary management point for student activity; Colleges for fee waivers and welfare matters and University for student progression and public engagement.
- Act as first point of contact for students for administrative or financial queries, which may be complex in nature and can involve finding non-standard solutions. Provide initial support for student welfare and pastoral support or academic concerns.
- Provide guidance on processes for suspension and transfer and confirmation of status.
- Ensure that University Teaching and Quality Assurance Guidelines are adhered to throughout the programme.
- Develop, organise and lead the programme of activities for the CDT. This includes student training from Division, Industry and externally sourced activities.
- Prepare agreements and authorise payments for all aspects of teaching over both Departments for students and academics and external lecturers when providing elective modules and research skills.
- Maintain and promote the provision of lecture capture material

Database Management

- Manage all student data on relevant databases, ensuring that it is kept secure and updated at all times, to comply with University procedures on information security and GDPR.
- Ensure that virtual learning environments (including lecture note repository) are kept updated and available to students throughout their time with the CDT
- Maintain mailing lists relating to the CDT and CSO network.

Stakeholder Engagement

- Manage relationships with funding bodies, industry, government and research collaborators. Represent the activities of the CDT and CSO network members to external stakeholders, seek new contacts, host events, web, twitter, newsletters, brochure, etc.
- Coordinate and guide industry partners on methods of engaging with the CDT and CSO Network.
- Plan and direct Deep Dive and industry days to ensure the maximum return for both the CDT and partners. Liaising with their staff on planned activities and signposting relevant topics and content of the events to reflect the interests of the students.
- Manage enquiries and requests for information from current and potential industrial partners. Developing future collaborations from this support.
- Coordinate Entrepreneurial research skills courses as part of the students' professional development.

Communication

- Communicate at a high level, both in writing and orally with academic partners and external contacts associated with the CDT, and to arrange Advisory Board meetings, attend and take minutes for Committee meetings as prescribed by the Centre Director.
- Co-ordinate and develop the CSO and nested CDT website. This will include maintaining content and project managing any subsequent developments and updates including new features and functionality.
- Manage the online presence and social media links for the CDT and CSO e.g. Facebook/ Twitter/ LinkedIn
- Prepare publicity material for Cyber Security Oxford in order to promote the network e.g. CSO Brochure
- Monitor enquiries@ and media@cybersecurity.ox.ac.uk; distributing questions/introductions to the network as appropriate.
- Work with research facilitators within Computer Science and across departments within the CSO network to connect researchers, students and academics to research opportunities. Circulate information as needed to facilitate this.

Marketing and Events Management

- Co-ordinate all events and publicity associated with the network as and when required throughout the year.
- Co-ordinate the weekly Cyber Security Seminar series: liaise with academics for potential new speakers; issue invitations to potential speakers; promotion of the individual sessions; management of room bookings, refreshments as required.

Cyber Security Alumni Network

- Manage the growing Cyber Security alumni network of which CDT students form the core. Ensuring the network is supported and managed effectively.
- Co-ordinate the alumni activities for the CDTs graduates including events, talks and publicity activities.
- Use university systems to appropriately grow the external influence and membership of the alumni group

Selection criteria

Essential

- Educated to degree level or equivalent experience
- Experience of working in a large, complex environment
- Experience of graduate administration, specifically student management
- Excellent written and oral communication skills with a proven ability to influence a range of stakeholders.
- Excellent inter-personal skills and the ability to develop and maintain professional working relationships in an academic research environment
- Highly organised with the ability to work independently using own initiative or as part of a team and with staff at all levels
- Excellent IT skills, and experience with office applications, databases and manipulating data.
- Financial experience with strong numerical skills and experience of monitoring and presenting budgets as well as the ability to understand, interpret and present complex data in a range of forms.
- Strong attention to detail.

Desirable

- Experience of working within a Centre for Doctoral Training environment (CDT, DTP etc)
- Experience of minute taking
- Experience of web editing
- Experience of social media
- Demonstrable commitment to ongoing professional development
- Experience of Event Management

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

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/.

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, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, 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 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 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 UK 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 ten themes:

- *Algorithms & Complexity Theory* focusses on determining the inherent difficulty of computational problems, classifying problems according to this inherent difficulty, and designing and analysing algorithms that use computational resources as efficiently as possible;
- *Artificial Intelligence & Machine Learning* focuses on theoretical foundations, multiagent systems, deep learning and computational linguistics;
- *Automated Verification* investigates theory and practice of formal verification and correct-by-construction synthesis for software and hardware systems;
- *Computational Biology & Health Informatics* is concerned with computational approaches for biomedical research and healthcare innovation;
- *Cyber-Physical Systems* is focusing on intelligent and autonomous sensor systems with applications in positioning, healthcare, environmental monitoring and smart cities;

- *Foundations, Structures and Quantum* embraces interdisciplinary research, and has a particular interest in structural foundations of quantum computation;
- *Human-Centred Computing* covers human-computer interaction, social computing and world-wide web;
- *Information Systems* covers databases, knowledge representation and reasoning;
- *Programming Languages* covers functional programming, program analysis, and programming language foundations;
- *Security* 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 must explain how you meet each of 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 department(s).

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 receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The

University's Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

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

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See www.welcome.ox.ac.uk. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.
For full details, including how to apply and the costs, see www.admin.ox.ac.uk/childcare/.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see www.admin.ox.ac.uk/eop/disab/staff.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/.

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.