Job description and selection criteria

Job title	Head of Academic Administration
Division	MPLS
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford
Grade and salary	Grade 8: Salary £42,149 - £50,296 p.a.
Hours	Full Time (flexible working options will be considered)
Contract type	Permanent
Reporting to	Head of Administration and Finance
Vacancy reference	153930
Additional Information	You will be based in the Wolfson Building but you may agree on a pattern of regular remote working with your line manager.

The role

We are seeking to appoint an experienced Head of Academic Administration to deliver a varied, complex and stimulating work stream. You will be a strong leader to support the academic administration team in delivering an exceptional student experience through excellent administration of the Department of Computer Science's academic programmes. Our current degree provision includes:

- Undergraduate degrees in Computer Science, Maths and Computer Science and Computer Science and Philosophy
- A full time MSc in Computer Science
- A full time joint MSc with Mathematics (MFoCS)
- A range of part-time Masters courses in Software Engineering , Systems Security and Data Science (Professional Masters Programmes) and
- An extensive Postgraduate Research programme

The post holder will be a member of the Department's Senior Management team, and will be a key contributor to the development and achievement of the department's strategic education priorities, policies and procedures, and to identify opportunities for areas of improvement in conjunction with staff within the department and elsewhere in the collegiate

university. They will be responsible for providing timely and accurate reports and detailed analyses on all aspects of teaching delivery to senior management, providing input to risk analysis, and strategic decision making.

The post holder will be responsible for the management of the academic administration function, ensuring that all activities align where necessary with University policies and procedures. They will liaise closely with the Head of Department, Deputy Head of Department for Teaching, the Director of Teaching, the Director of Graduate Studies, course organisers, and chairs of examiners, to provide support and advice on processes and procedures and to ensure the implementation of any changes. In addition, the Head of Academic Administration is a member of the professional management team, where each manager acts jointly as deputy to the Head of Administration and Finance to ensure the delivery of an outstanding service to all academics engaged in teaching and to our students.

The team to be managed by the Head of Academic Administration consists of:

- A Deputy Academic Administrator who provides support to the Head of Academic Administration with a focus on the Undergraduate programmes
- An Academic Administration Officer
- A Graduate Studies Administrator responsible for our extensive postgraduate research student community
- An MSc Course Administrator responsible for the MSc
- An Office Manager for the Professional Programmes
- Five administrative and secretarial support staff (One shared with the Office Manager and PA to Head of Administration and Finance)

As the department sets up new Centres for Doctoral Training (CDT) in the future, it is envisaged that the CDT administrative staff will also form part of the management responsibilities of the Head of Academic Administration, as funded by specific initiatives.

The Academic Administration team
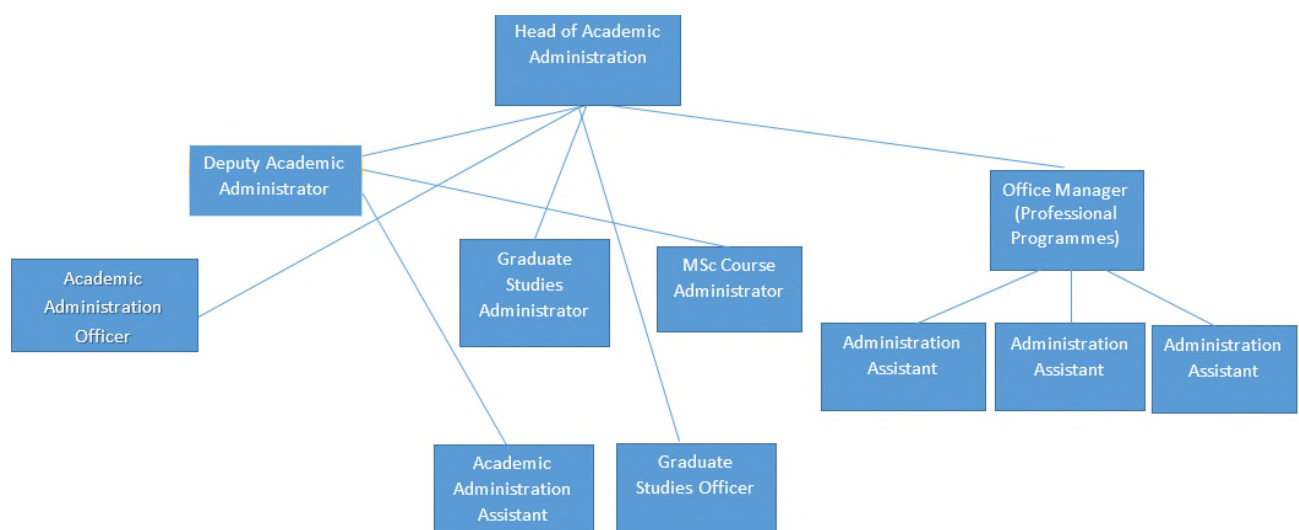
Responsibilities

The main duties of the successful candidate are to include:

- As a member of the Senior Management Committee, actively contribute to strategic planning and the successful delivery of teaching priorities for the department.
- Lead and manage the Academic Administration team, setting its objectives and prioritising its activities in support of its overall mission and alignment with the departmental teaching priorities.
- Lead the preparation and submission of documentation for large scale reviews of the department's teaching activities, e.g. BCS and divisional reviews, as well as accreditation activity.
- Act as the principal point of contact with the MPLS Division and the wider university for all matters concerning undergraduate and postgraduate education policy. The post-holder will be responsible for working with the Director of Teaching and senior management to develop and evolve the department academic policies consistent with the University and Divisional requirements.
- Ensure that Computer Science teaching administrative processes and systems are aligned with university provision, identifying areas of non-compliance and taking appropriate action to rectify.
- Maintain a knowledge and understanding of the teaching landscape requirements of the Office for Students and OFFA (or whatever office succeeds them) and Oxford University's policies for fulfilling them.
- Contribute to the strategy for the management of the Professional Programmes activity ensuring compliance with university regulations and adapting the administrative functions in an evolving environment.
- Contribute to the MPLS Division and wider University through membership of strategic committees and working groups providing specialist advice on the requirements of teaching administration in a department like Computer Science.
- Establish effective working relationships with holders of similar posts in other departments and the MPLS Divisional Office as well as the University's Student Administration department to ensure sharing of best practice.
- Effectively manage the Academic Administration team assigning tasks and responsibilities to individual team members taking due account of their particular strengths and skills and the need to balance workload across the team.
- Mentor, coach and support staff in the team to ensure that they meet their full potential. Take responsibility for the career development process and reviews for staff in the Academic Administration team.
- Develop and maintain a team culture of working to the highest standards of accuracy, compliance and effective communication with the academic, administrative and student communities.
- Promote and actively embed activities to ensure equality and diversity amongst the undergraduate and postgraduate cohorts and be accountable for initiatives to support the department's Athena Swan applications and plan. Initiate activity to increase the diversity of our undergraduate cohort, striving to increase the under-represented groups.
- Organisation of departmental academic committee meetings (including Education Committee, Undergraduate Supervisory Committee, Supervisory Committee for MSc in Computer Science, Faculty of Computer Science), provision of guidance and advice to Chairs of committees, provision of agendas, minutes, follow-up, e.g. liaison with Division, changes in Regulations, etc.

- Work with the Director of Graduate Studies and Director of Professional Programmes and assigned staff to coordinate and manage the recruitment process for postgraduate students, including funding arrangements.
- Oversee the administration of the centres for doctoral training to ensure compliance with department and university policies and procedures.
- Participate in the department's Mental Health group, promoting a culture of wellbeing in the department for the student cohorts and teaching staff.
- Develop processes that provide the Deputy Head of Department for Teaching and Directors of the various programmes of study with the information required to undertake their duties in a timely and accurate manner.
- Work with the Deputy Head of Department for teaching to ensure a fair distribution of work across the academic community. Organisation of undergraduate and graduate lecture schemes, allocation of lecturers to courses, including responsibility for lecture timetables, liaison with partner departments on joint courses (Mathematics, Engineering and Philosophy), and room allocation. Ensure that the curriculum is reviewed and developed periodically.
- Ensure the effective delivery of practical supervision and timetabling (including 2nd year group design practicals) and oversee the implementation of a handing-in process, marking and recording of marks, including regular termly meetings with Departmental Lecturers and Teaching Assistant(s) to consider feedback, improvements and allocation of responsibilities for the coming term, providing these staff with guidance and support as required, and recruitment of practical demonstrators.
- With the Deputy Academic Administrator, schedule centrally-organised classes, including obtaining class tutors/markers for undergraduate and graduate classes, and operation of intercollegiate class scheme for undergraduates (including payments to tutors/markers).
- At regular Senior Management meetings, update the Head of Department, Deputy Head of Department for Teaching, and Director of Teaching on current progress and matters that require their attention and resolution, providing guidance, advice and data as required.
- Oversee the liaison with the Careers Office, facilitating graduate recruitment events and industry talks in conjunction with a proposed industry liaison officer. Liaise with and advise the departmental Publicity and Schools Liaison Officer on these areas of activity and organisation of open days.
- Act as a first point of contact for student welfare matters, referring students on to appropriate support providers as necessary (eg, Disability Advisory Service, Departmental or University Harassment advisors, student Counselling Services and DSE Assessors).
- Act as a user representative for system development for University student systems projects and associated student system implementations.
- Other administrative or managerial duties delegated or requested by the Head of Department, Deputy Head of Department for Teaching or the Head of Administration and Finance.

Selection Criteria

Applicants will be judged against the following selection criteria. Please note that these are not ranked in any particular order.

Essential

- An honours degree or equivalent experience and evidence of strong intellectual capacity and analytical skills.

- Experience of working at a strategic level within a complex organisation, with demonstrable experience of developing strategies and managing change in a complex, evolving environment.
- Experience of leading, inspiring, and motivating teams of people to achieve results.
- Highly effective people management skills, with significant experience of performance management and supporting the career development of individuals.
- Highly developed oral and written communication skills, with experience of positively influencing, engaging and negotiating with a range of people, including senior management.
- A positive, diplomatic and can-do approach to working collaboratively with other people, with tact and discretion when dealing with issues of a sensitive or confidential nature.
- Experience of professionally managing a challenging and demanding workload which is driven by strict deadlines, through exceptional organisation, planning and prioritisation skills, and the provision of support to team members to achieve their objectives.
- Demonstrated ability to prepare complex numerical and data driven, analytical and technical documents to a high standard.
- Experience of identifying opportunities for continuous improvement, through staff involvement and consultation and developing supporting policies and procedures to underpin changes
- Proficient user of IT, including MS Office applications, and some experience of database and content management systems.

Desirable

- Experience of working in a higher education student administration role.
- Experience of committee servicing at a senior level.

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;
- *Data and Knowledge* 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 three 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.