

Job description and selection criteria

Job title	CDT Administrator, Oxford EPSRC CDT in Health Data Science
Division	Mathematical, Physical, and Life Sciences Division
Department	Computer Science
Location	Oxford Big Data Institute
Grade and salary	Grade 8: Salary £42,149 – £50,296 p.a.
Hours	Full time
Contract type	Fixed term until 30 Sep 2027
Reporting to	Head of Administration and Finance, Department of Computer Science
Vacancy reference	159527

The role

The post holder will be the administrative and finance lead for the Oxford EPSRC Centre for Doctoral Training (CDT) in Health Data Science, which has a budget in excess of £6m. They will operate across all aspects of the programme: managing the teams of lecturers, tutors, demonstrators, and data engineers, and coordinating the design, development, and delivery of new initiatives and activities.

They will act as the first point of contact for the public, for industry, for students, and for colleagues within the University. They will have operational responsibility for the relationships with the programme's main sponsor, the EPSRC, and a range of industry, charity, and NHS partners. They will be responsible for maintaining and improving systems and processes, and for ensuring that agreed policies and business plans are implemented.

They will have full responsibility for the day-to-day management of the CDT and the delivery of the training programme, and will be accountable for adherence to University and sponsor policies and regulations. They will play a key role in managing the varied research and public engagement activities, which will involve close and regular liaison with research groups within the Big Data Institute and across the contributing departments and organisations.

They will represent the CDT at internal committee meetings and external events, including promotional events. They will develop policy in collaboration with, and respond to queries from:



the Mathematical, Physical, and Life Sciences and Medical Sciences divisional offices, University research services, the joint research office, colleges, the Department of Computer Science and the other contributing departments.

Responsibilities

Key Duties

Represent the CDT Directorate at meetings and events, both internally and externally.

Coordinate and implement all policy decisions in conjunction with the CDT Directorate.

Coordinate communication with all current and future industrial partners with the support of divisional business managers and the CS industrial liaison officer plus set up Industrial showcases for students to attend.

Be responsible for the scientists in residence: industrial visitors who will be spending up to 3 months at the CDT in Health Data Science in Oxford.

Maintain all external communication with existing industrial, academic and other partners about the progress of individual projects, the planning of new projects, as well as reaching out to new partners. This is complex in nature given there will be multiple industrial partners which have to be coordinated by the CDT.

Lead the development of all non-academic aspects of the CDT including transferable skills workshops, EDI Committee, Student Consultative Committee and other workshops.

Financial management of the CDT budget.

Produce the annual review document and EPSRC mid-term review documentation.

Advise students on administrative and financial matters, often complex in nature and confidential.

Arrange departmental student transfers at the end of the first year.

Centre Management

Manage all non-academic aspects of the CDT, including liaison with senior academics and Industrial partners

Manage the set-up and on-going provision of the centre, including liaising with facilities management and furniture, equipment, space for teaching etc.

Be the primary point of contact for applicants, collaborators (university and industry), senior management, research services and other public or internal queries.

Develop and implement complex policies for the CDT to function optimally

Provide the secretariat for the CDT Management Committee, External Steering Committee and Advisory Board. Including preparation of papers and minutes.

Advise the CDT Director (and other team members) on funder terms and conditions as well as providing insight and advice to policy and strategic decisions.

Produce the annual review document and the EPSRC mid-term review.

Represent the Director at network events with the funding organisations.

Develop and manage all administrative processes and procedures ensuring best practice and develop policy documents for the CDT.

Participate in internal and external networks to promote the CDT and attend conferences and present research themes, promoting the CDT to industry and academics.

Organise and present at the annual meeting with industry partners to provide an overview of student's work, public engagement and outreach activities.

Develop and update the centre website including all existing student profiles.

Organise events and workshops as required, for example, summer schools, cohort retreats, ORBIT training, transferable skills.

Deputise for the Director and/or co-director 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.

Co-ordinate the CDT publicity/marketing programme including negotiation of publicity quotations, the placement of adverts in leading journals; use our Instagram and Twitter platforms, advertise through collaborating departments and the annual open day.

Manage the temporary Teaching Assistants, clarifying requirements, assigning work and ensuring tasks are completed.

Promote and initiate cross CDT collaboration workshops with a common theme, such as sharing transferable skills workshops, leading on the Ethics review

Set the weekly team agenda and follow up on action points.

Arrange equipment supplies and coordinate set up with NDM IT for all IT issues.

Make sure all folders on One Drive are up to date.

Update information on Canvas.

Industrial Visitor Management:

The Centre will have a number of industrial scientists in residence across the duration of the CDT; each will be spending up to 3 months at the CDT in Health Data Science in Oxford:

- be responsible for the scientists whilst they are based in Oxford
- be responsible for Pastoral Care and Welfare support whilst in Oxford
- provide all administrative support whilst in Oxford
- manage all aspects of access to facilities and buildings

Identify training needs as required

Financial Management

Financial management of the programme, including liaison with external partners and sponsors, ensuring activity for the 8-year period.

Provide advice and guidance to the Directors on all financial matters.

Produce management reports for the Directors and the Department, detailing budgets and expenditure.

Liaise with EPSRC, external partners and sponsors in conjunction with Departmental Finance and Research teams

Liaise with MPLS Accountants and Research Services with regards Industry funding, contracts and IP in conjunction with the CDT Director

Ensure compliance with university and departmental financial regulations, including audit, procurement and expenses.

Management of JRAM income working with CS finance and collaborating departments to ensure accurate and fair distribution of income.

Source and secure funding for all potential applicants within the CDT through EPSRC studentships, Industrial studentships, JRAM, and other available sources

Set-up management and monitoring of student's stipends and fees. Budget monitoring to ensure sufficient funding and compliance with fees.

Ensure prompt payment of college invoices.

Check travel booked through Key travel is authorised and coded correctly

Code and authorise invoices for payment from suppliers

Recruitment, Admissions, and Student Management

Manage the end-to-end admissions procedures (from enquiry to student start), including advertising, managing applications through eVision, shortlisting and offers, communicating academic conditions and securing college places. Arrange interviews and take part in recruitment process as required.

Review and give feedback to potential applicants on CVs and personal statements.

Liaise with University and Departmental admissions administration to ensure a coherent approach to student admissions in accordance with the guidelines of the University's Education Policy Standards Committee.

Oversee student induction programme. Write, develop, and present own section on the expectations of the students by the CDT (e.g. examination, attendance etc.) and how they manage their budgets, housekeeping and arranging health and safety talk through the facilities team

Deliver 1:1 training or induction for students when required on university processes and CDT systems.

Prepare reports on admissions and analyse student destinations statistics to report patterns and trends to the Management Committee and Departments.

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).

Organise the annual viva voce examinations including such duties as producing documentation for examiners and liaising with supervisors regarding production of reports.

Develop the teaching programme with senior academics and industrial partners, ensuring timetabling, and use of external speakers. Co-ordinate tutors, oversee tasks and undertake module planning.

Primary management point for student activity; liaise with the module leader for teaching arrangements; 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.

Manage the CDT Open Days and Events for prospective students. Promote this effectively (through collaborating departments and faculty) to potential students and involve Directors and present students.

Develop, organise and lead the programme of activities for the CDT. This includes ethics reviews by each cohort, on their research to date, student training from Division, Industry and externally sourced. Arrange 'industry weeks' and 'data challenges'.

Prepare consultancy agreements and casual contracts and make sure Right to Work checks are performed where necessary. Liaise with HR to make sure spreadsheet for payments is correct and up to date. Authorise payments for all aspects of teaching for students, academics, and external lecturers.

Monitor Tier 4 students termly attendance.

Business Development

The Centre is intended to be self-financing after the initial funding period. The post holder will require strong use of initiative to:

Identify potential partners or sources of income and take the lead in securing such funding; arrange introductory meetings with CDT Directorate.

Establish contacts with funding bodies and industry through attendance at meetings to strengthen relationships and networks.

Co-ordinate and develop a database of potential sources of future funding including Research Council initiatives, research charities, links with overseas funding bodies (including the Rhodes Trust and EU), Industry, BDI, and the Industrial Liaison officer in Computer Science.

Develop business plans and proposals with the CDT Director for future investment opportunities.

Initiate and manage the development of a portfolio of professional courses that may provide future income for the CDT.

Work with the external partners involved in the programme, liaising with their staff on planned activities.

Selection criteria

Essential

1. Degree level education or equivalent experience
2. Experience of programme delivery and administration in a complex, pressured academic environment
3. Expertise in the interpretation of complex data and the use of software tools, including university student and financial systems and learning support systems
4. Strong numerical skills, and experience of financial management, including budget planning, monitoring, and presentation
5. Excellent communication and influencing skills, in written and oral presentation, and ability to represent the University in meetings and negotiations with external partners
6. Excellent understanding of relevant principles, policies, procedures, and legislation: in particular, with regard to the management of personal and medical data
7. Excellent inter-personal skills, and an ability to operate with tact, sensitivity, and discretion in welfare, disciplinary, and other matters
8. Highly organised, able to work independently, and able also to work effectively as part of a multi-disciplinary team with staff at all levels

9. Strong attention to detail, with proven problem-solving skills, and an ability to exercise judgement and take initiative

Desirable

1. Postgraduate level education
2. Project and/or service management certification
3. Formal education or previous experience in the area of health data science
4. Experience of preparing strategic proposals for funding and/or development
5. Experience of working closely with industry partners in an academic context

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: <http://www.jobs.ox.ac.uk/pre-employment-checks>

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 <https://www.jobs.ox.ac.uk/how-to-apply>

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

<https://hrsystems.admin.ox.ac.uk/recruitment-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/.

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: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>

The University's Policy on Data Protection is available at:

<https://compliance.admin.ox.ac.uk/data-protection-policy>

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, 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: <https://hr.admin.ox.ac.uk/the-ejra>
For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

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 <https://hr.admin.ox.ac.uk/staff-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 <https://www.sport.ox.ac.uk/>.

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 <https://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 <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

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 the Work+Family Space, 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 <https://hr.admin.ox.ac.uk/my-family-care>

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 <https://childcare.admin.ox.ac.uk/>

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 <https://edu.admin.ox.ac.uk/disability-support>

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 <https://edu.admin.ox.ac.uk/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.