



Job Description

Summary

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| Job title | Oxford AI Research Group Programme Manager |
| Division | Mathematical, Physical, and Life Sciences (MPLS) |
| Department | Computer Science |
| Location | Wolfson Building, Parks Road, Oxford, OX1 3QD |
| Grade and salary | Grade 8: £49,119 - £58,265 per annum inclusive of Oxford University weighting |
| Hours | Full time (37.5 hours per week) |
| Contract type | Fixed term contract up to 12 months with possible extension |
| Reporting to | Professor Yarin Gal |
| Vacancy reference | 184217 |
| Additional information | Internal candidates will be given priority for this recruitment and must apply via the Employee Dashboard. |

The role

About the research group. Machine learning (ML), or “AI” as it is referred to by the media, has been the driving force behind the most exciting recent technological advances, having its impact on fields as diverse as medical imaging, foundation models, astronomy, and many more. The Oxford Applied and Theoretical Machine Learning (OATML) group is an energetic world-leading research group working at the core of machine learning research and its applications, located at the Computer Science department, and led by Yarin Gal, Professor of Machine Learning. We are a multidisciplinary team of researchers (postdocs, research associates and DPhil students), coming from diverse backgrounds including Computer Science, Maths & Stats, Engineering, Physics, Medicine, and industry.

OATML has 20+ researchers and associates at any given time, focused on concurrent projects across domains such as medical, climate, ML security and technical AI safety, astronomy, computational biology, physics, as well as fundamental ML. We collaborate with world-class ML labs e.g. Google, DeepMind, Apple, GSK, Toyota, JPMorgan, and Intel, as well as with Harvard Medical School, Berkeley AI lab, Montreal’s MILA, among others. The group has contributed substantially to the field of machine learning, developing AI tools that can inform their users when the tools are “guessing at random” and not to be trusted.

We are looking for an energetic Programme Manager to help run the group, in a very dynamic role involving thought partnership on group strategy and direction, and day-to-day operationalising of that vision. This role will also line manage the group’s Project Support Officer.



Flexible Working

This role is on site only.

Responsibilities

The main duties of the successful candidate will include:

Line Management of the Group Project Support Officer

- Line manage the OATML Project Support Officer, provide day-to-day guidance, advice, coaching, and performance feedback. Accountable for conducting annual performance reviews and supporting staff development in line with individual needs and professional aspirations.
- Provide strategic direction and leadership to project team members, ensuring high performance, resource coordination, and effective task allocation across internal and external contributors.

Strategy Development

- Develop overall strategy for the research group in consultation with the PI, including high-level fundraising, and recruitment strategy.
- Take full responsibility for ensuring a healthy institutional culture conducive to effective research. Examples might include managing internal events to discuss team vision and strategy, coordinating/overseeing the onboarding process for new group members, arrangement of physical office space, and maintenance of relationships with partner institutions.
- Drive innovation, champion best practice, and ensure lasting impact through high-quality delivery and strong team performance.

Daily Operations and Logistics

- Provide strategic leadership on complex, high-value projects, shaping direction, managing risk, and influencing senior decision-making.
- Manage the activities and outputs of the OATML project portfolio, from initiation (planning, costings, contracting, partnerships, financial management, resourcing, forecasting) to delivery (reporting, project management, stakeholder management) to closure.
- Develop a positive working relationship with the OATML members and create a positive and enabling operating environment for the team. Be the first point of contact and initial support for student welfare and pastoral support, as well as for student logistical or operational questions.
- Assist with the recruitment and admissions process for new group members (including recruitment of research and professional services staff and PhD admissions).
- Plan and arrange group meetings such as weekly seminars and talks, assist with student paperwork, milestones, and examination coordination.
- Propose the creation of new systems and processes to streamline operations to keep up with the changing needs of the research group.
- Support the PI with college-related duties, including admissions, reporting, supervising and the organisation of teaching.
- Contribute expert advice to internal networks, working groups, or committees, influencing the adoption of best practice and promoting project management excellence across the organization.

Grant Management and Financial Administrative Support *(in partnership with Project Support Officer)*

- Provide support and advice to the team in developing the strategic direction, including identifying funding priorities and sources of support for projects. Develop relevant materials for grant proposals. Define and agree project scope, objectives, and deliverables in consultation with senior stakeholders, aligning with institutional strategies and priorities.
- Lead project financial planning and control, managing budgets, tracking expenditure, and ensuring compliance with institutional financial procedures.

- Liaise with the departmental teams to ensure the effective management of grants; Track and monitor financial information to enable the PI to make informed financial decisions.
- Ensure that grant conditions are being met, including producing research updates for funders and other reporting requirements (such as ResearchFish or Open Access).
- Develop and lead the delivery of complex project plans, tracking milestones, resources, interdependencies, and risks to ensure delivery on time, within scope, and to budget.
- Manage project risks, issues, and changes in scope, developing mitigation plans and escalating appropriately where necessary to ensure continued progress and stakeholder confidence.
- Measure and monitor project progress, performance and impact outcomes using appropriate methodology, systems, tools and techniques championing best practice in the delivery of projects.
- Conduct post-evaluation project reviews, documenting learnings/improvements and ensuring project deliverables are completed and approved.
- Ensure compliance with university governance frameworks, policies, and procedures, supporting quality assurance and institutional accountability across all areas of project delivery.

Stakeholder Management

- Build and maintain strong, collaborative relationships with key stakeholders, vendors, and external partners, ensuring alignment, good communication and shared accountability across all areas of project delivery.
- Act as the first point of contact with the Department of Computer Science's operational teams, College operational teams, and MPLS Divisional representatives, as well as external stakeholders, including funding bodies, industry contacts and research collaborators.
- Develop good working relationships and networks of influence among key partners, existing and potential sponsors, academic institutions and others, to build a stronger profile and reputation for OATML.
- Communicate complex project updates, insights, and recommendations to stakeholders at all levels, including the preparation of high-quality reports and briefings for committees, boards, and senior management.

Communications

- Manage the public face of the OATML group, including the website and news announcements, along with supporting communications in promoting the work and successes of the group.
- Liaise with departmental and divisional communications teams to enhance the public face of the group.
- Act as the first point of contact for enquiries to the group, including from the Department, MPLS, external collaborators, influential contacts, and the general public.
- Assist with the development and implementation of communications and stakeholder engagement plans to communicate OATML's work and aims.

Executive Assistance (in partnership with Project Support Officer)

- Provide research and executive assistance to the PI, to free up his time for research, as required.
- Monitor and triage the PI's inbox, with particular regard to deadlines, student expenses oversight, report requests and administrative tasks.
- Manage the PI's diary, providing efficient time-management, prioritisation, and organisation on his behalf.
- Ensure that the PI's involvement in projects or decision-making processes takes place at key times, where his input and authority are needed.
- Coordinate and support PI's teaching activities at the Department and at College.

Selection criteria

Essential

- Educated to degree level or equivalent experience.
- Substantial project management experience in delivering complex, high-value or multi-stakeholder projects.
- Experience in managing complex budgets and ensuring financial compliance.
- Proven ability to lead and/or influence multi-disciplinary teams, whether through line management or matrix structures.

- Strong analytical and problem-solving skills, with a proactive approach to risk management and issue resolution.
- Evidence of strategic thinking and the ability to align project delivery with wider institutional goals.
- Excellent written and verbal communication skills, with experience of preparing reports, briefings and presenting to senior stakeholders.
- Experience of participating in committees or working groups and contributing to strategic or operational decision-making.
- High level of organisational and decision-making skills, with the ability to work independently and under pressure.
- Demonstrated ability to build credibility and foster strong working relationships across a wide range of stakeholders.
- Excellent interpersonal skills, and the ability to deal with a range of individuals and work flexibly within a team.
- Autonomous and solutions-oriented problem solver, who is also a strong team player.
- Positive and flexible attitude, with a proactive approach, and 'get things done' attitude.

Desirable

- Familiarity and/or experience within the AI/ML field, preferably with frontier models, ML security, or Bayesian Deep Learning.
- Formal project management qualification (e.g. PRINCE2, PMP, Agile)
- Familiarity with project management tools and systems (e.g. MS Project, Smartsheet, Asana)
- Familiarity with the University research sector and the research funding landscape in the UK.
- Experience in complex organisations with responsibility in strategic business planning and overseeing large projects such as ones involving multi-million revenue streams or similarly high stakes.
- Experience in developing communications materials (website, blogs etc).
- Experience organising events, meetings, and conferences.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University, we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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 is consistently recognised as the internationally leading centre of research and teaching across a broad spectrum of computer science, ranging from foundational discoveries to interdisciplinary work with significant real-world impact.

We are proud of our history as one of the longest-established computer science departments in the country, as we continue to provide first-rate undergraduate and postgraduate teaching to some of the world's brightest minds. We enjoy close links with other University departments and Oxford research groups and institutes.

Our greatest asset is our people. We consistently attract the best staff and students and, thanks to them, we have been ranked as the world's leading university for computer sciences for seven years in a row by the *Times Higher Education*. We have held an Athena Swan Bronze Award since 2014, reflecting our longstanding commitment to promoting and supporting gender equality.

Find out more information on our website <http://www.cs.ox.ac.uk/>

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 and the MPLS Division is home to our non-medical sciences, with 9 academic departments that span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work.

For more information about the MPLS division, please visit: www.mpls.ox.ac.uk

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application, you will be asked to provide details of two referees and indicate whether we can contact them now.

You will 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)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for internal candidates

If you currently work at the University, please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving and information about your performance.
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full-time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

For Professional services posts:

- Before applying for this post, you are advised to read the [Internal Mobility Principles](#). The principles promote good practice for moving into professional services roles, and are designed to provide clarity on expectations for managers and individuals.

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).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly hr@cs.ox.ac.uk.

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 online recruitment portal 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: <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 very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, 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 other grades 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

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, support for [sustainable travel](#) and other discounts. Staff can also access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://staff.admin.ox.ac.uk/thriving-at-oxford>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See [Life in Oxford | Oxford University Jobs](#)

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>