

## Job description

<b>Job title</b>	Summer Project and Professional Skills Manager (maternity cover)
<b>Division</b>	Social Science Division
<b>Department</b>	Blavatnik School of Government
<b>Location</b>	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
<b>Grade and salary</b>	Grade 7: £32,817 - £40,322 (with a discretionary range to £44,045) <i>per annum, pro-rata</i> for part-time appointments
<b>Hours</b>	Full time (though part-time applications for a minimum of 80% FTE would be considered)
<b>Contract type</b>	Fixed-term for 12 months
<b>Reporting to</b>	Head of Academic Services
<b>Vacancy reference</b>	143858
<b>Closing date</b>	12.00 noon on Monday, 25 November
<b>Additional information</b>	The anticipated start date for this post is Monday, 2 March 2020.

## The role

At the Blavatnik School of Government, part of the University of Oxford, our vision is of a world better led, better served and better governed.

Are you committed to helping talented, committed women and men gain the skills to excel in their professional lives? Would you delight in getting to know 124 students from over 50 countries? Are you up for the challenge of improving government and public policy around the world? Then you may well be the person we are looking for.

Preparing students to have an impact through their careers in public policy is a key goal of the MPP programme. The Summer Project and Professional Skills Manager has a critical role to play in delivering this. They are responsible for managing the Summer Project and the Professional Skills components of the MPP programme. The Summer Project takes the form of a six to eight-week work placement with an organisation engaged in some aspect of public policy work, such as a government department, a



policy unit of a private sector organisation, a not-for-profit organisation or an academic research entity. Its purpose is to enable students to bring together the core skills and learning acquired during the MPP programme, and to demonstrate the ability to apply these to real life policy situations. The Professional Skills programme aims to develop skills specific to professionals engaged in public policy associated work, to equip our students to progress in their careers.

The post holder reports to the Head of Academic Services and is part of the School's Programmes team. The successful candidate will be one of two Grade 7 managers in the team, expected to work closely with the Degree Programmes Manager to ensure the team provides outstanding customer service to both students and faculty, and administers the MPP and DPhil degrees to an excellent professional standard. The post holder will have line management and budgetary responsibility. The Blavatnik School of Government is a dynamic, innovative and exciting place to work, so the post holder needs to be flexible in their mindset and willing to respond quickly to new developments in order support the School's degree programmes and its students.

The successful candidate may have direct experience of working in a public service or public policy related organisation and must have knowledge of the professional attributes and skills required. They will have supervised or managed individuals or small teams, and have provided advice, support and guidance in a specialist area. They will be skilled in planning and organising concurrent projects. They will have a track record of building constructive relationships with internal and external stakeholders, and of collaborating with others to pursue shared goals. They will have proven ability in analysing feedback, researching individuals and organisations, and reviewing and revising practices to drive continuous improvement. They will be accustomed to writing reports and proposals.

### **Maternity leave cover post**

This post is to cover the absence of the substantive postholder, who is taking a period of maternity leave. The post is available for a minimum of 12 months (March 2021) or until the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.

## **Responsibilities/duties**

### **Team management**

- Work closely with the Degree Programmes Manager to ensure the Programmes team provides outstanding customer service to students and faculty and smooth running of the degree programmes, deputising for each other during periods of absence e.g. annual leave or other absences.
- Jointly with the Degree Programmes Manager and Head of Academic Services identify and implement improvements to increase the quality, efficiency and resilience of the team's operations, being willing to adopt best practice and innovation.
- Line management of staff supporting the Summer Project and Professional Skills programme.

- Carry out any other duties, which are requested and are commensurate with the grade of this post.

### **Manage the MPP Summer Project**

- Contribute to and implement the strategy for the delivery of the Summer Project programme and suggest evidence-based improvements and innovations.
- Liaise with the Head of Academic Services, the MPP Director and Co-Director to ensure that the Summer Project complies with university exam regulations and the objectives of the MPP programme.
- Liaise with past, present and potential Summer Project hosts and nurture those relationships.
- Liaise with the University of Oxford's Career Service.
- Recruit and line manage the School's Summer Project Officer.
- Advise students on how to research, identify and apply to suitable Summer Project host organisations and how to prepare for placements once secured.
- Liaise with the student representatives and analyse survey feedback about the Summer Project process.
- Prepare documentation for the Summer Project and ensure compliance with all relevant university and legal requirements.
- Oversee the tracking and recording of students' progress in securing Summer Project placements and the maintenance of the Summer Project database.
- Manage the MPP Summer Project Bursary Fund.
- Manage the Summer Project Emergency Committee and the School's emergency procedures whilst students are on placement.
- Collect data from completed Summer Project assessments for use in the preparation of reports and publicity material.
- Work with other teams in the School as required to help manage relationships associated with the Summer Project.

### **Manage the MPP Professional Skills programme**

- Contribute to and implement the strategy for the delivery of the Professional Skills programme and suggest evidence-based improvements and innovations.
- Curate the MPP Public Policy Skills seminar series, including liaising with senior external speakers regarding availability and payment.
- Manage the MPP Professional Mentoring Scheme, including initiating and nurturing the School's relationships with its mentors (usually those at the most senior levels of their organisations).
- Manage a delegated budget.
- Prepare surveys to gather student feedback, and analyse and report on results.

### **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/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

## **Selection criteria**

### *Essential*

1. An affinity with the mission of the Blavatnik School of Government and a strong interest in public policy issues at the global and national levels.
2. Knowledge of the attributes and skills required by professionals working in public service and/or public policy.
3. Demonstrable success in positive relationship management with internal and external stakeholders.
4. A clear understanding of the important aspects of customer service and experience of working in a customer-focused environment. In particular, the demonstrated ability to work confidently and effectively with staff at all levels, and with people of diverse nationalities and backgrounds.
5. A strong track record of successfully managing individuals and/or small teams, and experience of mentoring or coaching others.
6. Excellent team working skills with a willingness to adapt to the changing needs and priorities of the team and organisation. A flexible approach to working hours will be required as the post-holder may be asked to work outside normal office hours on occasion in connection with events.
7. High quality project- and time-management skills and the ability confidently to implement concurrent programmes or long-term projects.
8. Experience of reviewing programmes and/or projects, and proposing improvements and innovations based on data, research and analysis.
9. Excellent communication skills in both written and spoken English.
10. Excellent numeracy skills, including the ability to manage budgets.
11. Excellent IT skills, particularly in the use of Microsoft's Office Suite.
12. A good undergraduate degree from a research-intensive university.

### *Desirable*

1. A Master's degree.
2. An understanding of the needs of graduate students undertaking a professional degree.
3. Experience of working in a public service and/or public policy related organisation.

## 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](http://www.ox.ac.uk/about/organisation).

## The Blavatnik School of Government

Our vision is of a world better led, a world better served and a world better governed. We are a global school committed to improving the quality of government and public policymaking worldwide, through three routes: teaching current and future leaders; applied research; and engagement with government and practitioners.

The School was founded in 2010. We accept around 120 MPP (Master of Public Policy) students and five doctoral students a year.

The Blavatnik School of Government holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

For more information please visit: [www.bsg.ox.ac.uk](http://www.bsg.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/](http://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](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about\\_the\\_university/jobs/support/](http://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](http://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/](http://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/](http://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 69<sup>th</sup> 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+/](http://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+/](http://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](http://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](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://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](http://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/](http://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/](http://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/](http://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](http://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/](http://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](http://www.newcomers.ox.ac.uk).