

Job description and selection criteria

Job title	Admissions and Programmes Officer
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 5: £25,941 - £30,942 (with a discretionary range to £33,797) per annum
Hours	Full time
Contract type	Two-year fixed-term
Reporting to	Senior Admissions Officer
Vacancy ID	151150
Closing date	12 noon UK time, Friday 2 July 2021

Our mission

We want to improve the lives of citizens around the world – by improving public leadership. Each year, our highly competitive Master of Public Policy (MPP) and Doctorate in Public Policy attract some of the most brilliant and innovative minds from over a hundred different countries, and in September 2021 we open for admissions to our innovative new MSc in Public Policy Research. Our students learn the sharpest disciplinary tools and hone their practical skills to go out into the world and be truly outstanding public leaders. From the youngest ever minister in Yemen, to the youngest mayor in Germany, to the Minister of Youth Affairs in the United Arab Emirates, to an MP in Panama – our alumni make real-world impact.

Overview of the role

We need a highly organised, proactive and flexible Admissions and Programmes Officer to work across admissions and on-course support for our degrees, with particular



responsibility for our new MSc degree. This is a fantastic opportunity to work in a role that combines admissions and programmatic responsibilities and would suit someone either with or keen to gain a breadth of experience for future career development.

The Admissions and Programmes Officer will be a member of both the Admissions Team and the Programmes Team, which work closely together and share office space. You will report, in the first instance, to the Senior Admissions Officer and be supported by them, as well as working closely with Programmes Team staff and with the guidance and support of a senior member of the team (likely to be the Degree Programmes Manager). You will work with key faculty members and other members of the School to deliver the Blavatnik School of Government's degree programmes. Your particular administrative responsibilities will be supporting admissions and on-course support (such as scheduling and programme materials) for our degrees, with particular responsibility for the MSc in Public Policy Research.

This is a responsible and exciting role, requiring the post holder to perform sometimes complex administrative coordination in a time pressured and deadline-controlled environment, including during the peak admissions window (January to April) and in the preparation for each term's teaching. The role is integral to the successful launch of a new degree with high standards and careful preparation, and will balance this with more established elements of on-course support across our degrees, which we also deliver to very high standards.

The successful candidate will possess excellent interpersonal skills, first rate organisation and prioritisation abilities, good data management skills and evidence of knowing when to show initiative and when to seek advice. In return, you will be part of supportive, high performing teams, have the opportunity to develop and widen your skills and work for an organisation with a strong sense of mission.

Responsibilities and duties

Please note that as this is a new role, the exact balance of duties may vary but will include the following:

Admissions

- Contribute to the planning, operation and review of the admissions process with particular responsibility for the MSc in Public Policy Research, working closely with the Senior Admissions Officer and the Tutor for Admissions.
- Undertake a range of communication activities related to MSc admissions, including updating web content, responding to potential and prospective applicants, offerholders and preparing pre-arrival information, working with the Senior Admissions Officer, External Relations and Programmes colleagues.
- Contribute to scholarship nomination and communication work, in collaboration with the Senior Admissions Officer and the Tutor for Admissions.
- Ensure that all tasks are completed on time and in line with University and School policies and procedures, and UK Visas and Immigration requirements.
- Liaise with a range of stakeholders, including applicants, offerholders, academic assessors, faculty and colleges in a timely and appropriate manner so that the process

runs smoothly and accurately, identifying issues that need to be escalated to the Senior Admissions Officer and Tutor for Admissions.

- Ensure appropriate electronic (the University's eVision and School database) and paper records are maintained with appropriate consideration of information security and data protection requirements.
- Assist with tasks to ensure candidates conditional offers become unconditional which includes transcript checking and ensuring English Language requirements. Once offers become unconditional, generate CAS numbers where required.
- Contribute to an annual review of data generated by the admissions process and respond to data requests during the admissions cycle.
- Contribute to reviewing the admissions plan with the Senior Admissions Officer and Tutor for Admissions on an on-going basis in light of changing circumstances, especially as the MSc in Public Policy Research is a new degree.
- Ensure that admissions activities for the MSc, for example communications and securing college places, are coordinated with the Senior Admissions Officer and work on admissions for the Master in Public Policy (MPP).

Programme preparation and delivery

- Support faculty preparation for the MSc in Public Policy Research during the 2021/22 academic year by working closely with faculty developing modules to plan the teaching schedule. This will include, for example by organising, attending and following up actions from faculty working groups.
- Undertake all administrative processes associated with set up of the MSc in Public Policy Research on the virtual learning environment (Canvas), GSR and other University systems, identifying the steps needed, any permissions required and ensuring that all systems are set up in a timely manner.
- Prepare the MSc in Public Policy Research course handbook and other student-facing material for incoming students, working with the Course Director and colleagues in Programmes, Admissions and External Relations.
- Prepare information and guidance for policy mentors, who will be drawn from public policy-related organisations, and support the Course Director and colleagues in creating and administering a network of policy mentors for MSc students.
- Plan the schedule for the course induction and termly teaching, in consultation with other Programmes colleagues, to ensure optimal allocation of teaching spaces and dovetailing of MSc and MPP schedules.
- Administer the reading list process for the School's degree programmes in line with copyright legislation and University policy, to resource reading list materials in a timely manner and ensure they are made available to students within required timeframes. Work closely and responsively with faculty and libraries to produce and maintain digital reading lists (Oxford Reading Lists Online, ORLO).
- Administer the student virtual learning environment (Canvas). Duties include creation and maintenance of Canvas sites, uploading material, calendar management and optimising for accessibility. As needed, create links for hybrid learning and administer the calendar integration of these (Zoom).

- Provide administrative support to faculty in the development of digital content, for example to support flipped learning, working with other teams to deliver this within required timeframes.
- Respond to faculty and student queries in a timely and professional manner, to enable teaching and learning to proceed seamlessly.
- Work with colleagues to support room allocation for teaching to facilitate maximised use of space within the School. Provide the Facilities team with details of set-up, including special requests, and coordinate with IT/AV, so that teaching requirements are consistently met.
- Make logistical, payment and visa/travel arrangements for guest speakers, some of whom will hold external positions at the most senior levels, and ensure this information is gathered well ahead of time and recorded accurately. This will require close liaison with HR on visa and right to work requirements and communicating these requirements, sensitively, to guests.
- Keep accurate and usable records of teaching costs (lecturers and teaching materials) that enable the tracking, reporting and forecasting of programme budgets, running these in conjunction with Finance and HR and with the oversight of the Degree Programmes Manager.
- Manage the gathering and processing of student feedback and course evaluation data.

Other

- Develop an understanding of University processes and policies in relation to: admissions; library provision of reading material; right to work and visas; expenses; teaching fee payments; data use and security; and be a source of expertise on these within the team and wider School.
- Share knowledge and best practice with colleagues, to upskill the team and ensure resilience.
- Provide cover for other support staff over lunch breaks and other absences.
- Carry out any other duties commensurate with the grade of this post, demonstrating flexibility and an understanding of operational priorities.

Selection criteria

Essential

- Excellent customer service skills and the ability to adopt a personable and diplomatic approach, using tact, discretion, and initiative when dealing with a diverse range of people, including students, visitors (including some very senior visitors), academic staff and other members of the collegiate University.
- Self-starter able to proactively identify the tasks required on a project, efficiently carry out those tasks and review and evaluate processes and projects, all with minimal supervision.
- A systematic, thorough, and well-organised approach to work, able to follow set procedures and keep to schedules and deadline.

- Ability to work on own initiative, using judgement in identifying and solving problems, prioritising tasks and responding to changing deadlines or unexpectedly urgent issues.
- The ability to work well with a range of colleagues, with a flexible can-do approach, self-motivated, resilient and a willingness to adapt to the changing needs and priorities in the team and across the School, particularly during a time of uncertainty and change. A flexible approach to working hours will be required as post-holders may be asked to work outside normal office hours on occasion in connection with School events.
- Strong IT skills and evidence of the application of these in a professional context, including experience in the use of: Microsoft Office Suite, particularly Outlook, Word and Excel; digital learning platforms; and video conferencing platforms, with the flexibility to master complex bespoke database systems.
- High levels of accuracy and attention to detail when inputting data and providing information, with the ability to manage complex data.
- Excellent communication skills in both written and spoken English.
- Good numeracy skills, including confidence in dealing with financial data.

Desirable

- Commitment to the mission and purpose of the Blavatnik School of Government.
- An understanding of aspects of Higher Education such as the different types of Higher Education qualifications and the format of an academic year.

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](#).

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.

More information about the University of Oxford can be found on [the University's 'Organisation' webpage](#).

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.

You can find more information on the [Blavatnik School of Government's website](#).

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](#)' webpage.

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

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

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

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

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from the [University's Recruitment support webpage](#). To return to the online application at any stage, please go to the [University's Job Search webpage](#).

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](#).

The University's Policy on Data Protection can be found on the [University's data protection policy webpage](#)

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 on the [University's 'Leaving employment: The EJRA' webpage](#).

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures. Details on the procedure can be found on the [University's 'Leaving employment: The EJRA' webpage](#).

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 [employee benefits and discounts](#) also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums.

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.

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.

There is also a [visa loan scheme](#) to cover the costs of UK visa applications for staff and their dependents.

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.

Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries. Full details, including how to apply and the costs, can be found on the [University's Childcare Services website](#)

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Further details on the support for disabled staff, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, can be found on the [University's Support for disabled staff webpage](#).

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 on the [University's Equality and Diversity Unit 'Networks' webpage](#).

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.