Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Academic Administrator</th>
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<tbody>
<tr>
<td>Division</td>
<td>Mathematical, Physical and Life Sciences</td>
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<tr>
<td>Department</td>
<td>Statistics</td>
</tr>
<tr>
<td>Location</td>
<td>24-29 St Giles', Oxford OX1 3LB</td>
</tr>
<tr>
<td>Grade and salary</td>
<td>Grade 6: £28,660 - £34,189 per annum</td>
</tr>
<tr>
<td>Hours</td>
<td>Full time</td>
</tr>
<tr>
<td>Contract type</td>
<td>Permanent</td>
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<tr>
<td>Reporting to</td>
<td>Departmental Administrator</td>
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<tr>
<td>Vacancy reference</td>
<td>138014</td>
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</tbody>
</table>

The role

The postholder will be responsible for the overall administration and co-ordination of the Department’s academic programmes, working with the Director of Studies and Director of Graduate Studies on student administration matters, admissions and examinations, and will be the focal point for administration of all academic matters. They will also be responsible for the financial and general administration of studentship funding. The postholder will report to the Departmental Administrator.

Responsibilities

Admissions
- Be responsible for the processing of graduate admissions and for liaison with the Graduate Admissions Office and other duties related to student recruitment and admissions.
- Ensure that the correct number of full-time equivalent students are attributed to the Department for the various courses for which we provide teaching for the purposes of the University’s resource allocation procedure.
- Ensure that correct procedures are followed in line with UK Border Agency regulations for students who require visas.

Preparing for the new academic year
- Be responsible for ensuring that the requirements of the student Visa system within the Department are followed.
- Record academic conditions and finalize offers.
- Prepare and deliver new student inductions.
• Accurate and timely preparation and distribution of course handbooks.
• Timetabling of lectures as required and preparation of lecture lists.

**During the academic year**
• Maintain a register of the teaching carried out by DPhil students and postdoctoral researchers in fulfilment of their obligations.
• Monitor the progress of Departmental research students with regards to course milestones and submission dates.
• Identify tasks that should be given priority, with urgent deadlines or operational impact, and allocate resources as necessary.
• Arrange and assist with graduate open days.
• Processing and maintaining an accurate record of the progress of graduate students.
• Establish and circulate the teaching interests and capabilities of research students.
• Monitor submission of graduate supervisors’ termly reports on students and take action to encourage submission of reports.
• Archive all problem sheets and solutions and other teaching-related handouts.
• Be responsible for the operation of the Minerva student database systems in consultation with the Chair of the Teaching Committee.
• Ensure that the appropriate procedures are carried out when students leave the Department.
• Under the instruction of the Director of Studies, assist with the coordination, preparation and collation of reviews and assessments.
• Attend regular Divisional meetings of academic administrators.
• Coordinate committee work of relevant committees, including organising business, preparing agendas, writing minutes and ensuring business is dealt with in a timely manner. Identify actions and ensure decisions are effectively implemented. Attend Departmental Committee to share information and exchange best practice.

**Examination administration**
• Provide guidance on examinations policy and logistical matters to successive academics acting as examiners.
• Assemble examination material, organise examination meetings and schedules.
• Coordinate the coursework and the exam-marking process for the various courses.

**Financial and studentship administration**
• Maintain accurate financial and other records of studentships held within the Department, including DTP funding, department funding and other funding.
• Arrange set-up of studentships, including creating budgets, liaising with research services to draw up contracts with industrial and other funders, and processing set-up of studentship project accounts in Oracle.
• Ensure bursary and other payments to students are made in a timely manner, and process expense claim forms and payment request forms for students.
• Provide financial information to graduate students in respect of their funding as and when required.
• Provide statistical, financial and other information on students for Departmental reports.

**General**
• Be responsible for line management of an administrative assistant.
• Provide a prompt and accurate front-line response to day-to-day enquiries from a variety of internal and external constituents and parties.
• Be responsible for arrangements for visiting students, in terms of financial and physical arrangements.
• Act as Information Custodian for eVision, ensuring that staff maintain the correct access levels.
• Act as student disability coordinator.
• Manage summer vacation scholarships, and other part-time/temporary scholarships.
• Any other tasks as requested by the Departmental Administrator or Director of Studies commensurate with the role.

Selection criteria

Essential
• Good first degree, or equivalent experience.
• Experience of academic administration within higher education.
• Effective interpersonal skills at all levels, with the demonstrable ability to communicate complex information and procedures, both orally and in writing, to a wide variety of audiences.
• Competency in a wide array of IT systems, including use of Microsoft Office.
• Excellent organisational skills and the ability to collect, collate, store and disseminate information effectively.
• The ability to work on own initiative, without close supervision, yet to consult and collaborate as appropriate.
• A flexible approach to tasks and the ability to balance demands, prioritising workload in an efficient and sensible manner in order to meet deadlines.
• Ability to respect confidentiality and exercise tact and discretion when required.

Desirable
• Experience of using Oracle, eVision and Minerva.
• Experience of academic administration at a senior level within the University of Oxford.
• Experience of line management.

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 2015/16 exceeded £537.4m 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

The Department of Statistics

The Department of Statistics at Oxford carries out world-leading research in computational statistics, machine learning, statistical and population genetics, bioinformatics, core theoretical statistics, and probability. As part of the Oxford Mathematical Sciences submission, the Department was ranked first in the UK in the 2014 REF exercise; this included having the highest proportion and highest volume of research judged to be world-leading or internationally excellent.

This is an exciting time for the Department, which relocated to new premises on St Giles’ in the heart of the University of Oxford in 2015. Our newly-renovated building provides state-of-the-art teaching facilities and modern space to facilitate collaboration and integration, creating a highly visible centre for Statistics in Oxford.

The Department’s research grant portfolio is currently over £8.3m. Industrial partners from Pharma, Finance and the Information sector all also support research in the Department.

The Department’s research excellence has been recognised both collectively through success in REF 2014 and individually. Awards include Fellowships of the Royal Society to Professors Peter Donnelly and Alison Etheridge, FMedSci to Professor Donnelly, the Weldon Memorial Prize to Professors Donnelly and Gilean McVean, the Guy Medal in Bronze to Professor Chris Holmes, the Francis Crick Prize Lecture, and the Genetics Society Balfour Prize to Professor Simon Myers. Professor Gesine Reinert has been elected an Institute of Mathematical Statistics Fellow, and Professor Etheridge was awarded an OBE in the 2017 birthday honours for services to science, in addition to being President of the Institute of Mathematical Statistics 2017–2018.

The Department recently launched Oxford University Statistical Consulting, which provides comprehensive statistical consultancy services to both internal departments and external businesses. It operates across a wide range of sectors and offers experience in all aspects of data-based research, allowing businesses and academics to access our world-leading statistical research in computational statistics, statistical methodology, applied probability, bioinformatics and mathematical genetics.

The Department of Statistics offers an undergraduate degree (BA or MMath) in Mathematics and Statistics and an MSc in Mathematical Science (OMMS), both joint with the Mathematical Institute, and an MSc in Statistical Science, as well as a lively and stimulating environment for postgraduate researchers (DPhil or MSc by Research). The Department leads two Centres forDoctoral Training (CDTs): the EPSRC/MRC CDT in Systems Approaches to Biomedical Science and the EPSRC/MRC CDT in Next Generation Statistical Science, a joint programme in Statistics with the University of Warwick. The Department is also part of the National Academy for PhD Training in Statistics, which provides graduate training in fundamental areas of Statistics and Applied Probability. Our students go on to work in a wide range of occupational sectors throughout the world, including higher education.
The Department leads and participates in many interdisciplinary research centres, including the Big Data Institute, part of the Li Ka Shing Centre for Health Information and Discovery, where Professor McVean is Director, and the Wellcome Trust Centre for Human Genetics, where Professor Myers is a Researcher. We are a founding partner in the Alan Turing Institute (ATI), the UK’s national data science centre, which brings together world-leading expertise in the emerging field of data science. Professor Holmes has recently been appointed the Health Lead at the ATI and six other members of the Department currently hold Turing Fellowships.

The Department continues to grow and is now flourishing in its new home under the leadership of Professor Charlotte Deane, whose own research in structural bioinformatics links the Department to many pharmaceutical and other biotech partners.

For more information please visit: www.stats.ox.ac.uk.

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

The Mathematical, Physical, and Life Sciences Division

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 and have been evaluated as conducting world-leading and internationally excellent research in UK research assessments, and Mathematical, physical and life sciences research at Oxford is the best in the country according to the 2014 Research Excellence Framework (REF) assessment exercise carried out by HEFCE.

The MPLS Division is home to the non-medical sciences at Oxford and its 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 tackles major societal and technological challenges – whether developing new energy solutions or improved cancer treatments, understanding climate change processes, or helping to preserve biodiversity, 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 FREng) 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 ten Athena Swan Awards (5 Silver and 5 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 full and part-time students (including approximately 1900 graduate 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 (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: www.mpls.ox.ac.uk/

How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the Apply Now button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

Please provide details of two referees and indicate whether we can contact them now. One of the referees should be your current line manager.

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 12 December 2018. Interviews will be held on Thursday 20 December 2018.

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).

Information for priority candidates

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_University/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.
Please note that you will 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/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

**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:  
[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+).

From 1 October 2017, 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

University Club and sports facilities
The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See: www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-University-sports-facilities.

Information for international staff (or those relocating from another part of the UK)
If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor. See: www.internationalstaffwelcome.admin.ox.ac.uk/

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 to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare
The University has excellent childcare services with 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.

Family-friendly benefits
The University subscribes to My Family Care (www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff
We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University’s Staff Disability Advisor.

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/

Other benefits
Staff can enjoy a range of other benefits such as free visitor access to the University’s colleges and the Botanic Gardens as well as a range of discounts. See www.admin.ox.ac.uk/personnel/staffinfo/benefits