



## SCHOOL OF ANTHROPOLOGY AND MUSEUM ETHNOGRAPHY

<b>Job title</b>	InSIS Institute Manager
<b>Division</b>	Social Sciences Division
<b>Department</b>	School of Anthropology and Museum Ethnography (Institute for Science, Innovation and Society)
<b>Location</b>	Banbury Road, Oxford
<b>Grade and salary</b>	Grade 6: £28,098 - £33,518 per annum
<b>Hours</b>	Full time (applications to work part-time (80% or more) or flexibly will be considered)
<b>Contract type</b>	Fixed-term until 30 September 2020
<b>Reporting to</b>	Institute Director and Head of Administration

### The role

The InSIS Manager is responsible for the effective administrative management of the Institute. We are looking for a self-starter to look after the financial management of the Institute's varied portfolio of grant-funded research projects, working closely with the School's Deputy Administrator (Finance and Research), to have/to develop expertise to prepare new funding applications together with the School's Research Development Officer, and to manage the communications strategy for the Institute including the organisation of events and maintenance of the website.

The post will report to Institute Director providing administrative support as required. For all aspects of the finances and administration of the Institute the post holder is accountable to the Head of Administration.

### Responsibilities

#### Finance support

- Provide administrative support for the Institute's financial processes, including inputting into budget setting and monitoring large research project budgets, in accordance with the University financial regulations and School procedures. Produce budget statements, forecasts and financial reports in accordance with School and University norms.
- Use Oracle Financials to raise requisitions, receipt goods, produce reports and review research project budgets.



- Cost research applications using FEC methodology. All applications to be submitted through the School approval processes.
- Manage the Institute research grant portfolio and provide support and information for PIs.
- Advise on grant expenditure, and resolve competing demands for resources between research groups.

### **Administrative support**

- Provide administrative support for the Director and Institute members.
- Liaise with external funders and monitor information circulated internally in order to bring potential funding opportunities to the attention of the Director.
- Ensure research application costings are prepared in line with funding body regulations and assist with the completion of funding applications.
- Manage the Institute, including workflow management, the development and maintenance of office systems and human resources.
- Manage the Fellowship Programme.
- Produce reports, service committees, and represent the Institute at School meetings and in the wider School as appropriate.
- Organise InSIS space and office planning and allocation.
- Manage temporary staff as required. Advise on cover of peak demand (major conferences, seminars, etc.).
- Manage special projects as required.

### **Event management and public relations**

- Manage the Institute's communications strategy, including marketing and PR for Institute events.
- Write, edit and update all aspects of the external website for the Institute.
- Manage the production and distribution of marketing materials.
- Plan, organise and run meetings, seminars, conferences, including running registration, the arrangement of accommodation, venues and catering, speakers, publicity, inviting and looking after delegates.
- Compile, edit and produce the Institute newsletter.

## **Selection criteria**

### **Essential**

- Good level of education and experience in higher education administration or equivalent junior management experience.
- Ability to act as an independent self-starter who works on own initiative, setting goals and priorities.
- Experience of finance administration.
- Excellent communication skills, both oral and written.
- Ability to work under pressure, to meet deadlines, to remain positive when reorienting at short notice in response to changing priorities.
- Ability to pro-actively develop and grow strategic relationships.
- Excellent attention to detail and an organised and structured approach to work.
- Good IT competence and familiarity with standard Office software.

## **Desirable**

- Knowledge of research project administration.
- Previous experience in the facilitation of research.
- Line management experience.
- Working knowledge of Oracle Financials.
- Experience of website editing.

## **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 2014/15 exceeded £522.9m 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)

## **Institute for Science, Innovation and Society**

The Institute for Science, Innovation and Society (InSIS) researches and informs the key processes of social and technological innovation that are critical to society in the 21st century and beyond. In exploring "wicked" problems such as climate change and the future of cities, the Institute seeks to understand the social context of science and technology, and the interconnected nature of our present day challenges. InSIS is directed by Steve Rayner, who is also James Martin Professor of Science and Civilization, Co-Director of the Oxford Programme for the Future of Cities and the Oxford Geoengineering Programme. InSIS is based at the School of Anthropology and Museum Ethnography and is also part of the Oxford Martin School.

For more information, please visit [www.insis.ox.ac.uk](http://www.insis.ox.ac.uk).

## **School of Anthropology and Museum Ethnography**

SAME is renowned for its contributions to anthropological theory, its commitment to long-term ethnographic fieldwork, and its association with the Pitt Rivers Museum and the anthropology of

visual and material culture. It has also become known as a centre for medical and ecological anthropology, migration studies, evolutionary anthropology, cognition and culture, and science and technology studies.

Home to over sixty members of academic staff and researchers, over a hundred doctoral students, nine Master's programmes, and two undergraduate degrees, Oxford anthropology is one of the world's largest and most exciting centres for teaching and research in the discipline.

The School brings together a number of institutes including the Institute of Human Sciences (IHS), home to our undergraduate programme. The Institute of Social and Cultural Anthropology (ISCA) is a world-leading centre for anthropological teaching and research. The Centre on Migration, Policy and Society (COMPAS) provides a strategic, integrated research approach to understanding contemporary and future migration dynamics in the UK and EU. The Institute of Cognitive and Evolutionary Anthropology (ICEA) investigates the evolution of human behaviour drawing on a diverse range of approaches, including biology, primatology, palaeoanthropology, cultural evolution, and psychology. ICEA includes the Centre for Anthropology and Mind (CAM). The Institute for Science, Innovation and Society (InSIS) researches and informs the key processes of social and technological innovation that are critical to business, governments and civil society in the 21st century and beyond.

The School strives for a culture that is transparent, inclusive and supportive for all its staff and students. We have achieved Bronze Level Athena SWAN accreditation and we are committed to supporting all staff who wish to undertake a rewarding career whilst maintaining a balance with their home and family lives.

More information about the School can be found at [www.anthro.ox.ac.uk](http://www.anthro.ox.ac.uk).

## Social Sciences Division

The Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and one cross-divisional unit. Interdisciplinary links within and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, where Oxford accounted for more world-leading (4\*) research than any other institution, across the social sciences units of assessment to which it made submissions. The division also delivers an exceptional range of high quality educational programmes (undergraduate, postgraduate taught and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. For more information please visit: <http://www.socsci.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 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](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 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/).

### **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. From 1 October 2017, 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+/).

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](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 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/](http://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/](http://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](http://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/](http://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](http://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/](http://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](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits)

