



Job title	Head of Administration and Finance
Division	Social Sciences
Department	Politics and International Relations
Location	Manor Road Building, Manor Road, Oxford
Grade and salary	Grade 10S: £56,587 - £65,574 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Head(s) of Department on a day-to-day basis. Formal professional reporting line is to the Registrar via the Divisional Registrar.
Vacancy reference	157106

The role

This is an excellent opportunity to play a leading role in the management of a large, thriving Department within the University of Oxford.

The Head of Administration and Finance (HAF) in the Department of Politics and International Relations is the leader of the senior management team of a thriving department. The HAF plays a central role in the management of the Department, taking responsibility for implementation of departmental strategy and the procurement and oversight of major departmental projects. You will be responsible for the effective and efficient non-academic management and administration of the Department, supporting its academic mission and enabling the statutory responsibilities of the Head(s) of Department to be fulfilled.

You will be an accomplished and effective communicator, with strong mediation and negotiation skills, providing high quality support to a wide range of customers (including academic staff, researchers and students), and building and sustaining relationships with other key stakeholders including the colleges, the Social Sciences Division and the University.

You will ensure that there is full alignment, subject to resource constraints, between the management of support functions of the Department and the academic priorities for research and teaching determined by General Purposes Committee (GPC, the Departmental Board.) You will advise the Head(s) of Department of potential operational and strategic problems, offer sound solutions and implement the resulting decisions. In addition to the Head(s) of Department, you will work closely with other Departmental officers, including the Deputy Head



of Department (when appointed), Director of Research and Directors of Undergraduate and Graduate Studies.

The Department's core administration currently comprises over 30 staff, grouped into teams that provide dedicated support for: Courses, Finance, Personnel, Research and Research Impact Support, Communications, Events and Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, in particular with the Social Science Division, Personnel Services, and Research Services, as well as with the University's colleges. You will be the line manager for 8 members of the senior management team.

On a day-to-day basis, you will report to the Head(s) of Department. You will also have a professional reporting line through to the Head of Administration (Divisional Registrar) in the Social Sciences Division.

Responsibilities

The principal areas you will manage, supported by the administrative team, include:

- Financial management (turnover of c.£13.5m), supported by the Finance Manager;
- Research support activities (pre- and post-award including finance, personnel, communications, project administration), supported by the Research Manager;
- HR management of all academic-related and non-academic support staff, and provision of HR-related support and guidance to the Head(s) of Department and other academic officers in the Department, supported by the HR Manager;
- The general safety, health and well-being of all employees, students and visitors in the Department;
- The provision of non-academic support for undergraduate and graduate students and the administration of undergraduate and postgraduate courses and teaching facilities, supported by the Education Manager;
- Internal and external communications for the Department, including its online presence, supported by the Communications Manager;
- Overseeing working relationships and staffing support arrangements for DPIR research centres and, working with Institute staff, the Reuters Institute for the Study of Journalism;
- Departmental space, and project and capital management;
- Close liaison with the SSD-ITSG IT Manager to ensure that IT systems and maintenance meet the Department's operational and strategic requirements.

Furthermore, the HAF ensures that departmental procedures conform to relevant legislation together with University statutes, regulations, policies and procedures. The HAF is also expected to contribute to the overall administration of the University, for example through contributions to, and participating in, working groups and committees. You will be expected to establish strong and effective working relationships with divisional colleagues ensuring that there is open and clear communication and two-way dialogue.

The Department has significant links with external sponsors and other institutions and you may be required to join with senior academics and administrative colleagues from the Department, the Division and University in representing the Department with such individuals and bodies.

As an indication of the breadth and depth of the role, some significant areas that are likely to be priorities for the HAF following appointment are:

- Developing and managing the Department's initiatives in promoting diversity, equality and inclusion, including the planned application for an Athena Swan award to recognise advancement of gender equality.
- Working with the Head(s) of Department and the Finance Manager to shape and support the Department's transition into the University's proposed new Financial Management Regime.
- Working with the Director of Research and the Department's research team to support and develop the success of the Department in growing research income and Department-held grants, and the support given to Departmental research centres.
- Supporting a review of the Department's quantitative research methods training as currently provided to its own graduate students, undergraduate students (the Oxford Q-Step Centre) and external researchers (the Oxford Spring School).
- Working closely with the Heads of Department and the HR team to support improvements in the processes of academic and administrative recruitment.
- Leading the Department's response to, and implementation of, 'new ways of working' in light of the Covid-19 pandemic.
- Leading the Department's review of its workspace and devising strategies to implement it.
- Working closely with the Head(s) of Department and other senior academic colleagues, and the Social Sciences Division Development Team, in improving alumni and donor relations, and pursuing a development and fundraising strategy for the Department.

Strategy and Planning

- Working closely with the Head(s) of Department in the development of Departmental strategy and consequent policy, and in the preparation of strategy and policy papers for GPC and administrative meetings;
- Playing a lead role in advising on the operationalisation and feasibility of Departmental strategy, and its impact on the financial sustainability of the department;
- Identifying and actively managing areas of risk across the Department;
- Managing and sustaining key relationships for the Department. This will include building and maintaining relationships with the colleges, and senior colleagues in the Social Sciences Divisional Office and University;
- Anticipating the effect of proposed changes within the University or wider funding and legislative environment and managing and implementing change within the Department accordingly;

Leadership of the Administration

- Leading the administrative and operational teams in support of their strategic objectives in research and teaching;
- Line managing 8 members of the senior management team;
- Ensuring the continuous improvement of the Department's administrative systems and procedures within university and divisional frameworks, in the context of a developing and growing department;
- Ensuring that team and individual goals are aligned with Department priorities, and that an effective and responsive level of service delivery is maintained across the administrative and operational activities;
- Providing training and guidance to members of the administrative team, working with them to devise and implement personal professional development plans and overseeing performance and workload management;
- Supported by the Finance Manager, taking responsibility for the maintenance of systems and procedures to support compliance with key University rules and policies, including Information and Data Security; GDPR; finance policies, including purchases and expenses;
- Providing leadership in professional services matters at the divisional and university level, for example by leading divisional working groups, representing the Division on university committees and reviews, or mentoring other HAF colleagues in less senior roles.

Personnel and Staff Management

- Developing and maintaining a sound understanding of the University's personnel policies and the legislation that underpins these;
- Ensuring that robust operational frameworks and procedures are in place across all staff groups within the Department (including academic, research and support staff) in relation to recruitment, induction, appraisal and staff development, and in compliance with relevant regulations and employment legislation (e.g. EJRA policies, Right to Work and visa procedures, Data Protection policies);
- Supporting the process of academic and other recruitment by drafting business cases as required, advising selection committees on employment legislation and university policies relating to the appointment of academic staff, including work permits and visa regulations;
- Managing the administrative and support staff for the Department, setting the overall direction and line-management of staff, including performance and workload management and career development;
- Providing advice on the management of personnel problems, liaising closely with the divisional HR Business Partner team;
- Developing induction materials and conducting induction sessions for all new administrative and academic staff, including research staff;
- Undertaking the Department's administration of academic posts, including organising the

Department's contribution to the re-appointment process, liaising with academic colleagues and the Division in relation to sabbatical and other leave; and coordinating the Department's academic appraisals, liaising and negotiating with Colleges as required.

Financial Management

- Ensuring that clear and accessible financial information is presented to GPC on the financial position of the Department, and the financial implications (and non-financial benefits/risks) for the Department in terms of strategic and operational decision-making;
- Overseeing the preparation of the annual budget and financial reporting to the Department Board and to the Division, playing an active role in setting the financial objectives of the Department; working with the Finance Manager on financial modelling and forecasting, the projection of staffing costs, and presenting budgets and operational business plans to the Department and Divisional Boards, with supporting narratives;
- Supported by the Finance Manager, providing advice to GPC, budget holders and individuals on financial and funding issues;
- Having overall responsibility for ensuring compliance with Financial Regulations and meeting the schedule of deadlines for the financial year, including responding to audits, annual self-assessment exercises and other reviews;
- Having responsibility for maintaining the Department's system of authorization and delegations, ensuring that they are properly documented and approved.
- Having responsibility for authorising contracts, agreements, and the payment of high value invoices and expenses;
- Having responsibility, supported by the Finance Manager, for signing of year-end financial returns for submission to the Divisional Office;
- Managing support for departmental fundraising and development activities as required.

Departmental Governance Support

- Acting as Secretary to the General Purposes Committee (Departmental Board) working closely with the Head(s) of Department to prepare agendas for the meetings and produce minutes and action points;
- Leading and supporting other key departmental committees as appropriate, ensuring that matters for consultation on key University, divisional and departmental policy, and procedural matters, are brought to the attention of the relevant departmental committees, and that actions and decisions are communicated and followed up;
- Drafting standing orders for committees and updating existing orders ensuring that the membership of various committees is up-to-date and meets University regulations;
- Ensuring the proper nomination and appointment of departmental officers and advising on their roles;
- Overall responsibility for the administration of the Reuters Institute for the Study of

Journalism (RISJ), a research institute that is accountable to the Department of Politics and International Relations' General Purposes Committee and to the Head(s) of the Department.

Academic Administration

- Having overall responsibility for the academic administration of the Department. This includes, with the help of the Education Manager, providing support for the development of academic policy and strategy, primarily through the Department's GPC and Undergraduate and Graduate Studies Committees; administration of admission to the Department's degree courses; setting of course fees; management of student numbers; management of quality assurance, examinations and assessment; compliance with University and Social Sciences Division policies.

Research Support

- Working closely with the Head(s) of Department, Research Director and Research Manager to develop a strategy for maintaining/increasing the research grant income of the Department and broadening the research portfolio in line with the Department's strategic academic objectives;
- Supported by the Research Manager, the research and finance teams, advising on appropriate budgets and contractual arrangements for PIs, Cols and any research staff for new research applications, ensuring the appropriate approval processes are followed for external research grant applications;
- Supported by the research team, management of the administration of research grant income from first application through to closure of the award, liaising with principal investigators and funding bodies to ensure proper monitoring and reporting, especially regarding post-award management and compliance, and to ensure that the Department maximises cost recovery;
- Working with the HR Manager and the Research Manager to ensure that the correct HR advice is given and procedures are followed in research matters.

Space and Facilities Management

- Working closely with the SSD-ITSG IT Manager to ensure that the shared service provided by SSD-ITSG provides robust infrastructure and service support to meet the operational and strategic requirements of the department;
- Managing space allocation for faculty and staff based in the Manor Road Building and elsewhere within the constraints of the Department's site, liaising with the Social Sciences divisional office in matters relating to capital and space planning;
- Liaising with the Divisional Health & Safety Officer and University Safety Office, holding delegated responsibility for health and safety and the safe working practices of staff and students (both within the Department premises and in connection with fieldwork in the UK and overseas);
- Actively representing the Department in networks that cover the shared occupancy of the Manor Road Building, and leading those networks when called up to do so. This includes

ensuring that any departmental requirements or concerns are adequately addressed, and negotiating solutions as necessary;

- Promoting the Department, Division and University's sustainability agenda.

Communications and Events Management

- Working with the Head(s) of Department and Communications Manager to develop the Department's work on alumni relations and development, and research communications;
- Supported by the Communications Manager, overseeing the development and maintenance of all communications across the Department, including its branding and online presence, print and email communications, in order to strengthen information-sharing across the Department and raise awareness of the aims and achievements of the Department internally and externally;
- Working with the Heads of Department and Communications Manager to draft and approve crisis communications and plans, and, from time to time, send key internal messages and speak for the Department;
- Overseeing the coordination of events and conferences managed by the Department, Supported by the Communications Manager and Events Officers;
- Overseeing the coordination of events and conferences managed by the Department, supported by the Events team.

University and Other Duties

- Developing and maintaining good relationships with the other Departments within the University with which DPIR has close links (e.g. joint posts, shared teaching programmes and research projects and other common interests (including especially The Oxford School of Global and Area Studies, the Blavatnik School of Government, the Department of Economics, the Faculties of Philosophy and History).
- Representing the Department and/or Division at Divisional and University committees and working groups and undertaking any other duties commensurate with the grade of the post, as directed by the Head(s) of Department or Divisional Registrar.

Selection criteria

Essential

1. An honours degree or equivalent experience, and evidence of very strong intellectual and analytical skills.
2. Extensive experience in a senior management position in a complex organisation.
3. Significant experience of personnel management involving a large and diverse workforce.
4. Proven ability to lead, to manage change, to build trust, and to foster a team-based approach.
5. Experience of successfully setting and managing budgets of a substantial size and complexity, and of financial planning, including the provision of strategic and operational advice on planning/resource allocation, and income maximisation. This will be underpinned by the ability to present and interpret complex financial data.
6. The ability to handle and prioritise a complex portfolio in a challenging environment, to show equally high effectiveness in contributing to strategic thinking and in undertaking key operational tasks.
7. The ability to communicate effectively both orally and in writing, and gain the confidence of a wide range of people, both within and outside the University. This will include academic staff, senior University officers, and all grades of administrative and support staff, as well as visitors, prospective students, and potential donors.
8. Highly-developed negotiating and interpersonal skills, and the ability to demonstrate a diplomatic and consensual approach to problem-resolution allied with an understanding of highly sensitive and confidential matters.
9. The ability to come up with innovative solutions to complex problems.
10. Experienced in the use of IT with an appreciation of the role that IT should play in a research/academic environment.

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. 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.

The Department of Politics and International Relations

Politics and International Relations at Oxford University have a long and distinguished history in the education of leading figures in academia, politics, the media and public life, both in the UK and internationally. Teaching and research activities in this area were combined in 2000 to create a Department of Politics and International Relations. With around 90 academic staff, the Department is one of the largest departments internationally and is consistently ranked first in *The Times Higher* and *The Guardian* university guides for the subject and in the top four in global league tables. In the 2021 *Times Higher* World University Rankings, the Department was placed second in the world overall and for research and first in the world for its teaching. It is home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral researchers, supported by highly competitive research fellowships, working in the full range of disciplinary sub-fields.

The Department is located in the Social Sciences building at Manor Road, along with the Department of Economics and the integrated Social Science Library. The building provides excellent facilities including a lecture theatre, a large computer laboratory and a range of seminar rooms, as well as a cafeteria and common room for use by both staff and students.

The Manor Road Building is served by a shared IT and web team. The Department itself contains over 100 graduate workstations. An experienced administrative team supports the department's research and teaching activities.

For further information about the DPIR, please visit: <https://www.politics.ox.ac.uk>

The Social Sciences Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,000 academic and research staff working across fifteen departments, faculties and schools. The Head of the Social Sciences Division is Professor Timothy Power.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings placed the University of Oxford as number one in the world for Social Sciences in 2018 and 2019. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, accounting for more 4* research than any other institution. Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance and justice. As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year. As part of our commitment to equality of opportunity, eight of our departments have achieved bronze Athena SWAN awards: the Blavatnik School of Government, Economics, Education, International Development, Law, Geography & the Environment, Anthropology & Museum Ethnography and the Saïd Business School, with all our other departments either in the process of applying or scheduled to do so shortly.

The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally-oriented provision in areas such as business, law and education. The Division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

For more information, please visit: www.socsci.ox.ac.uk.

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply 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 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

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email recruitment.support@admin.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 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: <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 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 at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, 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 **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 <https://hr.admin.ox.ac.uk/staff-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 and <https://www.sport.ox.ac.uk/>.

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 <https://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 <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

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 the Work+Family Space, 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 <https://hr.admin.ox.ac.uk/my-family-care>

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 <https://childcare.admin.ox.ac.uk/>

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 <https://edu.admin.ox.ac.uk/disability-support>

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 <https://edu.admin.ox.ac.uk/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.