



## Summary

<b>Job title</b>	<b>Undergraduate Studies Coordinator</b>
<b>Division</b>	<b>Social Sciences</b>
<b>Department</b>	<b>Department of Politics and International Relations</b>
<b>Location</b>	<b>Manor Road Building, Oxford</b>
<b>Grade and salary</b>	<b>Grade 5: £27,131 - £32,348 per annum</b>
<b>Hours</b>	<b>Full time</b>
<b>Contract type</b>	<b>Permanent</b>
<b>Reporting to</b>	<b>Education Manager</b>
<b>Vacancy reference</b>	<b>162835</b>
<b>Additional information</b>	<b>Closing date: midday (UK time) on Monday 30 January 2023</b>

## The role

This post is responsible for all aspects of on-course undergraduate studies and examination administration within the Department of Politics and International Relations (DPIR). The post-holder sits within the Courses Team and works closely with the Director of Undergraduate Studies and Examination Convener and liaises regularly with other members of teaching staff. Politics is taught to undergraduate students as part of the Philosophy, Politics and Economics (PPE) and History and Politics (HP) degree programmes, and the post-holder engages in extensive and regular liaison with course administrators in the relevant departments, as well as with partners in Sociology, Social Policy and Intervention, and Human Sciences.

## Responsibilities

The role's responsibilities fall into three broad strands, each with varying levels of workload across the academic year. The post-holder is expected to balance these strands appropriately over the year through forward planning and in collaboration with others.



## *Teaching organization and support*

- In consultation with the Director of Undergraduate Studies and Course Providers, organizing the provision of teaching, including core and optional papers. This involves forward planning, timetabling, room bookings, managing lecture recordings, student registration arrangements, and liaison with the rest of the Courses Team to ensure effective coordination between the different teaching streams;
- Act as the Department's Disability Coordinator in respect of undergraduate students, including making practical adjustments in line with Student Support Plans, and liaising with the Disability Lead over more complex cases. This requires a sound working knowledge of disability legislation, policies and practices;
- Be responsible for maintaining the Department's electronic information systems on undergraduate provision for students and staff, including monitoring access, uploading documents, creating class sign-up pages, and providing instructions on functionality. This requires a thorough familiarity with the functions and potential application of Canvas and other relevant tools;
- Arrange Quantitative Analysis data-labs, which includes liaising with lab instructors; lab bookings; distribution of teaching material; enrolment and assignment of submissions via Canvas; distribution of marks and feedback to individual candidates;
- Collate termly undergraduate lecture feedback and provide digests to the relevant teaching panel chairs;
- Liaise with the PPE and HP administrators to update and maintain Politics content in the PPE and HP handbooks;
- Act as a point of contact for students on course, including answering queries relating to the interpretation of regulations, conventions and course requirements, and for prospective students;
- Set up, maintain and review systems in line with University and department policies and procedures in support of undergraduate programmes, ensuring that they are managed efficiently, and in line with the expectations of students, academic staff, and management.

## *Examinations administration*

- Provide administrative support for the Politics component for the Prelims (first-year) and FHS (final-year) examinations in PPE and HP, including forward-planning for each examination cycle;
- Support and monitor the proper conduct of examinations, including submitting proposed changes to the Examination Regulations, and identifying non-submissions and breaches of rubrics;
- Support the Examiners by liaising with paper setters, markers and external examiners, formatting examination papers and preparing mark sheets, and by accurately reporting marks to the Exam Boards. This involves following-up on action points on behalf of academic staff, and making effective and accurate use of the eVision student data system;
- Liaise with the Examinations and Assessments Team over printing exam papers, nomination of assessors and arrangements for examination attendance and scripts delivery, and (where relevant) supporting computer-based assessments;
- Liaise with the Examination Convener to make arrangements for assessor training sessions;
- Arrange for the statistical analysis of marks to be prepared and considered by the Politics Subject Board;
- Liaise with the Examination Payments Team and department's finance team to make arrangements for the payment of examiners and assessors;
- Liaise with paper setters over the preparation of examiners' reports;
- Ensure that examination procedures are compliant with the University's policies and with GDPR and other legislation relating to confidential information.

## *Support for academic leadership, and additional responsibilities*

- Provide administrative support to the Director of Undergraduate Studies and the Education Manager in their oversight of the department's academic provision for undergraduates, including creating and maintaining systems for recording and compiling data (for example, on teaching loads) to facilitate reporting;
- Service the Undergraduate Studies and History and Politics committees, which each meet twice a term. This includes preparing agendas, arranging meetings and papers, writing minutes, and ensuring that actions arising have been actioned;
- Support meetings of the Teaching Panels and student Joint Consultative Committee (UJCC), including room bookings, maintaining membership lists, and liaising with Panel Chairs over the preparation of agendas and implementing the actions arising;
- Manage the Department's register of postgraduate students able to provide undergraduate tutorial teaching, in liaison with the Director of Undergraduate Studies and the member of academic staff responsible for training in teaching practice;
- Coordinate the departmental induction for undergraduate students; and support the running of undergraduate Open Days and UNIQ;
- Maintain effective communication systems in support of the other duties, including managing mailing lists of students and academic staff, and acting as a point of contact for students and academic colleagues;
- Managing miscellaneous enquiries and problems as they arise, including prioritization, problem-solving, and taking a proactive approach to minimize future problems;
- Coordinating arrangements for the allocation of workspaces to postgraduate students;
- Manage the recruitment of Graduate Teaching Assistants – liaise with college tutors to ascertain their needs, liaise with HR and Head of Department to advertise and select and engage suitable candidates;
- Any other duties in line with the purpose and grading of this post. This may include covering for other Courses Team staff (in relation to postgraduate as well as undergraduate study) in the case of absence or workload needs.

## Selection criteria

### Essential selection criteria

- Good general education to A-level standard or equivalent;
- Experience of complex administration, including developing and improving processes;
- A proven ability to work independently and efficiently in a fast-paced environment, including time management and the prioritization of a range of competing tasks;
- A systematic approach to work, including exemplary accuracy and attention to detail;
- Advanced IT skills;
- Ability to use initiative, including the ability to anticipate problems and identify appropriate solutions;
- Excellent written and verbal communication skills, including the capacity to communicate effectively and appropriately with a range of internal and external audiences;
- A collaborative approach to work, including the ability to work as part of a team, and a willingness to take on new responsibilities when required;
- Evidence of tact and discretion in dealing with confidential or sensitive matters;
- Evidence of an ability to remain calm under pressure.

### Desirable selection criteria

- Experience of working in a higher education institution;
- Experience of working with students and staff from a range of international backgrounds;
- Experience of using Evision, Canvas, Panopto, SharePoint, Excel;
- Knowledge of GDPR and Equality Act legislation.

Training will be provided where necessary, and the successful candidate should expect to attend occasional University training courses in line with operational requirements.

## 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>

### Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- University security screening (eg identity 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](http://www.ox.ac.uk/about/organisation).

## 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 consistently ranks very highly in national and international university guides for the subject. 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.

An experienced administrative team supports the Department's research and teaching activities. The Department's core administration currently comprises twenty two staff, grouped into teams that provide

dedicated support for: Courses, Finance, HR, Research Support, and Communications 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 Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

The Department is responsible for the syllabus, provision of lectures and for the examination of undergraduate students, who are taught mainly by tutorials organised by college tutors. The MPhil degrees are now terminal degrees for a range of students who proceed to further professional training and to careers in public or private organisations. For many students, the MPhil also forms the first two years of a four-year doctoral programme. The MPhil gives students advanced scholarly and theoretically sophisticated substantial study of the subject, together with training in research design and associated methodological analysis and critique, and advanced training in research methods. Alumni of the MPhil and the DPhil have gone on to form a wide network of Oxford-trained academics with positions in university departments and research units worldwide, and have taken up positions of leadership in numerous public and private institutions across the globe.

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

## 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, eleven of our departments have achieved bronze Athena SWAN awards (a UK accreditation scheme recognising organisations' commitment to equality and diversity, particularly in gender): the Oxford Internet Institute, Global and Area Studies, Sociology, Archaeology, the Blavatnik School of Government, Economics, Education, International Development, Law, Anthropology & Museum Ethnography, and the Saïd Business School; and the School of Geography and the Environment holds an Athena SWAN silver award.

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](http://www.socsci.ox.ac.uk).

## How to apply

Applications are made through our online recruitment portal. Information about how to apply is available 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.

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## 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).

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## If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

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](mailto:recruitment.support@admin.ox.ac.uk)

Non-technical questions about this job should be addressed to the recruiting department directly at [vacancies@politics.ox.ac.uk](mailto:vacancies@politics.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our online recruitment portal 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 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: <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](http://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](http://www.newcomers.ox.ac.uk).