



Divisional Registrar and COO MPLS Division

Candidate Pack

January 2019

Introduction

The Mathematical, Physical and Life Sciences (MPLS) Division at the University of Oxford is distinctive for the depth and breadth of its research. Its teaching programmes place an emphasis on rigorous science and research, and are reflective of cutting-edge scientific developments. Comprising 10 academic departments that span the full range of mathematical, computational, physical and life sciences, together with the Begbroke Science Park which provides an environment for engagement across academia with industry, and the establishment of a new research centre, OSCAR, in Suzhou, China, the Division enjoys an international reputation for excellence across all STEM subjects and in interdisciplinary areas. The Division is also a leading partner in a number of national institutes, including the Alan Turing and Faraday institutes, and host to a significant number of doctoral training programmes.

The Divisional Registrar and COO for the MPLS Division at Oxford has overall responsibility for the strategic, operational and financial management of the £300m, 2500-strong division. He/she provides operational leadership and management advice to the Head of Division (presently Professor Donal Bradley CBE, FRS), and supports him in providing academic leadership of the Division's departments and contributing effectively to governance and decision making at University level. He/she services the Divisional Board and various committees. The appointee will lead a team of circa 30 in the Divisional Office and has a professional reporting line to each departmental lead administrator. The postholder will also be a senior leader within University Administration and Services (UAS) and a key member of the Registrar's senior team; in this capacity he/she will support the collective leadership of the professional services at Oxford aiming to build capability and deliver excellence across these. The role formally reports to the Registrar.

The University of Oxford is seeking an exceptional leader and manager, with a creative and proactive approach to enabling the Division's strategic objectives. The role demands comprehensive engagement with financial and strategic planning, and oversight of academic administration. Exceptional communication, influencing and interpersonal skills are essential, as are strong diplomatic skills and the ability to manage multiple stakeholder groups and to plan clearly and strategically in a complex environment.

Educated to graduate level or equivalent, strong candidates will have strong intellectual capacity and reasoning, excellent analytical skills and clear, consistent judgement. With extensive experience of working at a senior management level, candidates must demonstrate a proven track record of strategic planning in a large and complex organisation and of managing organisational change. The appointee will make a significant and effective contribution to the development and implementation of strategy and policy and will command the confidence and respect of the Division's academic and administrative communities.

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

University Administration and Services

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: <http://www.admin.ox.ac.uk/>

Mathematical, Physical and Life Sciences Division

The Mathematical, Physical and Life Sciences Division (MPLS) is one of the four academic divisions within the University: the Humanities Division; the Social Sciences Division; and the Medical Sciences Division. It comprises ten academic departments: Chemistry, Computer Science, Earth Sciences, Engineering Science, Materials, the Mathematical Institute, Physics, Plant Sciences, Statistics, and Zoology. It also encompasses the Begbroke Science Park, OSCAR, and the Life Sciences Interface Doctoral Training Centre. The constituent units of the Division enjoy an international reputation for excellence in the mathematical, physical, and life sciences, as well as in interdisciplinary areas, particularly at the interface between the biomedical and physical/engineering sciences.

Each division has its own academic Head of Division and a Divisional Registrar who heads up administrative and operational affairs. Each division is responsible for academic oversight of the teaching and research of its various departments and faculties, for strategic and operational planning, and for personnel and resource management. Much of this is undertaken by the divisional board and its principal committees. The current Head of the Mathematical, Physical and Life Sciences Division is Professor Donal Bradley CBE, FRS.

For more information please visit www.mpls.ox.ac.uk

Divisional Office

The MPLS Divisional Office occupies premises at 9 Parks Road (9PR) in the heart of the science area, with one team located in the Robert Hooke Building across the road. The MPLS teams from Personnel, Finance, and the Development Office are co-located in the same premises.

Members of the Divisional Registrar's team cover the breadth of the Divisional Office's work, including servicing the Division's learning and teaching committees, supporting the Divisional committees and annual exercises related to academic staff, leading the Divisional planning function, research administration including impact and public engagement with research, and have specific responsibilities as regards capital planning in the Division.

The team also supports Athena Swan renewals and the work on action plans in support of AS and Race Equality charter marks, joint University Education Committee and Division reviews of academic departments in the division (typically two reviews each academic year), and other ad hoc committees.

Job Title:	Divisional Registrar and COO, MPLS Division
Division	Mathematical, Physical and Life Sciences
Department	MPLS Divisional Office
Location	9 Parks Road
Grade	Grade ALC6
Hours and contract	Full time / Permanent
Reports To:	Gillian Aitken, Registrar

Overview of the role

This is an outstanding opportunity to make a substantial contribution to the further development and continued success of the Mathematical, Physical and Life Sciences (MPLS) Division in the University of Oxford. It is also one that requires proactive contribution as a senior leader in University Administration and Services (UAS), supporting the collective leadership of the professional services and building capability across these.

As the operational partner to the academic Head of Division, the Divisional Registrar and COO leads the development and implementation of effective administrative and policy frameworks to underpin the Division's strategic academic objectives. S/he has overall responsibility for the strategic, operational and financial management of the Division, and for leadership of the divisional team. S/he advises the Head of Division (Professor Donal Bradley), and supports him in providing academic leadership of the Division's departments and contributing effectively to governance and decision making at University level. S/he oversees the provision of support within the academic departments and units of the Division through the 12 administrative leads who report to him/her.

Within the wider University the Divisional Registrar and COO is part of the Registrar's senior team and has a formal reporting line to the Registrar helping shape University policy particularly as it affects science. As the divisions at Oxford operate autonomously, with devolved budgets and very significant devolved responsibilities, this role requires an outstanding leader and manager, with a creative and proactive approach to enabling the Division's strategic objectives. A comprehensive engagement with financial and strategic planning, and oversight of academic administration are key parts of the role. Exceptional communication and interpersonal skills are essential, as are strong diplomatic skills and the ability to manage multiple stakeholder groups and to plan clearly and strategically in a complex environment.

Challenges in the role include managing the impact of constraints in public sources of funding for research and the impact of Brexit on European funding; the continuing need to balance the demands of high quality undergraduate and graduate teaching alongside leading the way in scientific research;

the maintenance of the Division's international competitiveness and its ability to attract the best staff and students from across the globe; the refurbishment and replacement of outdated parts of the divisional estate, and streamlining administrative / operational systems and processes, including through more effective working with others in central services and across divisions.

Alongside these challenges is the opportunity to support the Division in developing and sustaining interdisciplinary interests including engagement with a number of major national institutes, such as the Alan Turing Institute, the Rosalind Franklin Institute, and the Faraday Institute. In addition, the establishment of the Oxford-Suzhou Centre for Advanced Research in China, which supports research programmes from across a number of the Division's disciplines, opens up new opportunities for further academic and research collaboration.

Responsibilities/duties

The following sections set out the primary duties and responsibilities for the post of Divisional Registrar and COO in MPLS:

Governance, leadership and management

- Provides sound, informed advice and guidance to the Head of Division, to the Divisional Board and its committees, and to academic and administrative colleagues.
- Takes the lead on matters of divisional policy as appropriate, giving advice, guidance, and support where necessary.
- Acts as secretary to the MPLS Divisional Board taking responsibility for the orderly and timely management of its business, for the preparation of papers, agendas and minutes and, with the support of the administrative team, for actions arising. S/he is also secretary to the General Purposes Committee, a meeting of all heads of the 10 academic departments in the Division and the primary committee at which divisional strategy and policy is reviewed and debated.
- Leads the development of administrative support to help the Division take forward its strategic objectives and key priorities, and mentors and supports all department administrators in the Division.
- Shares in University level strategic decision-making as part of the Registrar's Senior Team. As a member of this team is responsible for the development of professional services across the University and is expected to lead university-wide improvement projects (within the University's Focus programme).
- Liaises closely with University senior officers and the officers of the main central committees of the University (Education, Personnel, Planning and Resource Allocation, General Purposes) which under Council determine the overall policies of the University, including decisions on

annual budgets. Liaison with colleges and the secretariat for the Conference of Colleges, and their academic and administrative staff, is also an essential part of the job.

- Manages the staff of the Divisional Office, its budget, and premises, with direct line management for the Head of Strategic Planning and Projects, the Head of Education Policy and Planning, the Academic HR officer and the Equality and Diversity Facilitator.
- Inspires the confidence and commands the support of the whole Division, and critically its department heads and maintains a successful close working relationship with all departmental and unit administrators.

Strategy, finance and planning

- Works with the Head of Division to ensure the development and continued success of the Division and its academic and financial strategies. – offering insight, supporting consultation and consensus building, and developing and delivering approaches by which divisional strategic objectives can be implemented and embedded.
- Is the lead contact for heads of department on matters concerning academic appointments, career progression and retention of staff, and draws together the academic and financial cases to the Division and University for approval of any changes to the contractual terms for an existing member of staff.
- Leads activities to improve the Division's financial performance, working with colleagues in the Finance and Development Office teams, and maintaining a dialogue with central services (through MPLS Services Sub Committee) to highlight divisional priorities.
- Plays an active role as a senior member of UAS in seeking to find ways in which to optimise the balance of responsibilities between the divisional and central administrative units. Ensures processes and systems are undertaken at the right level of the organisation including through the University's Focus programme.

National and international collaborations

- Works with the Head of Division to oversee the development and maintenance of core relationships with national and international research bodies and institutes including the Alan Turing Institute, the Rosalind Franklin Institute, and the Faraday Institute.
- Works with the Head of the Industrial Research Partnerships (IRP) to explore how best to steer potential opportunities and encourage industrial partnering at a more strategic level of engagement.
- Is a lead figure in the administrative oversight of OSCAR operations (the Division's collaboration with partners at Suzhou Industrial Park in China), the subsidiary companies through which the

University maintains its oversight of the collaboration, and is a key contact for the General Manager and her team based at OSCAR.

- Plays a key role in supporting the Begbroke Science Park General Manager in progressing divisional plans for the Begbroke site and situating these within the broader interests of the University and its capital plan priorities.

Person specification/selection criteria

Essential

Experience

- Extensive experience of working at a senior management level in a higher education, public sector or closely-related environment;
- Experience of strategic academic planning in a large and complex organization, and evidence of the ability to contribute effectively and creatively to the development, communication and implementation of strategy and policy;
- Experience of supporting, servicing and managing the work of decision-making bodies, ensuring effective liaison with a range of colleagues across a large and complex organization.

Leadership and management

- Proven staff management and leadership experience and ability. This should include outstanding interpersonal skills including the ability to act with tact and discretion, to inspire confidence, to manage conflicting agendas, and to motivate staff and co-operate with colleagues in a team spirit, as well as the demonstrable ability to lead by example;
- Demonstrable experience of successful management of organizational change;
- A good understanding of the importance of HR and personnel policies and associated statutory legislation.

Personal attributes

- Strong diplomatic skills and good judgement, with the ability to manage multiple stakeholder groups, to influence and persuade, and to tolerate ambiguity in a complex environment;
- Commitment, resilience, and energy. A can-do attitude, and a positive approach to all activities.

Education, qualifications and skills

- Educated to graduate level or equivalent, with evidence of strong intellectual capacity and reasoning. The successful candidate will have excellent analytical skills, demonstrable agility and flexibility of thought, clear consistent judgement, and the ability to approach complex scenarios with a logical, analytical and structured response, as well as the ability to see the bigger picture without losing sight of the detail;
- Excellent oral and written communication skills with an ability to present coherent and persuasive arguments that command the confidence of the academic community;
- Numeracy and IT skills, including evidence of the ability to interpret financial data, engage creatively in financial planning and financial administration, and to understand the application of standard software packages the issues relating to complex IT developments in the University's student records and financial and HR management systems;
- Ability to set your own work and that of the Division, within the wider university and national context (including Council and its committees, other divisions, colleges, funders, regulatory bodies, and other stakeholders).

Desirable

- An ability to demonstrate successful reorganisation of staffing structures, the development of new administrative systems, and of successful communication of the purpose of such change.

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/.

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/. The University's Policy on Data Protection is available at:
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 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+/.

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+/.

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.

How to apply

For more information on how to apply, please visit www.minervasearch.com/oxford and send your CV and Supporting Statement, which explains how you meet the selection criteria for the post, to oxford@minervasearch.com.

Contact

Minerva can be contacted as follows:

Consultants

Kerry Shepherd

kerry@minervasearch.com

0203 714 3477

Helen Higgins

helen@minervasearch.com

0203 793 6311

Assistant

Natalie Chapman

natalie@minervasearch.com

0203 714 0963

Benefits of working at the University

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club provides 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 www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff

The University offers support and advice to international staff, including a visa loan scheme to cover the costs of UK visa applications for staff and their dependents.

See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

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 www.welcome.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 service through which staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' advice service and a wide range of guides and webinars through a website called the Work+Family space.

See: www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

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 www.admin.ox.ac.uk/eop/disab/staff.

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/.

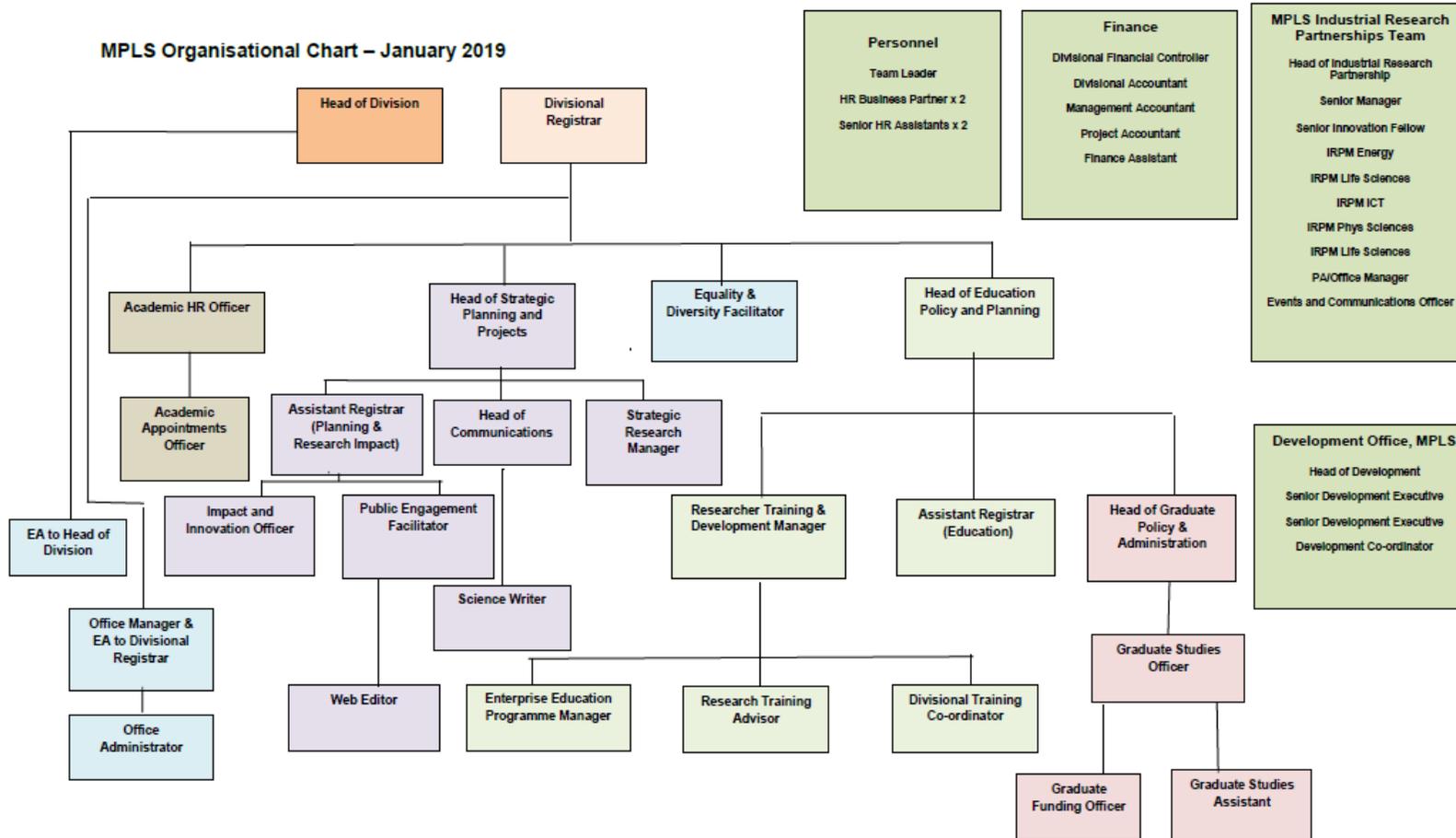
Additional benefits

Staff can enjoy a range of other benefits and discounts, including free entry to the Botanic Gardens and University colleges, and discounts at University museums.

See www.admin.ox.ac.uk/personnel/staffinfo/benefits.

Appendix 1

MPLS Organisational Chart – January 2019



Research & Planning	Academic office
Academic Appointments	Including Graduate Studies Team