# Job Description

_____

## Summary

| | |
|---|---|
| **Job title** | Operations Coordinator |
| **Division** | Humanities |
| **Department** | Faculty of Philosophy |
| **Location** | Global Priorities Institute, Trajan House, Mill Street, Oxford OX2 0AN |
| **Grade and salary** | Grade 6: £30,502-£36,386 per annum |
| **Hours** | Full time (applications for 80% or 90% of full time will also be considered) |
| **Contract type** | Maternity leave cover for up to 12 months |
| **Reporting to** | Head of Research Operations |
| **Vacancy reference** | 162407 |

## The role

The primary purpose of this role is to provide broad operational support for the Global Priorities Institute (GPI) and its staff, to support the smooth running of GPI's operations and its various activities. The post holder's line-manager is the Head of Research Operations of GPI, but the successful applicant will be expected to work closely with other admin staff as well as the Institute's director and researchers on a wide range of tasks in a complex and dynamic environment. In particular, the postholder will be involved in managing GPI's various recruitment processes, organising workshops and events, and supporting on financial purchasing and reporting. However, the tasks of this role are quite varying and the postholder is required to have a willingness and flexibility to take on a broad variety of tasks.

## Maternity (or other family) leave cover post

This post is to cover the absence of the substantive postholder, who is taking a period of maternity leave. The post is available until 2 February 2024 or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.

## Responsibilities

- In liaison with the Faculty's HR team manage the administration of GPI's staff recruitment:
    - work with managers design effective business cases, job advertisements and job descriptions to ensure that they comply with University guidance and best practice;
    - collect, collate, and distribute application materials and prepare letters and other correspondence, liaising with candidates as required, and compile interview schedules;
    - support the selection committee in arranging meetings and interviews and preparing reports;

- Providing full administrative support on financial matters.
  - purchasing office supplies, consumables and equipment as required, liaising with external suppliers and contractors;
  - filing expense claims for GPI staff and visitors;
  - ensuring that purchasing procedures are followed;
  - supporting GPI's financial reporting and budgeting.
- Identifying priority items of business for the operations team (based on request received from the GPI Director, Head of Research Operations, and occasionally other staff and (with support from the Head of Research Operations) allocate within the operations team accordingly.
- Researching and preparing briefing papers for senior GPI staff by finding and summarising appropriate information on specific topics to inform decision-making for GPI.
- Making complex travel arrangements for UK and international travel for GPI staff and visitors, including making arrangements for visas where necessary.
- Supporting the Head of Research Operations by coordinating and managing projects and events (e.g. academic workshops, conference programmes).
- Working in collaboration with the Head of Research Operations and researchers to ensure efficient functioning of the team, cross-fertilisation of research ideas and seamless flow of knowledge, process and polices.
- Developing successful working relationships with academic and support staff colleagues across the department and the wider University.
- Creating and maintain opportunities to amplify GPI's reach and research, including: representing GPI in social media and exploring research dissemination channels.
- Assisting in producing and maintaining GPI's website and other publications and sources of information.
- Undertaking other appropriate duties for GPI, as required from time to time.

## Selection criteria

*Essential selection criteria*

- Educated to degree standard, or equivalent, and significant experience as in administration/operations, project management, or similar in a large complex organization.
- A willingness and flexibility to take on a variety of tasks on behalf of a broad range of people.
- Excellent oral and verbal communication skills and the ability to draft appropriate correspondence in a variety of context.
- Experience in managing and prioritising tasks, and working calmly and efficiently under pressure to deadlines and with interruptions, such as in a professional or administrative role.
- Experience in organizing and dealing with complex arrangements, for example concerning meetings, seminars, travel, and arrangements for visitors, such as in a professional or administrative role.
- An excellent attention to detail combined with the ability to work quickly and efficiently.
- A flexible and approachable manner; the ability to work well with people at all levels and to deal cheerfully and efficiently with enquiries.
- Excellent IT skills.
- The ability and willingness to respond constructively to feedback.
- The ability to learn quickly and to interpret, apply and communicate regulations and procedures.

*Desirable selection criteria*

- Experience in managing recruitment processes and understanding of HR procedures.
- Experience in financial processes and procedures such as purchasing, financial reporting and financial planning.
- Experience managing events or projects.
- An interest in the aims and objectives of the Global Priorities Institute.

## 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.

## Faculty of Philosophy

The Oxford Philosophy Faculty has over 150 academic members, all of whom are undertaking teaching and/or research in Philosophy at Oxford. Of these, around 60 hold permanent posts within the Faculty or the colleges; many distinguished philosophers hold posts elsewhere in the University. Oxford thus contains the largest group of philosophers in the UK, and one of the largest in the world.  It has a vigorous research culture which is further enhanced by its four large research centres: the Oxford Uehiro Centre for Practical Ethics; the Future of Humanity Institute; the Global Priorities Institute; and the Institute for Ethics in AI. The Faculty performed outstandingly in the most recent UK Research Excellence Framework, achieving the highest volume of world-leading (4* ranked) philosophy research of any unit in the country.

Each year, many distinguished philosophers from around the world visit Oxford to give lectures and seminars.  There are over fourteen hundred students studying Philosophy at undergraduate level, always in combination with at least one other subject, and around 150 graduate students, about half of whom are studying for the BPhil or the specialist MSt courses in Ancient Philosophy, Philosophy of Physics and Practical Ethics, and the rest for the DPhil. A list of current Faculty members and their research interests can be found on the Philosophy Faculty website at:

http://www.philosophy.ox.ac.uk/faculty-members.

Further information about the Faculty can be found on its website at:

http://www.philosophy.ox.ac.uk.

## The Global Priorities Institute

The Global Priorities Institute is an interdisciplinary research centre conducting foundational research to inform the decision-making of individuals and institutions seeking to do as much good as possible with their limited resources. It prioritises topics which are important, neglected, and tractable, and uses the tools of multiple disciplines, especially philosophy and economics, to explore the issues at stake. It is part of the Faculty of Philosophy. However, you will also have an affiliation with the Department of Economics.

The research agenda for the Global Priorities Institute is collectively set by the researchers at the centre. It focuses around the question of what we should do with a given unit or resources if our aim is to do the most good. This covers a wide variety of topics in economics, including: growth theory; the economics of climate change and other catastrophic risks; discounting; game theory and mechanism design; estimating indirect effects; forecasting; Bayesian updating; and causal identification and external validity.

GPI is planning to significantly increase its economics capacity in the next few years, and employ multiple researchers at various levels of seniority. Researchers at GPI will have the opportunity to contribute significantly to this growth, and to influence the research direction of the Institute.

More information on the research agenda and the Institute's published work to date is available from the website (http://globalprioritiesinstitute.org/). Potential applicants are strongly encouraged to consult this additional information before applying, in order to assess their fit to and interest in the Institute.

As described in our research agenda, GPI currently has a particular focus on longtermism and is keen to hire researchers who share this interest and would be enthusiastic about contributing to this research program. In the near future, GPI aims to explore new research avenues related to artificial intelligence as a potential existential risk, as well as issues concerning the nature, distribution, and measurement of mental states that are constitutive of wellbeing or otherwise morally significant for priority setting. We

are keen to hire researchers with expertise in these areas who would be enthusiastic about contributing to the development of research agendas that address these themes. Candidates whose research skills and/or interests lie in other areas of global priorities research are also strongly encouraged to apply.

## Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the following faculties: Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; Theology and Religion; the Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the [Stephen A. Schwarzman Centre for the Humanities.](#)

The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study. The Faculty of Philosophy will move to the Schwarzman Centre upon the completion of the project.

For more information please visit: [www.humanities.ox.ac.uk](http://www.humanities.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](https://www.jobs.ox.ac.uk/how-to-apply).

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.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

## 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

Application FAQs, including technical troubleshooting advice is available at: https://staff.web.ox.ac.uk/recruitment-support-faqs

Non-technical questions about this job should be addressed to the recruiting department directly by email to *jobs@philosophy.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 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 very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra.

For **existing** employees on these grades, 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 other grades 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.