



Job Description

Job title	KOCH Centre Manager
Division	Humanities
Department	Faculty of History
Location	Wadham College, Parks Rd, Oxford OX1 3PN
Grade and salary	Grade 7: £36,924 - £45,163 per annum with an Oxford University Weighting of £1,500 per annum to be applied with effect from 1 August 2024
Hours	Full time (37.5 hours per week, 1FTE)
Contract type	Fixed-term (5 years)
Reporting to	Zoe Townsend, Head of Administration and Finance
Vacancy reference	177993
Method of application	Electronic (see 'How to Apply' below)
Application deadline	12 noon UK time on 19/02/2025

The role

This is an exciting new role supporting the Koch History Centre within the Faculty of History and based at Wadham College. Under the day-to-day direction of the Director, you will be central to the effective management of this research centre as well as its day-to-day running. You will oversee the events, communications and public engagement activities of the Centre as well as manage and administer the visiting fellow programme. You will take the lead on financial management and centre operations, liaising with colleagues within the Faculty of History, Wadham College and beyond.



Responsibilities

Financial management

- Monitor expenditure of the Centre's funds and various restricted donations, ensuring expenditure is appropriate, permissible and sustainable, and planning future expenditure to ensure sufficient and appropriate resources are available for planned activity.
- Authorise purchases, sales and expense claims, in line with University financial regulations.
- Produce annual reports for the Centre to be reviewed by the management committee of the Centre and the Faculty of History

External engagement and events

- Oversee the delivery of the programme of events including major annual lectures, public events, research seminars, conferences and symposia, working closely with the Director as required.
- Coordinate the communications outputs of the Centre including overseeing the production of promotional materials and the annual report.
- Manage the Centre's website and social media presence.

Staff and Visitor management

- Manage and administer the process for recruiting new staff at all levels, including employed Fellows, in liaison with the Faculty of History's HR team. This includes drafting job descriptions, calls for application and adverts; arranging shortlisting and interviews; arranging selection panels and ensuring appropriate approval has been granted; overseeing the induction arrangements for and training of new staff and visitors.
- Take responsibility for arrangements for the arrival, induction, and departures of the Centre's Visiting Fellows, including authorising and removing their access to University systems.
- Ensure compliance with Home Office requirements in respect of staff whose employment is conditional on holding a visa.

Administration

- Support the Director in the strategic development of the Centre, including supporting fund-raising activities, donor liaison, and contributing to the drafting of reports.
- Provide day-to-day administration services, including being a first point of contact for any enquiries about the Centre and its activities.
- Service the management committee and any other working groups of the Centre.
- Work with the Director to produce annual reports and any other reporting that is required in timely fashion.
- Liaise with IT Services for IT support and management for the Centre.

Selection criteria

Applications will be judged only against the criteria which are set out below. You should make sure that your application shows very clearly how closely your skills and experience meet these criteria. We are committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection and there will be both female and male members of the selection committee. Selection committees will explicitly take into account any career breaks or other factors, such as part-time working or disability, which may have had an impact on the quantity of candidates' publications.

Essential selection criteria

Essential

- Educated to degree level or equivalent
- Ability to think strategically and creatively within an institutional context, and find innovative solutions to problems
- Numerate, with experience of managing budgets and advising colleagues on financial matters
- Experience working with Oracle Financials
- Experience of staff recruitment
- Ability to prioritise competing demands, manage time effectively and deal with a wide range of tasks that demand sound judgement and prioritisation
- Strong IT skills including Microsoft Office, particularly Excel
- Outstanding written and oral communication and inter-personal skills, with an ability to build strong working relationships with a wide range of colleagues and visitors

Desirable

- An interest in the work of the Centre; the ability to contribute to its strategic development
- Experience of using content management systems for web design with MOSAIC or other Drupal-based systems preferred.
- Experience of the University's PeopleXD system
- Experience of committee servicing.

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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

The University of Oxford aims 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.

Wadham College

Wadham is one of the larger colleges of the University of Oxford, with approximately 450 undergraduates, 250 graduates, and over 70 Fellows. Founded in 1610 by Nicholas and Dorothy Wadham, Wadham College has a strong commitment to academic values, within a liberal and progressive atmosphere. The College is academically strong, and regularly features in the top ten in the annual ranking of Oxford colleges for academic performance in final examinations.

A particular focus of Wadham College rests on fostering multi- and inter-disciplinary dialogue between scholars whose research interests may cut across formal departmental boundaries. Cooperation and conversation with the fellows of the Centre within this wider academic community is precisely what association with the College is designed to facilitate. Wadham's historical research is characterized by a commitment to interdisciplinary approaches, linking history with literature, philosophy, theology and the social sciences. Wadham has a long and distinguished tradition of historical research and teaching, nurtured by numerous influential scholars throughout its history. Past fellows include Lawrence Stone, whose pioneering work in social history redefined the study of the early modern family and society, and C. S. L. Davies, an expert on late fifteenth- and sixteenth-century politics. Its current fellows are Norman Aselmeyer, a social and urban historian of East Africa, Matthew Kempshall, a historian of medieval political thought and the classical tradition, Tehila Sasson, an historian of economic life in the British

empire and the international order, George Southcombe, a historian of early modern religion, literature, and culture, and Robert Yee, an economic and political historian of modern Europe.

Wadham has long been at the forefront of advancing equality of opportunity, and celebrates vigorous debate, independent thought, and academic excellence. The College seeks to create a welcoming, accessible, and secure environment in which to work, study, live, and visit. The collegiate community embraces people of all ages, backgrounds, races/ethnicities, nationalities, beliefs (including religious beliefs), genders, sexualities, dis/abilities, and appearances.

Further information about the College can be obtained from <http://www.wadham.ox.ac.uk>

The Faculty of History

The Faculty of History in Oxford is the largest in the United Kingdom and one of the largest in the world. It has a very strong international reputation for its scholarship and its teaching of undergraduate and graduate students, with particular strengths in the history of the British Isles, continental Europe, imperial and global history, the United States, economic and social history, intellectual history and the history of science, medicine and technology. Within the Faculty there is also a department for the History of Art and a number of dedicated research centres.

The Faculty of History provides a robust and supportive framework for research, including:

- Financial support for research travel, research assistance, and editorial help
- Mentoring, including discussion of research plans and progress
- Internal and interdisciplinary collaborations, through research centres
- Assistance in the formulation of research plans and funding bids

The Faculty enables all its postholders, including departmental lecturers, to request up to £800 per year for research expenses, and makes additional funds available for organising conferences in Oxford. In addition, to assist newly-appointed postholders in the development and publication of their research, Faculty funds are available for early career and established colleagues to hold a workshop at which colleagues can discuss drafts of their next monograph.

The Faculty is located in the Old Boys' High School, George Street. This is a very central location, less than 10 minutes' walk from the rail station, and very close to bus station, shops and other University locations. The premises house a community of around 20 administrative staff and up to 30 other users, comprising doctoral students, researchers, and academics and professors. The building is also used for teaching and seminars.

More information about the Faculty can be found at: www.history.ox.ac.uk.

The Faculty holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

The Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian and Middle Eastern Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The Division has more than 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 innovative 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.

For more information please visit: 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>.

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

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
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 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** of 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 dependants. 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.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.