

Faculty of History, The Stephen A Schwarzman Centre for the Humanities in the Radcliffe Observatory Quarter, Oxford OX2 6AH

administrator@history.ox.ac.uk www.history.ox.ac.uk

Summary

Job title	Operations Manager
Division / Department	Humanities / Faculty of History
Location	Faculty of History, The Stephen A Schwarzman Centre for the Humanities in the Radcliffe Observatory Quarter, Oxford OX2 6AH
Grade and salary	Grade 8: £49,119 – £58,265 per year (inclusive of Oxford University Weighting of £1,730)
Start date	As soon as possible
Hours	Full time 37.5 (1FTE)
Contract type	Permanent
Vacancy reference	187603
Method of application	Electronic (see 'How to Apply' below)
Application deadline	12 noon UK time on Friday 7 th August 2026
Reporting to	Head of Administration and Finance

The role

The Faculty History seeks to appoint an Operations Manager. This pivotal post offers the opportunity to work at the centre of this large and complex Faculty. Reporting to the Head of Administration and Finance, the Operations Manager will be responsible for the efficient day-to-day operation, coordination and continuous improvement of the Faculty's operations, administration, governance, research support, research finance, communications and Faculty space.

The Operations Manager will oversee the Faculty Board Office and the Research and Communications Offices. The postholder will ensure that services are well planned, responsive and compliant with University requirements, and will work collaboratively with academic leads, professional services colleagues, the Humanities Division and other Operations Managers within the Schwarzman Centre for the Humanities. The postholder will also act as Deputy to the Head of Administration and Finance as required, helping to ensure business continuity for the Faculty as a whole. This is an interesting and varied role providing an excellent opportunity for career progression within higher education administration.



To support in-person teaching and learning and in-line with other professional roles within the Faculty, the role will require a minimum of three days per week onsite working.

Responsibilities

Senior operational leadership and management

- Provide senior generalist management for the Faculty's operational administration, ensuring effective resource planning, task allocation, service coordination and delivery across multiple teams and workstreams.
- Contribute to long-term operational planning, business improvement and strategic decision-making, using sound judgement and knowledge of the Faculty's priorities to advise the Head of Administration and Finance and senior academic officers.
- Lead improvements to administrative processes, systems and ways of working, promoting collaboration, accountability, consistency and high-quality service delivery across the Faculty.
- Build and maintain effective working relationships with academic staff, researchers, professional services colleagues, Humanities Division teams, central University services and external partners, sharing good practice and resolving operational issues constructively.

Faculty Board Office, governance and general administration

- Oversee the Faculty Board Office and ensure the effective administration of Faculty governance, including support for the Faculty Board, its committees and related working groups.
- Ensure committee terms of reference, standing orders, membership records, meeting schedules, action logs and governance timetables are maintained accurately and reviewed regularly.
- Ensure high-quality committee servicing, including preparation of agendas and papers, coordination of briefing material, accurate minute-taking, timely follow-up of actions and clear communication of decisions.
- Oversee key general administrative functions, including processes relating to associate members, academic visitors, Faculty records, internal communications, information management and business continuity arrangements.
- Prepare and contribute to reports, briefings, management information and recommendations for senior colleagues, committees and boards, supporting evidence-based decision-making and institutional accountability.
- Support the Head of Administration and Finance and Chair of the Faculty Board by coordinating responses to Divisional and University requests, consultations, audits and policy implementation exercises.

Research support and research finance

- Maintain senior oversight of administrative support for externally funded research awards, ensuring that research facilitation, research finance and project administration activities are coordinated effectively.
- Ensure effective use of the Faculty database and other systems for tracking research applications, awards and related activity.
- Support effective end-to-end administration of research funding activity, including the operational handover from application to award set-up, monitoring of administrative requirements, support for funder queries and preparation for funder audits relating to research awards.
- Ensure that research finance processes within the Faculty are clear, compliant and appropriately aligned with funder and University requirements.
- Ensure appropriate liaison between the Research Facilitator, Finance Officer (Research), Project Administrators, Humanities Division Finance Shared Service and relevant University teams on the administration of research awards.

- Oversee the office's support for research impact, public engagement events, communications and outreach, ensuring alignment with Faculty and University priorities, including REF-related activity where appropriate.

Communications, events, engagement and alumni relations

- Oversee the strategic coordination and operational delivery of Faculty communications, events, outreach, alumni relations and research engagement activity through the Communications and Alumni Relations Manager.
- Ensure that communications and engagement activity supports the Faculty's academic, research, student recruitment, outreach, alumni and public engagement objectives.
- Support effective planning and prioritisation of major Faculty events, public lecture series, inaugural lectures, research centre events, alumni activity and research engagement initiatives.
- Ensure appropriate coordination between communications staff, research support staff, academic leads, research centres and Divisional or University communications colleagues.

Premises, safety and Schwarzman Centre operations

- Hold premises responsibility for the History Faculty hub space within the Schwarzman Centre for the Humanities, ensuring that the space is well administered, safe, welcoming and suitable for Faculty activities.
- Act as Departmental Safety Officer for the Faculty, coordinating local health and safety arrangements, maintaining appropriate records, supporting risk assessments and ensuring issues are escalated and addressed through the correct University channels.
- Work collaboratively with other Operations Managers within the Schwarzman Centre for the Humanities, Facilities Management, Estates Services, the Humanities Division and local users to ensure consistent and effective operational arrangements across shared spaces.
- Communicate premises and safety arrangements clearly to staff, students and visitors, and support implementation of relevant University policies, procedures and training requirements.

Compliance, assurance and risk

- Support the Head of Administration and Finance in ensuring the Faculty's operations meet internal and external requirements, including University governance, audit, information governance, records management, GDPR, funder and health and safety requirements.
- Ensure policies, procedures and business processes are implemented consistently across relevant areas, contributing to quality assurance, compliance and continuous improvement.
- Participate in and contribute to relevant Faculty, Divisional and University committees, groups and networks, providing operational expertise and influencing decisions that affect the Faculty's administration and service delivery.

General

- Deputise for the Head of Administration and Finance as required. This may include servicing committees, providing support to the Chair of the Faculty Board, representing the Faculty at Divisional or University meetings and making operational decisions within agreed parameters.
- Work flexibly across the Faculty's operational priorities, responding to emerging needs and supporting business continuity during periods of change or pressure.
- Undertake any other duties commensurate with the grade of the post, as delegated by the Head of Administration and Finance or Chair of the Faculty Board.

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.

Queries about the post should be addressed to Zoe Townsend, Head of Administration and Finance (administrator@history.ox.ac.uk). All practical and procedural queries should be sent to our recruitments team: recruitments@history.ox.ac.uk. All enquiries will be treated in strict confidence; they will not form part of the selection decision.

Criteria

Essential	
Essential	Educated to degree level or equivalent experience, with the knowledge, reasoning and analytical skills required for senior operational management in a complex organisation;
Essential	Senior managerial experience in a varied working environment, including management of a diverse range of administrative staff, ideally in a Higher Education, public sector or other large and complex organisation;
Essential	Strong analytical and problem-solving skills, with the ability to identify risks, resolve complex operational issues and make proportionate recommendations to senior colleagues;
Essential	Excellent organisational and decision-making skills, including the ability to work independently, manage competing deadlines, handle a complex workload and maintain high standards under pressure;
Essential	Demonstrated ability to build credibility and effective working relationships with a wide range of stakeholders, including senior academic staff, professional services colleagues, central University teams and external partners;
Essential	Experience of developing, implementing and improving administrative policies, procedures, systems or business processes;
Essential	Accomplished IT skills, including confident use of Microsoft Office applications and the ability to use databases, spreadsheets and information systems to support operational planning, reporting and decision-making;
Essential	Excellent written and verbal communication skills and attention to detail; with demonstrable ability to communicate effectively, both verbally and in writing, with a wide range of people within and external to the organisation
Essential	Understanding of compliance and assurance requirements relevant to a university or comparable organisation, including information governance, records management, data protection and health and safety;
Essential	Experience of servicing or contributing to committees, boards or working groups, and of supporting effective governance, decision-making and follow-up of actions.

Desirable	
Desirable	Experience of managing projects and change in a complex organisation;
Desirable	Experience of using research management systems with X5 preferred;
Desirable	Experience of post-award research grant management, and familiarity with a wide range of higher education research sponsors' terms and conditions.

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

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 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 of History of Art and a number of

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

The Faculty, including the Department of History of Art, is located at the new, purpose-built Schwarzman Centre for the Humanities: <https://schwarzmancentre.humanities.ox.ac.uk/>. The Schwarzman Centre has been designed to be a dynamic hub dedicated to the humanities. For the first time in the University's history, humanities faculties are housed together with a new humanities library in a space designed to encourage learning and experimentation. The Schwarzman Centre is located with the Radcliffe Observatory Quarter (RAQ), a central and accessible part of Oxford.

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

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

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

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.