

# Job Description



## SOCIAL POLICY AND INTERVENTION

<b>Job title</b>	Project Manager
<b>Division</b>	Social Sciences
<b>Department</b>	Social Policy and Intervention
<b>Location</b>	Barnett House, 32 Wellington Square, Oxford, OX1 2ER
<b>Grade and salary</b>	Grade 6: £29,176 - £34,804 per annum
<b>Hours</b>	Full time (37.5 hours)
<b>Contract type</b>	Fixed-term for 1 year initially
<b>Reporting to</b>	Senior Project Manager
<b>Vacancy reference</b>	149062

### The role

The Department of Social Policy and Intervention is seeking a Project Manager to work with a research group led by Prof Lucie Cluver. This role will focus on the implementation of two large-scale studies aiming to improve outcomes for adolescent parent families and their children in South Africa. The role will be based in Oxford, and the post holder will work closely with the teams in Oxford and South Africa.

The Project Manager will work independently on a research project that aims to understand risk and resilience promoting factors for adolescent parent families and adolescents living with and affected by HIV. The project manager will be a key research team member, with extensive amounts of independent work and responsibility within the project. This is an excellent opportunity to gain experience in managing grants that support multiple quasi-experimental studies while being part of an international research team with wide policy and programming impact. The post would be focused on research grant management, remote fieldwork support, and providing information to the department's finance and administration team in relation to human resources and financial management.

The post holder would be fully involved in data collection support for the HEY BABY/Mzantsi Wakho programme and the Sinovuyo Teen programme. You will additionally be responsible for support with grant writing and management. Liaising with the department's finance and administration team about the project budget will be central to these activities, as will supporting fieldwork more generally, including working closely with the fieldwork teams and postdoctoral researchers to plan fieldwork logistics, data collection, and liaison with research funders. The research team works closely with international NGO and government partners, and you will be involved in creating policy briefs and dissemination materials as needed.

Our research group is committed to capacity-building and supporting team members to further their careers, and you will be supported to further your career portfolio. The research team is



also committed to improving outcomes for high-risk children in Southern Africa, and this is our primary guiding aim.

## **Responsibilities**

- Finance management: together with the Finance Officer, organising and maintaining finance documents including project banking, claim forms; ensure efficient processing of project expenses and insurance documents, and monitor expenditure in line with funders' terms and conditions. Undertake budget planning and co-ordination in close liaison with the Finance Officer, Study Manager and Administrative Assistant.
- Fieldwork support: working closely with the Study Manager and Administrative Assistant to maintain oversight of fieldwork administration, HR and finance activities. This includes supporting setting up new phases of data collection, supporting fieldwork project managers and providing support for effective running of subsidiary company.
- Grant management (contracts, reporting and amendments): support pre- and post-award grant processes including overseeing contracts and facilitating amendments. Maintain oversight of report requirements to funders, contribute to writing reports for sponsors and ethics boards.
- Contribute to the development and drafting of funding proposals to secure further funding for research; work with the administration team in the Department and the Finance Officer to prepare budgets for grant proposals.
- Liaise closely with the administration and finance teams in the Department, including working closely with the team to ensure that project records are maintained in accordance with University and Funder requirements.
- Ethics: support application for ethical approvals from universities research ethics committees by drafting and amending research and ethics protocols and gathering approvals. This will require close coordination with the Data Manager.
- Supervise and allocate work to less experienced members of staff.
- Engaging in the linked set of studies focusing on child abuse and AIDS-affected children by undertaking any research support work such as literature reviews as part of a research team within and outside of Oxford University.
- Any other duties commensurate with the grade and responsibilities of the post as determined by the Senior Project Manager.

## **Pre-employment screening**

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and 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 so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

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/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

## **Selection criteria**

### **Essential selection criteria**

1. Master's Degree in a relevant social science or public health discipline or equivalent experience.
2. Demonstrable experience of managing large research grants and projects in a similar role.
3. Track record of facilitating efficient and effective fieldwork.
4. Experience of budgeting and managing finance with regards to research grants.
5. Excellent organisational and time management skills and ability to work to tight deadlines.
6. Experience of writing successful ethics applications.
7. Advanced IT skills, particularly in Microsoft Office applications.
8. Excellent intercultural communication, presentation and writing skills in English.
9. Demonstrable understanding of grant management processes and challenges associated with working in resource-constrained environments.

### **Desirable selection criteria**

1. Research fieldwork experience in South Africa.
2. Demonstrable commitment to improving the life of children affected by abuse and HIV/AIDS.
3. Experience of working in a Higher Education environment.

## **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](http://www.ox.ac.uk/about/organisation).

## **Research Portfolio Overview**

The research is a series of linked studies with the distinct aim of identifying the most effective services for vulnerable adolescents and their infant children in HIV/AIDS-affected communities.

Much of the research focuses specifically on studies in South Africa that also collaborates with a major research hub - The UKRI GCRF Accelerating Achievement for Africa's Adolescents Hub. The UKRI GCRF Accelerating Achievement for Africa's Adolescents Hub launched in February 2019 with Professor Lucie Cluver as Principal Investigator (PI). Led by the University of Oxford, along with an impressive roster of academic and NGO partners, the Hub is an initiative to help African teens achieve their full potential. This research initiative is co-created by adolescents and national governments in South, West, East and Central Africa, multilaterals including the African Union's AUDA agency, UNDP, UNICEF, WHO, UNFPA, UNAIDS & UN Women, by regional NGOs providing direct services, and is led by six African and three UK universities. It responds directly to our African government and NGO partners' needs to: i) identify interventions with multi-SDG impacts; ii) provide evidence of cost-effectiveness, scalability within national systems and local contexts; iii) co-create ideas with adolescents; iv) share research capacity within academia and policy; v) train practitioners in 33 African countries to implement synergistic services; and vi) partner with policymakers to drive evidence into major change.

Our common goal is to realise the potential of Africa's adolescents as a major demographic dividend. The Department of Social Policy and Intervention is seeking an outstanding individual for a new role of Project Manager. This is a rare opportunity to be part of a remarkable research programme within a vibrant departmental setting.

Your work will contribute to the successful implementation of front-line research with life-changing impact. You will undertake an exciting and varied key role, supporting the Senior Programme Manager and Principal Investigator with supporting a large portfolio of grants and supporting successful implementation of research activities.

## **The Department of Social Policy and Intervention**

The Department of Social Policy and Intervention is a multidisciplinary, social science centre of excellence for research and teaching in comparative social policy and evidence-based social intervention and policy evaluation. In the UK-wide 2014 Research Excellence Framework (REF), it was the top scoring department in the country, across all subjects and universities, with 79 per cent of the Department's research activity classified as 'world leading' (4\*) with a further 14 per cent classed as 'internationally excellent' (3\*). In the most recent QS World University Rankings by Subject (2019) the Department ranked third in Social Policy and Administration globally.

The Department has undergone substantial transformation in recent years. This renewal includes the expansion of graduate teaching and supervision in policy evaluation and comparative social policy; significant expansion in research income; and the creation of new research groups and areas of research expertise. Most recently it has been awarded a Global Challenge Research Fund hub as lead institution in collaboration with UK and African institutions.

The Department's teaching is largely devoted to graduate students. It offers Master's degrees in Comparative Social Policy (CSP) and in Evidence-Based Social Intervention and Policy Evaluation (EBSIPE). Students may study for either a one-year MSc or a two-year MPhil. The Department also offers supervision for doctoral degrees in Social Policy or in Social Intervention and Policy Evaluation. The graduate intake is highly international with students drawn from the United Kingdom, EU member states, and many countries across the world.

Research within the Department is largely organised under the auspices of two main research groups:

- The Centre for Evidence-Based Intervention (CEBI).
- The Oxford Institute of Social Policy (OISP).

More information about the Department as a whole can be found at [www.spi.ox.ac.uk](http://www.spi.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 academic divisions are responsible for academic oversight of the teaching and research of their constituent departments and faculties, for strategic and operational planning, and for personnel and resource management. From 1 January 2018 the Head of the Social Sciences Division will be Professor Sarah Whatmore, who will be a member of the University's Council. The Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and one cross-divisional unit. (These are as follows: Law, the Saïd Business School, Economics, Politics and International Relations, the Blavatnik School of Government, the School of Anthropology and Museum Ethnography, International Development, Sociology, Social Policy and Intervention, the Oxford Internet Institute, Archaeology, the School of Interdisciplinary Area Studies, Education, the School of Geography and the Environment and the Oxford Martin School.) Interdisciplinary links within and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, where Oxford accounted for more world-leading (4\*) research than any other institution, across the social sciences units of assessment to which it made submissions. The division has an extensive portfolio of external funders and collaborators, with competitively-awarded external research income exceeding £40million per year. Researchers in the division engage actively beyond academia and their research has influence in many spheres from innovation in public policymaking to practitioner communities such as law, business, education, social welfare and NGOs.

The division also delivers an exceptional range of high quality educational programmes (undergraduate, postgraduate taught and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. Programmes range from those at the interface of the natural sciences, through to 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); the BCL; the MPhils in International Relations, in Economics, and in Development Studies; the MBA and EMBA; and the nationally regarded PGCE.

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

## How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also 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).

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

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** 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).*

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about\\_the\\_university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). 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 e-recruitment system 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: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://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/](http://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. 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: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://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+/](http://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.

## 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 [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/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 [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

### 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](http://www.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 [www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/).

### 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 My Family Care, 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 [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/).

### Childcare

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 [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/).

### 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](http://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/](http://www.admin.ox.ac.uk/eop/inpractice/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).