



Job Description

Job title	MPhil and MSc Coordinator
Division	Social Sciences
Department	Politics and International Relations
Location	Manor Road Building, Manor Road, Oxford, OX1 3UQ
Grade and salary	Grade 5: £28,759 - £33,966 per annum
Hours	Full time (36.5 hours per week)
Contract type	Fixed-term for 12 months; this position can also be considered as a secondment opportunity
Reporting to	Education Manager
Vacancy reference	174887
Additional information	Closing date: midday (UK time) on Wednesday 11 September 2024. Interviews will be held as soon as possible thereafter.

The role

The MPhil/MSc Coordinator is responsible for coordinating arrangements for postgraduate taught programmes in Politics and International Relations. Under the direction of the Education Manager, the post-holder will take particular responsibility for coordinating three programmes:

- MPhil in International Relations
- MPhil in Political Theory;
- MSc in Political Theory Research.

You will be expected to work closely with the other MPhil/MSc Coordinator to ensure effective support across the whole Postgraduate Taught degree portfolio and work flexibly and





collaboratively with the rest of the course administration team. . You will run the exam and admissions process for your courses and share the responsibility for operating and improving administrative procedures for cross-cutting areas of work such as communications and methods training. You will be line managed by the Education Manager, and will be expected to provide proactive support to the Directors of Graduate Studies, Course Directors, the Directors of Research Training, members of the Exam Boards and other academic officers.

This role involves extensive and effective contact with a broad range of people, including current and prospective students, academics, college and departmental staff.

Due to the nature of the role, there is also limited scope to take annual leave during full-term or at peak times (admissions deadline and around Exam Boards), and you may be asked to work on a Bank Holiday if operationally required.

A pensionable Oxford University Weighting of £1,500 per year (pro rata) will be applied to the stated starting salary with effect from 1 August 2024, in addition to the stated starting salary. This will be implemented in the September 2024 payroll, backdated to 1 August 2024.

This is also in addition to any inflationary pay rise which may be agreed nationally through negotiations led by UCEA with the trade unions, which could take effect from 1 August 2024 (backdated if necessary).

Responsibilities

Admissions

The post-holder is responsible for the administration of applications to the three courses. This includes:

- Advance planning of the admissions process, including preparing of process plans and updating data management and communications
- Handling enquiries from potential applicants and, once applications have been made, managing the processing of applications through the eVision system.
- In liaison with Course Directors, supporting the academic selection process, including providing procedural guidance to assessors and course directors, and collating assessment scores and other information in support of decision-making.
- Liaising with colleagues in colleges, the Graduate Admissions Office and the Social Sciences Division throughout the process
- Assisting the Academic Officers in the preparation of funding applications and nominations to research councils and other sources of scholarship funding



- Managing the onboarding process for new students, including visa applications and induction.
- Assisting with any other admissions duties as deemed appropriate.
- Reviewing the process and developing improvements for future cycles.

Teaching Administration

The post-holder is responsible for providing day-to-day administrative support for the three courses. This includes:

- Preparing annual updates to the DPIR PG VLE including courses materials, student handbooks, reading lists.
- Assisting with the organisation of events such as student induction and online applicant and offer holder Q&A sessions.
- In consultation with the relevant Academic Officers, organizing the provision of teaching, including core and optional papers, and the research methods programme. This involves timetabling, room bookings, student registration arrangements, and liaison with the rest of the team to ensure effective coordination between the different teaching streams.
- Answering internal and external enquiries related to the Department's students and providing guidance to current students
- Monitoring attendance of Tier 4 visa holders, in compliance with UKVI requirements.
- In liaison with the Department's Student Disability Lead and Student Disability Coordinator, making specific teaching arrangements in support of students with disabilities.

Examination and Assessment

The post holder provides administrative support to the Chair and Board of Examiners for their courses, which includes:

- Coordination of the marking process, including distributing assessments and guidance to markers, collection and reconciliation of marks, and communicating outcomes and feedback to students and their supervisors. At all times, this will involve thorough and accurate record-keeping.



- Assisting in the organization of Exam Board meetings, including preparing the agenda, taking minutes, provision of marks, data and reports, and ensuring that actions have been followed up.
- Liaising with the Proctors' Office, the external examiners and the University Examination Team as required, and relaying examiners' communications to students.
- Assisting the Chair with the appointment of assessors and with compiling the examiners' report and statistics, and always looking at ways systems and processes can be improved.
- Acquiring a strong knowledge of the examination procedures and processes, and a thorough understanding of University regulations, so as to be able to provide guidance to the Chair and Examiners, other academic and administrative staff, and students.

Additional Duties

- Attending meetings of the department's teaching and other committees, including the Graduate Joint Consultative Committee, and assisting in the organisation of meetings, including preparing agendas, writing minutes and following up on committee decisions.
- Managing miscellaneous enquiries and problems as they arise, including prioritisation, problem-solving, and taking a proactive approach to minimize future instances.
- Supporting the Education Manager with the production of reports, including preparation of data.
- Any other duties in line with the purpose and grading of this post. This may include covering for other Courses Team staff in the case of absence.

Selection criteria

Essential

- Educated to to A-level standard or equivalent;
- Experience of complex administration, including developing and improving processes;
- A proven ability to work independently and efficiently in a fast-paced environment, including time management and the prioritization of a range of tasks;
- A systematic approach to work, including exemplary accuracy and attention to detail;
- Advanced IT skills, particularly in Excel;



- Ability to use initiative, including for the anticipation of problems and the identification of appropriate solutions;
- Excellent written and verbal communication skills, including the capacity to communicate effectively and appropriately with a range of internal and external audiences;
- A collaborative approach to work, including the ability to work as part of a team, and a willingness to take on new responsibilities when required;
- Evidence of tact and discretion in dealing with confidential or sensitive matters;
- Evidence of an ability to remain calm under pressure.

Desirable

- Experience of working in a higher education institution;
- Experience of working with students and staff from a range of international backgrounds;
- Experience of using eVision, Canvas, and/or SharePoint.

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.



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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 spinouts, 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.

Social Sciences Division

Oxford is a world-leading centre for research across the disciplines of the social sciences. Characterised by a wide range of methodologies, themes and fields of scholarship, multi-disciplinary research and innovative ideas thrive in an environment underpinned by excellence across the disciplines of the social sciences.

Our approach to supporting research across the Social Sciences Division has been highly successful in the last ten years, with the volume of research awards continuing to rise and the development of a large number of research centres and groupings. Researchers at Oxford receive significant support and guidance in the development of their research, including career development, research and impact funding, research project design and management, and research outputs from academic and administrative colleagues across the University, division and departments.

More information please visit: www.socsci.ox.ac.uk

Department of Politics and International Relations

Politics and International Relations at Oxford University have a long and distinguished history in the education of leading figures in academia, politics, the media and public life, both in the UK and internationally. Teaching and research activities in this area were combined in 2000 to create a Department of Politics and International Relations. With around 90 academic staff, the Department is one of the largest departments internationally and consistently ranks first in The Times and The Guardian university guides for the subject. It is home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral



researchers, supported by highly competitive research fellowships, working in the full range of disciplinary sub-fields.

The department attracts some of the best academics in the field to work here as permanent faculty, as part of major research projects or as academic visitors. There is a strong post-doctoral group supported by highly competitive research fellowships and working across a broad range of fields.

The Department is located in the Social Sciences building at Manor Road, along with the Department of Economics, the Centres for Criminology and Socio-Legal Studies, and the integrated Social Science Library. The building provides excellent facilities including a lecture theatre, a large computer laboratory and a range of seminar rooms as well as a cafeteria and common room for use by both staff and students. The Manor Road Building is served by a shared IT and web team.

An experienced Professional Services function supports the department's research and teaching activities. The department's core Professional Service is grouped into teams that provide dedicated support for: Courses, Research, Finance, HR, and Communications & Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, in particular with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

For further information, please visit: <https://www.politics.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.



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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: vacancies@politics.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

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>



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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.