Job Description

_____

Summary

Job title	CRANE Programme Manager (Chief Operating Officer)
Division	Mathematical, Physical, and Life Sciences
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford, OX1 3QD 3 days per week on-site
Grade and salary	Grade 8: £48,235-£57,255 per annum with a discretionary range up to £62,407 per annum for exceptional candidates (this includes Oxford University weighting)
Hours	Full time
Contract type	Fixed-term (5 years), starting early 2025
Reporting to	Principal Investigator
Vacancy reference	176390

The role

CRANE: Cybersecurity Research and Networking Environment

CRANE is an EPSRC-funded national 'network plus' designed to strengthen the UK Cyber Security Research Community. It will integrate researchers, business, government, and third sector organisations around contemporary research challenges. The network will organise a variety of workshops and meetings, offer small grants to researchers and act as a single 'point of contact' for UK cyber security research. It will leave a lasting legacy by enabling the creation of a new inter-disciplinary permanent learned society.

CRANE will develop a rigorous community-led methodology and use it to identify emerging global trends and national strengths in cyber security. It will support career development and equality of voice of diverse researchers able to understand and exploit the cross-disciplinary nature of our subject. The CRANE community will be inclusive, regionally and nationally, through Special Interest Groups (SIGs) and shared events with local areas of interest and through EDI improvement.

CRANE is led from the University of Oxford by Professor Andrew Martin in the Department of Computer Science, with Co-Investigators Lynne Coventry (Abertay University), Steven Murdoch (UCL), Adam Joinson (University of Bath), Mark Ryan (University of Birmingham). The administrative infrastructure team will be based in Oxford and support the whole network in events, grants, communications, and dissemination.

As the CRANE Programme Manager, you will play a central role in advancing the UK Cyber Security Research Community by overseeing all administrative, operational, and strategic aspects of the project. Your leadership will drive the integration of academia, business, government, and third-sector partners to address current cybersecurity challenges and establish a lasting interdisciplinary network.

Reporting to the Principal Investigator / Network lead, you will be responsible for managing the project as a whole under the direction of the lead and co-leads. You will also be managing a team of professional service staff in a variety of roles, and lead on managing all stakeholder relationships.

Through strategic leadership and effective management, the CRANE Programme Manager will contribute to strengthening the national cybersecurity research landscape, fostering innovation and collaboration across sectors.

Flexible working

This role is offered with full-time hours (37.5 per week). This role requires a minimum of three days per week on-site, with flexible arrangements possible based on work requirements, such as in-person meeting attendance, work-related travel, and project timelines.

Responsibilities

Strategic planning
- Work with the Principal Investigator and Co-Investigators to develop a detailed and feasible project plan for CRANE, adopting a phased approach and re-planning for each phase in the light of experience.
- Identify and monitor milestones and performance of the network against objectives, designing measures to remediate problems when they are identified.

Financial management
- Develop, implement, and manage the CRANE budget in alignment with funder terms, University financial regulations, and legal standards, including data protection (GDPR). Coordinate closely with University and partner finance teams to ensure compliance across all financial activities.
- Approve and monitor financial transactions related to purchasing, expenses, and other project expenditures, ensuring all spending aligns with the project's budget and strategic priorities.
- Prepare and deliver financial reports as required by funders, providing clear and accurate data on project expenditures. Liaise with relevant finance teams to support transparency and compliance in financial documentation.

Governance
- Serve as an active member of the Executive Group, contributing to strategic decision-making and advising on key project directions at monthly management meetings and quarterly Project Board meetings.
- Ensure project compliance with funder regulations, University policies, and legal obligations. Collaborate with the Project Lead to identify and mitigate reputational, legal, and operational risks as they arise.
- Develop and implement policies and procedures covering critical areas of the network's activities, ensuring ongoing compliance and clarity for all team members and stakeholders. Work with University contacts to facilitate contract drafting and approvals.
- Produce progress reports for Project Board meetings and formal annual reports to EPSRC, ensuring that all reporting meets the required standards for accuracy and detail.

Stakeholder management
- Actively ensure that all stakeholders, and in particular, project partners from business, government, and the third sector, are enabled to participate in the network, and oversee relationship management.
- Manage the organisation of project-related meetings with internal and external stakeholders (occasionally deputising for the Principal Investigator) and external engagement/influencing activities.
- Act as first point of contact for EPSRC's project officer.

People management
- Recruit and lead the project's professional services staff and line manage those who are directly employed on the project, including: Project Administrator, Grant Officer, Communications Officer, Impact Officer, EDI Officer.

Any other duties commensurate with the grade as requested by the Principal Investigator.

Selection criteria

Essential

- Educated to Master's degree level or equivalent experience.
- Proven line management and recruitment experience, with the ability to lead a multi-skilled and diverse team, within higher education research contexts.
- Exceptional administrative skills, including the prioritisation, planning, and delivery of complex multi-partner projects within stringent frameworks of compliance.
- Experience of working collaboratively in a complex organisation.
- Action-orientated and results-driven approach to work, proactively solving problems.
- Outstanding interpersonal and communication skills, with the ability to engage, influence, and build productive relationships with diverse stakeholders across academia, industry, government, and third-sector organisations.
- Financial management skills, including creating and managing a complex and substantial budget, applying funder guidelines when planning expenditure, and use of Oracle.
- Experience in ensuring compliance with funder guidelines, university policies, and legal standards, including data protection (GDPR) and financial regulations
- Experience of donor/funder reporting and contributing to funding applications.
- Experience of working effectively with external partners, appropriate to the work of the network and demonstrable insight into the challenges of working with international stakeholders.
- Ability to travel occasionally to network events held anywhere in the UK

Desirable

- Awareness of contemporary issues in cyber security.
- PRINCE 2 or equivalent project management qualification.

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.

Department of Computer Science

The Department of Computer Science is consistently recognised as the internationally leading centre of research and teaching across a broad spectrum of computer science, ranging from foundational discoveries to interdisciplinary work with significant real-world impact.

We are proud of our history as one of the longest-established computer science departments in the country, as we continue to provide first-rate undergraduate and postgraduate teaching to some of the world's brightest minds. We enjoy close links with other University departments and Oxford research groups and institutes.

Our greatest asset is our people. We consistently attract the best staff and students and, thanks to them, we have been ranked as the world's leading university for computer sciences for seven years in a row by the *Times Higher Education*.

Find out more information on our website http://www.cs.ox.ac.uk/

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

Mathematical, Physical, and Life Sciences Division (MPLS)

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities and the MPLS Division is home to our non-medical sciences, with 9 academic departments that span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work.

For more information about the MPLS division, please visit: www.mpls.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.

If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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 hr@cs.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, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See https://hr.admin.ox.ac.uk/staff-benefits

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more https://staff.admin.ox.ac.uk/health-assured-eap

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see https://hr.web.ox.ac.uk/family-leave). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See https://childcare.admin.ox.ac.uk/.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at https://edu.admin.ox.ac.uk/disability-support. For information about how we support those going through menopause see https://hr.admin.ox.ac.uk/menopause-guidance

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more https://www.ox.ac.uk/research/support-researchers/researcher-hub

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society