

# Job Description



## Summary

<b>Job title</b>	Transformation Programme Officer
<b>Division</b>	Mathematical, Physical, and Life Sciences
<b>Department</b>	Computer Science
<b>Location</b>	Wolfson Building, 9 Parks Road, Oxford, OX1 3QG 3 days per week on-site
<b>Grade and salary</b>	Grade 7: £38,674-£51,059 per annum (pro-rata for part-time, this includes Oxford University weighting)
<b>Hours</b>	Full time (part-time hours of 0.8 FTE considered)
<b>Contract type</b>	Fixed-term (3 years)
<b>Reporting to</b>	Deputy Head of Administration and Finance (HAF)
<b>Vacancy reference</b>	177535
<b>Additional information</b>	Secondments considered

## The role

We are seeking an experienced Transformation Programme Officer to support a three-year review and transformation programme within the Department of Computer Science. This role is integral to enhancing the department's operational efficiency and service delivery, aligning with the University of Oxford's Focus approach to continuous improvement. The Focus approach, built around listening to stakeholders, finding solutions, and delivering sustainable outcomes, will guide the role's project framework.

This role will partner closely with the Deputy HAF and senior leadership to drive change, create clear operating procedures, and improve services across key areas of the department.

## Flexible working

This role is offered with full-time hours (37.5 per week), however, part-time hours of 30 hours per week will also be considered. As working with stakeholders and integration into the operational environment is a critical part of executing this role successfully, on-site working is required for at least 3 days per week. There may be periods where it is possible to decrease the number of days on-site depending on the nature of the work at that time. Working pattern and start/finish times are flexible, as long as key meetings and other activities are attended when required.



## Responsibilities

### ***Programme Leadership***

- Design and implement a structured review and transformation programme, applying the principles of the University's Focus approach to establish sustainable improvements.
- Develop standardised processes and SOPs, ensuring they are responsive to stakeholder needs, transparent, and supportive of long-term operational goals.
- Guide change initiatives with sensitivity to impact, fostering an environment of collaboration and adaptability.

### ***Core Projects***

There will be a rolling portfolio of projects, including, but not limited to:

- **Events operations:** develop and implement clear SOPs that enhance the efficiency and consistency of events management, refining workflows according to Focus principles.
- **Visitor management:** establish SOPs and guidelines for the department's visitors, including clarifying visa requirements and ensuring compliance with university policies.
- **Academic Support service review:** conduct a review of Academic Support to assess its alignment with departmental needs and improve processes for travel, conference bookings, expenses, and self-service tools.
- **Pre- and Post-Award workflow:** address communication gaps between pre- and post-award stages in research funding to enhance coordination and support for academic staff.
- **Part-time Masters' infrastructure review:** lead a comprehensive review of the Professional Masters Programme (PMP) administration, examining compliance, payment schedules, tax requirements, and transitioning student management systems as needed.
- **Outreach and undergraduate admissions operations:** evaluate and optimise operational processes, resource allocation, and funding mechanisms for outreach and undergraduate admissions.
- **HR process improvement:** assess and streamline HR processes across the employee lifecycle, ensuring they are consistent, effective, and support training for continuous improvement.

### ***Stakeholder Engagement & Communication***

- Use the Focus approach to consult effectively with staff, faculty, and stakeholders, gathering insights to refine project goals and ensure sustainable improvements.
- Use existing channels for transparent communication and progress updates, fostering an understanding of project goals and timelines across the department.

### ***Change Management & Training***

- Develop training resources to support staff and faculty in adapting to new processes and systems.
- Implement change management strategies aligned with the Focus approach to facilitate a smooth transition, encourage stakeholder involvement, and reinforce sustainable practices.

Any other duties commensurate with the grade as requested by the Deputy HAF.

## Selection criteria

### Essential selection criteria

- **Proven project and programme management experience**  
Demonstrable experience managing complex, multi-faceted projects or programmes, ideally within a higher education setting.
- **Knowledge and application of process improvement methodologies**  
Experience with continuous improvement approaches, such as the University of Oxford's Focus approach, with a track record of implementing sustainable operational changes that enhance service delivery.

- **Excellent communication and stakeholder engagement skills**  
Ability to engage and communicate effectively with diverse stakeholders, from academic and professional services staff to external partners, ensuring transparency and fostering collaboration throughout change initiatives.
- **Analytical and problem-solving skills**  
Strong analytical skills, with the ability to assess current processes, identify areas for improvement, and develop actionable, evidence-based solutions that address root causes.
- **Change management expertise**  
Experience in developing and implementing change management strategies, including training and support, to help staff adapt to new processes and sustain improvements over time.
- **Organisational and time management skills**  
Ability to manage multiple projects and priorities concurrently, ensuring timely and efficient completion of objectives in alignment with programme goals.
- **Financial and resource management experience**  
Familiarity with financial planning, budgeting, and resource allocation in project contexts, ensuring effective use of funds and alignment with departmental needs.
- **Commitment to continuous improvement and service excellence**  
Demonstrated commitment to ongoing learning and service enhancement, aligning with the department's mission and the Focus approach to fostering a positive and inclusive workplace culture.

## 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](http://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](http://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.

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## 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).

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## 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](mailto:hr@cs.ox.ac.uk).

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 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 70<sup>th</sup> 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](http://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](http://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>