



DEPARTMENT OF
**COMPUTER
SCIENCE**

University of Oxford Department of Computer Science

Job description and selection criteria

Job title	Industry Liaison Administrator
Division	MPLS
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford.
Grade and salary	Grade 6: £28,660 - £34,189 p.a.
Hours	Full Time – part time considered
Contract type	Fixed-term for 3 years
Reporting to	Senior Administrator
Vacancy reference	138800



The role

This role supports the department's desire to promote enterprise and innovation, including the establishment and long-term sustainability of strategic alliances between industry and academia, maximising the benefit for students, researchers and academics within the department. You will work with world-class researchers, entrepreneurs, global partners and investors to help shape and develop strong mutually beneficial commercialisation partnerships. The role will involve strategic thinking to ensure relationships are leveraged effectively, and diversify the department's income portfolio. The remit of this post does not include relationships with industry partners wanting to collaborate on research projects.

Responsibilities

The post holder will be responsible for:

- Providing first-point-of-contact support for department's Business Development and Commercial activities.
- Supporting the development and expansion of the department's Industry Partners Programme by fostering relationships with current and prospective links.
- Increasing the number of industry partners and diversifying the modes of engagement.
- Maintaining good relationships with existing contacts, ensuring their requirements are understood and met, and working with them to develop new initiatives in areas of mutual interest.

Industry Research and Development Funding

- Act as first-point-of-contact for industry enquiries into funding academic research.
- Offer a match-making service between industry and relevant academics and research themes.
- Develop and maintain excellent relationships with industry partners interested in funding research projects and DPhil studentships
- Work with academics, the departmental Research Facilitation team and central professional colleagues to support the negotiation and implementation of industrial research contracts
- Develop and maintain an in-depth understanding of relevant University and UK legislation, such as intellectual property and export controls.
- Work with central university Business Development and Industrial Research Partnership teams to highlight research in Computer Science and attract new partnerships
- Work with the university's Development Office in securing philanthropic donations from industry

IP & spinout-related

- Work with Oxford University Innovation (OUI) to promote the activities of OUI in supporting commercialisation of the department's research.
- Work with OUI to match-up departmental members with consultancy requests.
- Provide support and signposting to members of the department to ensure compliance with the regulations related to exploitation and promoting enterprise education activities.
- Support research impact activities as required
- Where appropriate, share leads for research collaboration, industry-funded research opportunities, development/ fundraising to central teams
- Keep accurate records of income related to commercial engagements and work with finance to ensure that all promised income is realised
- Maintain accurate records of industry contact details, in a manner compliant with ethical, legal and regulatory requirements.

Course & student-related

- Provide leadership for employer-related student projects/initiatives within the department, including, mentoring, and internships.
- Work with the Academic Administration team to implement and run weekly tech talks in term time with registered industry partners. Working with student representatives to identify areas of interest and to ensure student success and satisfaction with the industry-related elements of the university experience, offering them the best possible industry-related opportunities and support. Ensure students from all backgrounds, including those with particular needs can take full advantage of industry-related opportunities.
- Work with the Software Engineering Programme Director to promote the part-time MSc courses for industry professionals, to industrial partners. Develop opportunities for large-scale in-company training.
- Utilise departmental alumni to enhance industry engagement. Be a departmental super-user of the alumni CRM system (DARS).
- Identify potential industry based-guest lecturers for taught programmes.
- Work with student groups, such as the Oxford Women in Computer Science Society (OxWoCs) to secure corporate sponsorship.
- Work with the Academic Administration team to identify opportunities for 2nd-year group projects with industry.
- Organise industry careers events in coordination with the university's Careers Service.

- Secure sponsorship for student prizes and work with the department's Finance team to manage these budgets.

Communications and events

- Work with the Research Facilitation team to coordinate externally-facing events, such as the department-wide industry showcase event as well as theme-specific events, for example the AI @ Oxford Expo.
- Working with the department's Communications team, to initiate, manage, develop and deliver business development marketing and communications activities, ensuring that they are consistent with the department brand and ethos.
- Manage the industry liaison section of the department's website.
- Sit on the editorial board of, and contribute to the department's twice-yearly newsletter *InspiredResearch*.
- Manage the weekly round-up of opportunities and events sent to students.

Other

- Maintain oversight of incoming funds from industry partnerships and communicate new awards to the Finance team, and ensure all incoming funds are compliant with the university rules.
- Support the Development Office's efforts to fundraise/secure equipment donations to improve departmental facilities.
- Demonstrate a high level of customer service; responding to email and telephone enquiries in relation to industry engagement.
- Contribute to relevant University committees, working groups and projects on behalf of the department.
- Work with the Senior Management Team to set up an Industry Liaison Board which can advise on Research and Education direction and give guidance to the department on the future of Computer Science within industry.

Selection Criteria

Essential

- Educated to degree level, or equivalent experience.
- First class relationship management skills and a track record in managing and developing partnerships to drive maximum value.
- Proven ability to cultivate positive working relationships, build and maintain a team-based approach, and gain the trust and respect of all levels of internal and external constituencies.
- Demonstrated ability to perform duties with a high level of professionalism, confidentiality, flexibility, discretion, judgment, diplomacy, and tact.
- Excellent organisational and prioritisation skills, with the ability to meet frequent and often tight, deadlines.
- Experience of managing a large and growing portfolio of projects.
- Excellent communication and interpersonal skills, whether on the phone, in person or in writing.
- A proficient level of IT skills suitable for carrying out work in a busy office environment (specifically Microsoft packages), with the ability to pick up new IT systems quickly.
- Superb abilities in technical writing and communicating to professional and lay audiences.
- An understanding of relevant legal, regulatory and best practice frameworks relevant to this post including GDPR
- Ability to work independently and use own initiative. A self-starter and enjoy the challenge of making things happen.

Desirable

- Good understanding of knowledge exchange and innovation in a university and/or industry context; Experience of identifying, developing and maintaining links with industrial partners.
- Experience of working in/with related business sectors (STEM), particularly with technology start-up companies.
- Commercial experience in a corporate environment
- Experience of using a CRM, or similar.
- Demonstrate a sound understanding of a broad range of scientific concepts in order to evaluate their commercial potential.

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/

Department of Computer Science

The Department of Computer Science was established in 1957, making it one of the longest-established Computer Science departments in the country. It is one of the UK's leading Computer Science Departments (ranked first in a number of international rankings). The UK Research Excellence Framework (REF) in December 2014 resulted in 74 members of the Department having 53% of their research activity ranked in the top category of 4* (world-leading). Overall, we received an average of 3.34 across the Department (3* being internationally excellent). A significant majority of the Department are active in externally sponsored research, with both government and industrial funding. At present, there are 69 members of academic staff and almost 100 research staff.

The Department has close links with government, industry, and other departments within the University. Among the latter are Mathematics, Engineering, Physics, Statistics and a number of life sciences departments. The Department is housed across multiple sites within the University's South Parks Road Science Area, facilitating strong collaborative links with research groups and institutes in closely allied areas (including the Oxford Internet Institute and the Oxford e-Research Centre). This is an essentially inter-disciplinary activity which is at present attracting major funding from a number of sources. At present, the Department holds over £50m in external research contracts.

Research in the Department is currently managed in ten themes:

- Algorithms & Complexity Theory focusses on determining the inherent difficulty of computational problems, classifying problems according to this inherent difficulty, and designing and analysing algorithms that use computational resources as efficiently as possible;
- Artificial Intelligence & Machine Learning focuses on theoretical foundations, multiagent systems, deep learning and computational linguistics;
- Automated Verification investigates theory and practice of formal verification and correct-by-construction synthesis for software and hardware systems;
- Computational Biology & Health Informatics is concerned with computational approaches for biomedical research and healthcare innovation;
- Cyber-Physical Systems is focusing on intelligent and autonomous sensor systems with applications in positioning, healthcare, environmental monitoring and smart cities;
- Foundations, Structures and Quantum embraces interdisciplinary research, and has a particular interest in structural foundations of quantum computation;
- Human-Centred Computing covers human-computer interaction, social computing and world-wide web;
- Information Systems covers databases, knowledge representation and reasoning;
- Programming Languages covers functional programming, program analysis, and programming language foundations;
- Security specialises in cybersecurity, protocol analysis, systems security, trusted computing, human-centred security, and networking.

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

The 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. The disciplines within the MPLS Division regularly appear at the highest levels in world rankings. In the results of the six-yearly UK-wide assessment of university research, REF2014, the MPLS division received the highest overall grade point average (GPA) and the highest GPA for outputs. We received the highest proportion of 4* outputs, and the highest proportion of 4* activity overall. More than 50 per cent of MPLS activity was assessed as world leading.

The MPLS Division's 10 departments and 3 interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research addresses major societal and technological challenges and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours (including Nobel prizes and prestigious titles such as FRS and FR.Eng) and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships. The Division is also the proud holder of eight Athena Swan Awards (4 Silver and 4 Bronze) illustrating our commitment to ensure good practice and to encourage women in science at all levels in the division.

We have around 6,000 students and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve major mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (<http://www.oxfordsparks.net/>) and a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire is to link our best scientific minds with industry and public policy makers.

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

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 should explain how you meet 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 departments.

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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Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from 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

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. 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/

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/. The University's Policy on Data Protection is available at:

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. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th 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+/

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+/

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

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club provides 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 www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff

The University offers support and advice to international staff, including 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/.

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.

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 to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk.

Childcare

The University has excellent childcare services with 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.

Family-friendly benefits

The University subscribes to My Family Care service through which staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' advice service and a wide range of guides and webinars through a website called the Work+Family space.

See: www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

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.

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/.

Additional benefits

Staff can enjoy a range of other benefits and discounts, including free entry to the Botanic Gardens and University colleges, and discounts at University museums.

See www.admin.ox.ac.uk/personnel/staffinfo/benefits.