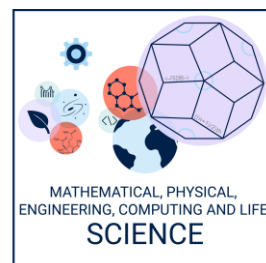


Job description



Summary

Job title	Strategic Partnerships Team Co-ordinator
Division	MPLS - Mathematical, Physical, Engineering, Computing and Life Sciences.
Department	MPLS Divisional Office
Location	Tinsley Building, 13 Mansfield Road, Oxford, OX1 3TA.
Grade and salary	Grade 6: £35,681-£41,636 per annum
Hours	Full time. Part time (minimum 0.8 FTE would be considered)
Contract type	Fixed-term until 31 st July 2031
Vacancy reference	189063

The role

The Mathematical, Physical and Life Sciences (MPLS) Division is establishing a new Strategic Partnerships Project Management function to transform how the University develops and delivers high-value collaborations with industry. This is a rare opportunity to join a new team at the point of creation, helping to shape how it operates and supporting the delivery of strategically important partnerships across the Division.

As Strategic Partnerships Co-ordinator, you will play a central role in ensuring the smooth day-to-day running of the team. Working closely with the Head of Strategic Business and Partnerships and Project Managers, you will coordinate a wide range of activities, from organising meetings, events and stakeholder engagement to supporting project administration, communications and reporting. You will help ensure that projects progress efficiently by maintaining project information, coordinating actions and providing high-quality administrative support across the team's portfolio.

The role will work closely with academics, Research Services and professional services teams across the University, as well as external partners, helping to coordinate activities and maintain effective communication across a wide range of stakeholders. You will contribute to the



development of the team's communications, maintain digital resources and support the organisation of networks and events that strengthen industry engagement across the Division.

As the team grows, you will help establish the systems, processes and resources that underpin successful partnership working. This includes maintaining project workspaces, supporting the Industry Champions Network, coordinating shared resources and toolkits, and helping to capture the impact of partnership activity through reports, case studies and communications.

We are looking for an organised, proactive and collaborative individual who enjoys coordinating multiple activities and building positive working relationships. You will be confident managing competing priorities, have excellent communication and organisational skills, and take pride in delivering a high-quality professional service. Experience of project or administrative support within a complex organisation would be advantageous, together with an interest in supporting collaboration between academia and industry.

This is an exciting opportunity to join a new and ambitious team, working at the interface of academia and industry, and to play an important role in establishing a capability that will help shape the future of strategic partnerships across the MPLS Division.

Key Responsibilities

- Work under the direction of the Head of Strategic Business and Partnerships, and working closely with the Strategic Partnerships Project Managers, taking responsibility for the coordination and administration of designated areas of the team's work, ensuring activities are delivered efficiently and to agreed timescales.
- Coordinate project meetings, workshops, industry visits and stakeholder events, including arranging logistics, taking accurate notes and action logs, and monitoring follow-up actions.
- Support the day-to-day administration of projects, maintaining Teams sites, shared workspaces and document repositories to support effective project delivery.
- Collect, collate and maintain information relating to partnership activity, outcomes and impact, supporting the preparation of reports, presentations, case studies, briefing papers and communications materials for internal and external audiences.
- Maintain and develop the Strategic Partnerships team's webpage and digital resources, ensuring information is accurate, current and accessible.
- Coordinate the administration of the Industry Champions Network and other partnership networks, including maintaining contact lists, organising meetings and communications, taking minutes as required, and monitoring agreed actions.
- Maintain the team's shared toolkit and resource library, ensuring templates, guidance documents and other resources remain current and readily accessible.

- Monitor the Strategic Partnerships team inbox, responding to routine enquiries, triaging requests appropriately and ensuring timely follow-up by relevant colleagues.
- Provide diary management and administrative support to the Head of Strategic Business and Partnerships, coordinating meetings and ensuring appropriate briefing materials are prepared.
- Build effective working relationships across the Division and wider University, liaising with academic departments and professional services including Research Services, Finance and Communications to support partnership activities.
- Contribute to the continuous improvement of team processes, systems and ways of working, identifying opportunities to improve efficiency and enhance service delivery.

Selection Criteria

Essential

The person appointed must demonstrate that they have:

1. Educated to degree level or equivalent professional experience.
2. Excellent organisational skills with the ability to coordinate multiple activities and manage competing priorities.
3. Experience providing high-quality administrative or project support within a complex organisation.
4. Excellent written and verbal communication skills, with experience of preparing reports, briefing papers, presentations and correspondence.
5. Experience organising meetings, events and/or stakeholder engagement activities.
6. Excellent interpersonal skills with the ability to establish and maintain effective working relationships with colleagues and external stakeholders.
7. Experience maintaining accurate records, databases or information management systems.
8. Experience maintaining website content or digital communications, or the ability to learn content management systems quickly.
9. Excellent IT skills, including Microsoft Office applications (Word, Excel, PowerPoint, Outlook and Teams).
10. Ability to work independently, use initiative and exercise sound judgement when managing competing priorities.
11. Excellent attention to detail and a commitment to delivering a high-quality professional service.

Desirable

It would be an advantage to have:

1. Experience supporting strategic partnerships, business engagement, research or innovation activities.
2. Experience using website content management systems.
3. Experience working within a higher education or research environment.

MPLS Division

The Mathematical, Physical and Life Sciences (MPLS) Division is where the future happens. It is one of the four academic divisions of the University of Oxford, home to our non-medical sciences, with nine academic departments, alongside a Doctoral Training Centre and Begbroke Science Park. Together, these span the full spectrum of mathematical, computational, physical, engineering, and life sciences, delivering both fundamental research and cutting-edge applied work.

Oxford is widely recognised as one of the world's leading science universities. We are proud to be the home of some of the world's most creative and innovative scientific thinkers and leaders. Across MPLS, researchers are expanding the bounds of known science and exploring the unknown with blue-sky thinking. This spirit of curiosity is essential to discovery, as the ground-breaking research we conduct today will shape the medicine, technology, and solutions of tomorrow. Our scientists look further than ever before—beyond our solar system and into the earliest moments of the universe. From the mysteries of the Big Bang to the tiniest building blocks of matter, Oxford is at the heart of discovery. Quantum science—a field as counterintuitive as it is revolutionary—is set to change everything. Oxford is leading the charge, just as we've done with artificial intelligence. We are shaping AI to be not only innovative but also safe and impactful.

Our scientists collaborate closely with colleagues across Oxford's medical sciences, social sciences, and humanities divisions, as well as with universities, research organisations, and industrial partners worldwide. Together, they tackle critical and fundamental scientific challenges that affect us all.

MPLS departments consistently appear at the highest levels of global rankings, including in the Times Higher Education and QS World Rankings. Nationally, the quality of our research outputs, environment, and impact has been recognised through exceptional performances in the UK Research Excellence Framework in both 2014 and 2021. Our researchers have received some of the most significant honours in science, and we have a strong tradition of nurturing early-career researchers who regularly secure prestigious fellowships and faculty positions.

MPLS is also central to the University's teaching mission, with around 7,000 full- and part-time students, including 3,500 graduate students. We play a major role in training the next generation of scientific leaders. Oxford's international reputation for excellence in teaching is underpinned by the unique blend of lectures, hands-on practical work, and the distinctive college tutorial system, equipping students to go on to solve complex problems across the sciences.

We are a diverse and international academic community, committed to providing the support needed for everyone to grow and flourish at Oxford. Every academic department in the Division holds an Athena Swan Award.

We are also dedicated to bringing the wonder and potential of science to audiences far beyond academia. Through initiatives such as the Oxford Sparks portal (www.oxfordsparks.ox.ac.uk) and an extensive range of outreach activities, we share the excitement of discovery with the public. Our commitment to innovation is reflected in the University's creation of more than 300

successful spin-out companies in recent years. Supported by Oxford University Innovation and Oxford Science Enterprises, we connect our brightest minds with industry and policymakers to maximise the impact of our research in the wider world.

For more information about the MPLS Division, please visit: <http://www.mpls.ox.ac.uk>

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

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>

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 2 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.

Information for internal candidates

If you currently work at 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 and information about your performance.
 - 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).

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.

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.

Equal Opportunity

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

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 a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://staff.admin.ox.ac.uk/thriving-at-oxford>

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>