



Job Description

Summary

Job title	Programme Manager for the TABLE initiative
Division	Social Sciences
Department	Environmental Change Institute, <i>School of Geography and the Environment</i>
Location	South Parks Road, South Parks Road, Oxford.
Grade and salary	Grade 7: £32,817 - £38,017 p.a.
Hours	Full-time While this is a full-time role we can support flexible and home working arrangements (for instance if you have caring responsibilities). In that case you will need to be available for at least weekly meetings in the London-Oxford area.
Contract type	Fixed-term (externally funded for 3 years)
Reporting to	Dr Tara Garnett
Vacancy reference	151914
Additional information	Applications are particularly welcome and encouraged from women, black, and minority ethnic candidates, who are under-represented in research posts in Oxford. SoGE are committed to equality and value diversity. The School of Geography and the Environment holds an Athena Swan Bronze award in recognition of our commitment and success in addressing gender equality.

TABLE

[TABLE](#) is a new global platform for knowledge synthesis, for reflective, critical thinking and for inclusive stakeholder dialogue on priority concerns and contestations around the future of food. It seeks to facilitate informed discussions about how the food system can become sustainable, resilient, just, and ultimately “good”. We impartially set out the evidence, assumptions, and values that people bring to food system debates. TABLE is a collaboration between three universities: the University of Oxford, the Swedish Agricultural University and



Wageningen University and Research. Over the next three years our intention is for the collaboration to grow to include another three institutions.

Overview of the Role

We require a self-motivated individual who will oversee all aspects of the day-to-day operational management of TABLE and who has the strategic skills to support the team across all three partner universities in driving the programme forwards and expanding, and in managing our activities in order to meet our objectives and performance indicators. You will be responsible for co-ordinating activities with academics and stakeholders in the UK and overseas.

As Programme Manager you will have experience of working in a University environment, and ideally have worked on international projects including with partners in the Global South. You will ideally have a knowledge of the food systems landscape. This post requires someone who has excellent strategic and organisational skills, and who is fully competent at managing complex budgets as well as reporting processes – both financial and administrative. You will also need to understand and be capable of navigating the challenges of working as a collaboration across existing and new institutions and have the strategic qualities that will enable TABLE to grow and develop as an organisation.

Reporting to the TABLE director, you will work closely with her and with other members of the small but growing TABLE team.

Responsibilities

- Establish mechanisms for ensuring coordination and effective communication among team members across our partner institutions, building upon what we do already.
- Organise and manage the day-to-day work of the project team by helping them agree objectives, timescales and work plans and supporting the team in ensuring that these are met.
- Work with the TABLE director at Oxford and the strategic directors at WUR and SLU in shaping TABLE's strategic development. This will include expanding the TABLE collaboration to new institutional partners, including those located in the Global South.
- Develop, establish and manage mechanisms and metrics for monitoring and evaluating our work and its impact as set out in our Theory of Change. You will do this by working in collaboration with the director, communications officer and other team members as needed
- Produce progress reports in line with our funders' specifications (both financial and narrative).
- Organise internal meetings: these include staff meetings and twice-yearly Advisory Board meetings
- Organise events such as workshops and webinars both online and in person in collaboration with other team members; take minutes and ensure that actions are followed up.
- Assist in the preparation of regular and ad hoc reports as preparatory materials for meetings
- Manage the TABLE budget in collaboration with the university's finance department.
- Liaise with the finance and other administrative departments both at Oxford and across our partner institutions to ensure effective budgeting and to manage due

diligence and legal compliance processes (including IT matters such as GDPR and TPSAs).

- Liaise with contacts at the University to draft, proof and arrange signing of contracts with project partners.
- Ensure compliance with partner institutions' governance arrangements.
- Manage and help put together grant applications, ensuring the correct paperwork and processes are in place
- Support and monitor internships.
- Develop and maintaining excellent professional relationships with our institutional partners, Advisory board and funders.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

Selection criteria

Essential selection criteria

- A Master's degree in a relevant discipline
- Considerable experience of working in a programme management role
- Experience of and ability to manage complex budgets involving multiple funders.
- Experience of managing contracts, due diligence and other legal processes
- Experience of organising and managing events, such as workshops, conferences and online talks
- Demonstrable ability to think strategically in ways that shape an organisation or programme's development
- Excellent planning and organisational skills, ability to prioritise and manage multiple tasks, and work to challenging targets and deadlines.
- Excellent communication, presentation and writing skills with a proven ability to develop effective relationships with other institutions and partners.
- Proven ability to work both independently and as part of a team.
- High level of competency in the use of IT to include use of Google Workspace, Word, PowerPoint and Excel
- Commitment to diversity, equality and inclusion

Desirable selection criteria

- Knowledge of food system sustainability issues
- Experience of working with institutions globally, especially in the Global South, and understanding of associated challenges
- A relevant business or project management qualification.
- Experience of supervising staff

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.

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.

School of Geography and the Environment

The School of Geography and the Environment (SoGE) is a dynamic, diverse, interdisciplinary academic department at the University of Oxford combining natural and social science interests and skills, underpinned by Geography's tradition of working across differing cultures. The School is internationally recognized for the quality of its teaching, research and wider engagement across the breadth of human and physical geography and environmental studies.

Based within the Social Sciences Division, the School incorporates three affiliated research centres: the Environmental Change Institute (ECI), the Smith School of Enterprise and Environment (SSEE), and the Transport Studies Unit (TSU). The School is based within the Oxford University Centre for the Environment (OUCE) building – which has benefited from extensive refurbishment in recent years - in the heart of Oxford's Science Area. The School's physical location enables us to easily connect with many of the academic departments and organisations with whom we collaborate. The School has also been an active participant in fostering the [Oxford University Networks for the Environment](#) (ONE), which link up over 1000 individuals within the University on the themes of Biodiversity, Climate, Energy, Food and Water.

The **School of Geography and the Environment** is an energetic and multi-dimensional hub of geographical and environmental research, teaching and wider engagement. The

School's ambition is to play a leading role in shaping the international research agenda through 'world-class' research and teaching across the breadth of the discipline; employing the very best researchers and attracting excellent national and international students; encouraging national, international and interdisciplinary research collaborations; and engaging with others through policy, partnerships, business and social enterprise. The School's cross-cutting [research](#) portfolio totalled £61.9million across more than 80 projects in 2015/16, with projects and collaborations involving over 70 countries across the globe. The School's researchers actively engage in discussion on environment, energy, transport, urban, and rural policies; in advising local, national and international organisations; and in written and oral contributions to government consultations.

The School provides world-class, multidisciplinary teaching. Our [Undergraduate Honour School](#) provides undergraduate students with research-led teaching across the breadth of human and physical geography and environmental studies by internationally recognised academic staff. Two hundred and fifty graduate students from a range of nationalities make our [International Graduate School](#) one of the world's largest and most diverse in the discipline.

For more information the School please visit: <http://www.geog.ox.ac.uk>

The School of Geography and the Environment holds an Athena SWAN Bronze Award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality and create a better working environment for both men and women. Further information about Athena SWAN can be found at <http://www.geog.ox.ac.uk/about/equality-diversity/>.

Since 1973 the **Transport Studies Unit** has established an international research reputation in the fields of transport policy analysis, the development of new methodologies and behavioural studies. The TSU seeks to maintain and enhance this reputation for excellence in research and to extend it into teaching, leadership courses and international collaborative programmes of education and learning. To this end, it aims to be at the leading edge in national and international transport developments. Particular emphasis is placed on understanding the social, economic and environmental implications of transport and mobility over both time and space. The TSU's work ranges in geographic scale from the local to the global, and the full spectrum of quantitative and qualitative research techniques is deployed. The research conducted at the TSU addresses transport and mobility from different thematic and methodological perspectives. Four broad themes can be identified: Energy and Environment; Governance and Public Policy; Culture and Society; and Health and Wellbeing. Most TSU staff are full-time researchers working on specific externally funded projects within these research themes. In addition to the core staff, it also hosts a number of academic visitors working more independently on cross-cutting issues. There is also an active group of international DPhil students working with individual staff. The TSU often works directly with international agencies, transport policymakers, local authorities, businesses and industry, employers, non-governmental organisations, and localities.

For more information on the TSU please visit: <http://www.tsu.ox.ac.uk>

Formed in 1991 through benefaction, the **Environmental Change Institute** works alongside partners in business, academia and the community to understand environmental change and explore possible responses to the risks and opportunities it poses. With an annual research income of over £3.6 million in 2015/16, a portfolio of over 60 active projects, 108 academics and researchers working around the world, the ECI is an active and influential player in environmental change science. The ECI's research is interdisciplinary, both in outlook and approach. ECI has a well-established track record in relation to climate, energy and ecosystems and a growing expertise in relation to food and water. ECI is a leading player in

number of large research activities, including: the UK Climate Impacts Programme (UKCIP) which develops new tools to link climate science with stakeholders in business and government in order to create innovative adaptations to the impacts of climate change; the world's largest citizen science climate ensemble with 350,000 individuals running climate simulations in order to better understand regional climate patterns; leaders of major EU consortium programmes including one on the impacts and risks of extreme climate change; and coordinators of a global ecological monitoring programme across remote forest locations in South America, Africa and Asia. The ECI's full portfolio of projects has led to academic papers and citations totalling over 45,000 since 2000. The ECI is also home to the MSc in Environmental Change and Management, the School's first taught postgraduate masters' programme, established in 1994. Through this MSc the ECI have successfully trained over 600 upcoming environmental leaders who comprise a lively and increasingly influential alumni community.

For more information on the ECI please visit: <http://www.eci.ox.ac.uk>

The **Smith School of Enterprise and the Environment (SSEE)** was established with a benefaction by the Smith family in 2008 to tackle urgent environmental challenges by bringing public and private enterprise together with world-leading teaching and research.

We seek to apply impactful research with enterprise to shape business practices, government policy and stakeholder engagement. We work with social enterprises, corporations and governments alike. Our goal is to offer innovative solutions to the challenges facing humanity over the coming decades.

SSEE applies expertise in economics, finance and business to tackle environmental and social challenges in six areas: water, climate, energy, biodiversity, food and extractive resources. It has a number of significant external research partnerships and Business Fellows, bringing to the University people from industry, consulting firms, and related enterprises who have an interest in promoting the goals and objectives of the School. SSEE offers a variety of open enrolment and custom Executive Education programmes that cater to participants from all over the world. We also provide independent research and advice on matters such as environmental strategy, corporate governance, and long-term innovation.

For more information on the SSEE please visit: <http://www.smithschool.ox.ac.uk>

Social Science Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The academic divisions are responsible for academic oversight of the teaching and research of their constituent departments and faculties, for strategic and operational planning, and for personnel and resource management. The Head of the Social Sciences Division is Professor Sarah Whatmore, who is a member of the University's Council. The Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and one cross-divisional unit. (These are as follows: Law, the Saïd Business School, Economics, Politics and International Relations, the Blavatnik School of Government, the School of Anthropology and Museum Ethnography, International Development, Sociology, Social Policy and Intervention, the Oxford Internet Institute, Archaeology, the School of Interdisciplinary Area Studies, Education, the School of Geography and the Environment and the Oxford Martin School.) Interdisciplinary links within

and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, where Oxford accounted for more world-leading (4*) research than any other institution, across the social sciences units of assessment to which it made submissions. The division has an extensive portfolio of external funders and collaborators, with competitively-awarded external research income exceeding £40million per year. Researchers in the division engage actively beyond academia and their research has influence in many spheres from innovation in public policymaking to practitioner communities such as law, business, education, social welfare and NGOs.

The division also delivers an exceptional range of high quality educational programmes (undergraduate, postgraduate taught and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. Programmes range from those at the interface of the natural sciences, through to professionally-oriented provision in areas such as business, law and education. The division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE); the BCL; the MPhils in International Relations, in Economics, and in Development Studies; the MBA and EMBA; and the nationally regarded PGCE.

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

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply 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.

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

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email recruitment.support@admin.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 e-recruitment system 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 all academic posts and some academic-related posts. 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: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, 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 **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

Employee benefits

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 My Family Care, 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>

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.