

Oxford India Centre for Sustainable Development

Partnerships and Communications Manager

Further particulars

Reference 900404

The Oxford India Centre for Sustainable Development (OICSD)

The Oxford India Centre for Sustainable Development (OICSD) is a unique nexus for inter-connected academic disciplines and sectors. We develop future leaders by supporting exceptional Indian scholars to study at Oxford; we carry out multidisciplinary research on sustainable nutrition, the environment and health; and we translate academic ideas into impact on the ground.

Overview of the role

As a result of our recent expansion, we are seeking a **Partnerships and Communications Manager** to start from 1 May 2020 or as soon as possible thereafter. The post is subject to funding and is available for 3 years, fixed-term in the first instance. This is an excellent opportunity for an individual with a deep knowledge of Indian networks in policy, media, the private sector, and non-governmental organizations, and their associated sensitivities.

You will contribute directly to strategy on partnerships, communications, research outreach design, and relationship building, and will be responsible for the Centre's operations. You will be part of the Centre's intellectual community, applying your previous academic research and knowledge on aspects of India relevant to the Centre's interests to all parts of the role. You may also have the opportunity to undertake research for the Centre, depending on how the role and the needs of the Centre evolve over time. You will liaise closely with the Centre's Research Director and will be responsible for directing and [and managing the preparation, publication and dissemination of the research output of the OICSD](#). You will also be the relationship manager for the Centre's new major corporate partner, who is based in India and will be expected to travel to India several times a year.

Key Responsibilities:

Strategy and planning:

- Work with the Centre's Research Director to develop strategic plans and pathways to strengthen further the Centre's presence and impact in the UK and India, and beyond.
- Support the Research Director to develop and implement the Centre's research strategy, based on the work of the research associates and the OICSD scholars
- Build and maintain effective collaborations with other research centres, academic departments and institutions in Oxford and in India in order to support the Centre's research strategy
- Create a platform to support communication with the Centre's alumni, and foster and maintain a vibrant and engaged network of alumni
- Manage the budget for key funded projects

Partnership Management

- Act as lead relationship manager with UPL, a major agrochemical multinational, on the inaugural Oxford-UPL partnership. This will include the management and successful delivery of the first annual thought leadership forum (Open-AG) on sustainable agriculture at Oxford, supported by the UPL Sustainability Fund.
- Co-create and deliver the above event (scheduled for autumn 2020) including working closely with UPL to design the content, the format and guest list, working with high level contributors and key note speakers from India and beyond

- Create a communications and PR strategy for the annual Oxford UPL event and partnership
- Manage the event budget, producing reports for the funder within the required timescales

Strategic Communications:

- Develop a communications strategy to amplify the work of the Centre in the UK and India, including the use of social media
- Bring in new audiences through a range of relevant channels (hard copy, newsletters and social media etc)
- Produce a comprehensive termly OICSD newsletter and the annual Centre report
- Extend the coverage of Centre events e.g. through the Centre website

Centre Administration:

- Independently deal with all enquiries, including media enquiries, on behalf of the Centre Director
- Liaise closely with administrators in other Oxford and UK institutions to facilitate communications and to identify and develop best practice in all areas of responsibility
- Service committee meetings, including taking notes and discussion points
- Build OICSD's mailing list and databases
- Coordinate meetings/research presentations for the OICSD scholars, acting as the bridge between the college and the scholars
- Provide support required to researchers, scholars, other development office members and students

Event management:

- Help conceptualise events along with the Research Director and scholars
- Devise new ways of covering events for greater reach
- Organise all aspects of conferences and events
- Book accommodation for seminar speakers and conference attendees
- Liaising with speakers and other seminar or conference participants
- Helping as required during events and directing student help as required
- Liaising with the bursary, lodge staff, catering and IT support for all events

Research/Academic support:

- Coordinate the Climate Change and India reading group with the Research Director, write summary notes of the readings and the discussion
- Work with the Research Director on contextual research for all events where OICSD is represented
- Apply own research and knowledge of India (in areas relevant to the interests of the OICSD) to all aspects of work within the Centre.
- Direct and manage the preparation, publication and dissemination of the research output of the OICSD
- As and when suitable opportunities arise, to undertake academic research for the Centre and work with the Research Director to advice the research aims of the OICSD

Selection Criteria

- Excellent written and oral communication
- Fluent in English
- An excellent knowledge of current Indian sustainability debates and politics
- Ability to handle sensitive and confidential information related to the politics of sustainable development in India
- The candidate must hold a Master's or PhD related to sustainable development in the social or physical sciences
- Experience of designing and implementing communications strategies in an academic context
- Experience of managing research output and publications
- Track record of developing and maintaining partnerships and collaborations at a senior level across diverse sectors and organisations in India in particular as well as in the UK
- Experience of managing budgets

- Willingness and ability to undertake academic research on behalf of the Centre
- Willing to travel to India several times per year

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

Duration	This post is subject to funding as is available is a fixed-term 3 year post in the first instance. It is a full-time post of 35 hours per week and carries a probationary period of 3 months. The appointment will be subject to pre-employment checks as listed below.
Salary	The starting salary will be in the range £33,900 - £40,322 p.a. for 35 hours per week, which is aligned to the University of Oxford's academic-related scale 07S. Salaries are reviewed on a regular basis, normally annually.
Hours of Work	Total weekly hours will be 35 hours per week exclusive of meal breaks. The actual hours of work will be agreed with the Senior Manager and you will be expected to be flexible in how these hours are worked in order to allow for OICSD events and travel.
Holiday Entitlement	You will be entitled to pro-rata of 38 days holiday a year inclusive of 8 public holidays. Agreed College closure days will be deducted from the leave entitlement.
Pension	You will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).
Life Assurance	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
Meal Entitlement	Meals on duty will be provided free of charge.
Sickness Benefit	A maximum of (pro-rata) six weeks' sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and production of medical certificates.
Employee Assistance Service	A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.
Childcare	Somerville runs a small on-site Nursery.
Training	The College will support you to undertake any relevant training to enhance your work performance, and financial support for these development activities will be provided where appropriate.
Smoking policy	No smoking or vaping is allowed in any part of the College.
Parking	There is no parking on-site.

Application Procedure

Your application should comprise

1. A completed application form (including a personal statement and details of at least 2 referees)
2. A curriculum vitae (CVs submitted on their own will not be considered)
3. A list of recent publications / details of recent research output
4. An Equal Opportunities Monitoring form

Email you completed application form to: recruitment@some.ox.ac.uk please quote vacancy reference 900404 in the heading

Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.

Communication regarding the status and outcome of your application will be made via e-mail.

The closing date for completed applications is 10am on Wednesday, 8 April 2020.

Interviews will be held in Oxford as soon as possible after the closing date.

Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment 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. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College's Data Protection Policy.

Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.

February 2020