



## **Programme Director**

**Part-time (30% FTE), 3 years fixed-term**  
**Internal applicants only**

We are seeking an exceptional individual to support the broad programme for our Oxford India Centre for Sustainable Development (OICSD) Scholars. In this crucial role you will contribute to the selection of new scholars and actively promote the OICSD and its activities. You will be research active in a discipline/disciplines aligned to the Centre's activities and may act as an Advisor for Graduate students in related fields. You will work closely with the Research Director, the OICSD Committee and networks across India, the UK and elsewhere to raise the profile of the Centre and enhance its interdisciplinary community.

You must have a proven track record of similar high-level relationship management, excellent administrative and communication skills and a real passion for the areas that the Centre focuses on. Travel to India will be expected and a flexible approach towards undertaken the role is essential.

This post is subject to external funding and is available for a fixed-term period of 3 years in the first instance.

For an informal conversation about the post please contact Sara Kalim, Development Director.

### **About Somerville**

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and is a friendly and diverse place which provides access to research, learning and the pursuit of excellence in all that we do. With a student body of around 600 and nearly 300 academic and support staff, we take great pride in our pioneering history, academic excellence, and our social and intellectual openness.

### Main Duties

- Oversee the broader academic progress and well-being of the Scholars, including providing advice and feedback, and encouraging their proactive contribution to the centre.
- Oversee the scholarships selection process.
- Engage effectively with supervisors and college advisors.
- Help towards creating an alumni network of Scholars.
- Disseminate and initiate relevant projects in India and create an interface with mainstream policy and initiatives.
- Focus on inter-disciplinary outreach both within and outside of the University.
- Putting in place the induction to the Centre for new Scholars.
- Curating any relevant workshops, seminars, or other events, conducive to the learning of the Scholars.
- Contribute to the OICSD's regular termcard
- Carrying out other duties/engagements as requested in order to further the Centre's goals e.g. in support of development.

### Selection Criteria

- Has passion and ambition for the future of the Centre and its aims.
- Expert in an area relevant to the Centre's mission and committed to interdisciplinary approaches.
- Commands credibility with senior stakeholders, including academics, policy makers and practitioners, in Oxford, India and beyond.

- Able to communicate effectively with a wide range of individuals, including Governing Body, academic colleagues and students.
- Track record of working at a senior level: managing complex relationships, working collaboratively and aligning people and resources for delivery.
- Flexibility: the role is likely to evolve and the requirements may change.

## Terms and conditions

The information below is for guidance only and does not constitute the contract of employment.

<b>Duration</b>	Fixed-term for 3 years, subject to funding.
<b>Salary</b>	Depending on skills and experience. £12,458 to £14,866 with a discretionary range up to £16,240 for 30% FTE This equates to £41,426 to £49,553 with a discretionary range up to £54,131 for 100% FTE An annual Research Allowance will also be payable.
<b>Hours and location</b>	10.5 hours per week. Pattern and location to be agreed on appointment
<b>Holiday Entitlement</b>	The post holder 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.
<b>Pension</b>	The post holder will be eligible for membership of the USS Pension Scheme
<b>Meal Entitlement</b>	Lunch will be provided free of charge while working and when the kitchens are open. The post holder will have membership of the Senior Common Room and will be able to claim reasonable expenses for entertaining OICSD Scholars and speakers
<b>Employee Assistance Service</b>	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.
<b>Childcare</b>	Somerville runs a small on-site Nursery.
<b>Training</b>	The College will support any relevant training to enhance performance, and financial support for these development activities may be provided where appropriate.
<b>Smoking policy</b>	No smoking or vaping is allowed in any part of the College.
<b>Parking</b>	There is no parking on-site.

## Application Procedure

### Internal applicants only

Your application should comprise

1. A cover letter
2. A curriculum vitae (CVs submitted on their own will not be considered)
3. An Equal Opportunities Monitoring form (voluntary)

Email your completed application form to: [recruitment@some.ox.ac.uk](mailto:recruitment@some.ox.ac.uk)

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.

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

**The closing date for completed applications is 10am on Friday, 17 September 2021**

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

## Equal Opportunities

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 General Data Protection Regulations and the College's Data Protection Policies available at <https://www.some.ox.ac.uk/wp-content/uploads/2021/07/Data-Protection-Policy-v2.1.pdf>.

## Pre-employment screening

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

### 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. 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.