

FACULTY OF LAW

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Job description and selection criteria

Job title	Diploma and Centre Administrator for Intellectual Property Law
Division	Social Sciences
Department	Faculty of Law
Location	St Cross Building, St Cross Road, Oxford OX1 3UL
Grade and salary	Grade 7: £30,434-£37,394 per annum
Hours	Full-time (37.5 hours per week)
Contract type	Permanent
Reporting to	Head of Administration and Finance, Faculty of Law
Vacancy reference	120709
Closing date	12 noon UK time on Friday 30 October 2015
Other information	INTERNAL APPLICANTS ONLY

Introduction

The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 11,000 staff and has a student population of over 22,000.

Our annual income in 2013/14 was £1,174.4m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £478.3m p.a., and more than 80 spin-off companies have been created.

Oxford is a collegiate university, consisting of the central University and colleges. The central University is composed of academic departments and research centres, administrative departments, libraries and museums. There is a highly devolved operational structure, which is split across four academic divisions, Academic Services and University Collections and University Administrative Services. For further information, please see:

www.ox.ac.uk/staff/about_the_university/new_to_the_university/structure_of_university.

Social Sciences Division

The Division is one of four academic Divisions in the University (that is, Humanities Division, Social Sciences Division, Mathematical, Physical, and Life Sciences Division, Medical Sciences Division). It comprises fourteen academic departments – Anthropology and Museum Ethnography, Archaeology, Area Studies, Blavatnik School of Government, Economics, Education, Geography and the Environment, International Development, Law, Oxford Internet Institute, Politics and International Relations, Saïd Business School, Sociology, Social Policy and Intervention – and three cross-divisional units – Oxford-Man Institute, Oxford Martin Institute, and Smith School of Enterprise and the Environment. Each Division has its own academic Head of Division and a divisional secretariat, led by the Divisional Secretary and is responsible for academic oversight of the teaching and research of its various departments and faculties, for strategic and operational planning, and for personnel and resource management.

For more information about the Social Sciences Division please visit:

http://www.ox.ac.uk/divisions/social_sciences.html.

Faculty of Law

The Faculty of Law in the University of Oxford is the largest in the United Kingdom. It is a federation of thirty law schools in the colleges of the University. There are four specialised centres associated with the Law Faculty: the Centre for Criminology, the Institute of European and Comparative Law, the Centre for Socio-Legal Studies and the Oxford Intellectual Property Research Centre. Legal scholars in the colleges and University are members of the Faculty, which coordinates and supports the teaching and writing of around 150 academics. The Law Faculty has a distinguished reputation in research and publications in Law. The last Research Assessment Exercise reported that substantially more top-rated research activity went on at Oxford than in any other university in the country. Oxford is consistently listed in the top three for law in the leading guides to British universities.

There are around 225 students in each of the three years of the Faculty's BA in Jurisprudence. The Faculty's [graduate programme](#) includes the BCL, MJur, MSc in Criminology, the Master's in Law and Finance, and the largest doctoral programme in Law in the English-speaking world. The Faculty also offers the [Postgraduate Diploma in Intellectual Property Law and Practice](#), a postgraduate vocational course for people embarking on a career in IP law and practice, for which this post is designed to provide dedicated support.

For more information about the Law Faculty please visit www.law.ox.ac.uk.

Intellectual Property Law at Oxford

Intellectual Property Law at Oxford has entered a new and exciting era, with a number of appointments and initiatives in the past six years forming part of a Faculty strategy to make Oxford a leading centre for teaching and research in the field.

The Postgraduate Diploma in Intellectual Property Law and Practice

Since 2008, the Faculty has offered a Postgraduate Diploma in Intellectual Property Law and Practice (the 'Diploma'). The Diploma is a one-year postgraduate vocational course designed to give junior

legal practitioners a thorough grounding in the fundamentals of Intellectual Property Law and practice. It is a comprehensive course encompassing all principal intellectual property regimes, taught during an intensive two-week Residential Programme in Oxford and nine all-day workshops in London. The course combines a rigorous analytical treatment of legal principles with practical applications taught in a workshop setting. This is achieved through a unique collaboration between the Oxford Law Faculty and the Intellectual Property Lawyers' Association; the Diploma is taught by senior practitioners and academics, and the course is administered by a Diploma Management Committee consisting of both Faculty members and representatives of the Intellectual Property Lawyers' Association. A Faculty member serves as Director of the Diploma. For further details, please refer to the [Diploma web pages](#) on the Law Faculty website.

Oxford Intellectual Property Research Centre

In 2008, the Oxford Intellectual Property Research Centre ('OIPRC'), previously at St Peter's College, was transferred to the Faculty. This well-established Centre facilitates research in the field and organises a number of events, including a highly successful annual International IP Moot, a weekly seminar series that brings 16 speakers to Oxford each year, and workshops and conferences on a number of topics in intellectual property. For details of recent events, please refer to the [OIPRC website](#).

The OIPRC is interdisciplinary in nature and counts among its academic members colleagues from a number of university departments other than Law, including Economics, Business, the Oxford Internet Institute, and Political Science. The Centre is governed by a Management Committee reporting to the Law Board.

The OIPRC also cooperates with a number of international institutions in hosting events. Recently, for example, events were co-sponsored inter alia with the University of New South Wales; the Intellectual Property Research Institute of Australia at the University of Melbourne; the Center for Intellectual Property Research at Indiana University; the Engelberg Center for Innovation Law and Policy at New York University School of Law; The Center for Law & Economics at ETH Zurich; the Institute for Innovation Research, Technology Management and Entrepreneurship at Ludwig-Maximilians University Munich; The Office of Harmonisation for the Internal Market; and the United States Patent & Trademark Office. Many of these partnerships build upon relationships with prominent scholars from outside Oxford who have been appointed as Research Fellows of the OIPRC.

In sum, the Law Faculty is working to further develop a network focussing on intellectual property, crossing disciplinary divides within the academic community, crossing borders, and crossing divides between the professions and the academic community. The Administrator would be involved in all aspects of those efforts.

Job description

Overview

This position is only open to internal candidates.

The primary role of the Administrator will be to support the Diploma and the OIPRC, working closely on a day-to-day basis with the Diploma and Centre Directors. The post holder will report to the Academic Administrator in the Law Faculty, and will be responsible for the line management of one member of staff, who assists with the work of the Centre on a part-time basis.

Both the Diploma and OIPRC are managed by committees for which the Administrator will provide secretarial support, as well as a range of administrative support for all aspects of the Diploma and the OIPRC. The Administrator will also support the Faculty's Visiting Professor scheme and its Academic Visitor Programme.

At present there is no separate physical centre dedicated to Intellectual Property at Oxford. The postholder will be based in attractive temporary accommodation at Paradise Square. Major refurbishment of the St Cross Building will be completed by September 2016, and the administrative staff will have an office in the new part of the building after that date.

This is a full-time role and there are times of the year when flexibility is essential. For example, the postholder will be asked to work a small number of Saturdays per year, and will be required to work additional hours during the admissions and examination periods; during the two-week Residential Programme in the first half of September; the week of the annual IP Moot competition; and also on the odd occasion when it is necessary to travel to London. Some of these additional hours, particularly during the examination and admissions periods, may be worked remotely, as they will involve being on hand to respond to e-mails from either students or teachers, all of whom are practicing lawyers with many other pressures on their time. The postholder will also be responsible for arranging any temporary staff or other assistance required during these busy periods.

A. Administration of the Diploma

The Administrator will manage and implement the overall framework of the diploma, and for managing relationships with students, academic staff and external practitioners. In more detail this will include:

1. Academic policy: make a substantial contribution to the strategic direction of the course by advising the course directors, preparing reports and proposals for consideration by the management committee, writing policies, writing handbooks and drafting regulations; having input into programme development and strategy to enhance the programme; and being involved in considering and implementing new ventures and initiatives to support and enhance the programme and related endeavours.
2. General oversight: keep all areas of administration of the under review, including admissions, in-course administration, and the administration of all exams and assessments-related processes, identifying areas for improvement and making amendments as appropriate.
3. Staff supervision: supervise all aspects of the work of the part-time Administrator, and delegate effectively. (The administrative structure of the Faculty is currently under review and the postholder *may* be asked to take on the professional line management of other administrative staff in due course.)
4. Student administration: supervise the implementation of any changes which emanate from the central University and/or the Faculty. The postholder will keep these systems under review and recommend amendments where appropriate. Maintain oversight of all aspects of admissions in line with university and faculty policy to support the programme.

5. Marketing and publicity: take an active role in liaison with external organisations, including sponsors and employers; take an active role in designing publicity material such as the e-brochure in conjunction with the Course Director and make arrangements for its publication, production, distribution and evaluation; they will oversee the provision of information for prospective and current students. The postholder will be expected to oversee the development of an informative website for the course, working with the Faculty's IT team as appropriate.
6. Website management: oversee the preparation of copy for the website and maintain its currency and accuracy in relation to the Faculty, University and other interests.
7. Liaison with relevant departments and external bodies: be the principal non-academic point of contact for the Faculty; liaise with the Faculty Development Office in relation to fundraising and development opportunities in order to identify new opportunities for external support for teaching initiatives and bursaries.
8. Committees: service the Diploma Management Committee and Examination Board.
9. Course Administration: manage all aspects of admissions, on-courses progression, student records and examinations; maintain and provide prospectuses, marketing information, handbooks, course materials, etc.; organise and co-ordinate teaching arrangements; organise workshops and student and alumni-related activities and events; organise payments and manage the teaching budget.
10. Promotion and marketing: the course is aimed at junior legal professionals specialising in Intellectual Property Law. The postholder will be involved in developing a strategy to reach and exploit this market. It will also involve developing links with law firms and external bodies that practice law in this area, and developing ways to accommodate any specific requirements that they might have in relation to the Diploma.
11. Development: develop further strategies for engagement with alumni and contribute to the building of longer-term business partnerships and networks, and make recommendations to the Management Committee accordingly; maintain existing links with Diploma alumni, to include managing the Diploma LinkedIn group and using DARS (the University's Development and Alumni Relations System) to support alumni relations through the maintenance of student and alumni data; and liaising with the Faculty's Development Office in relation to fundraising and development opportunities, in order to identify new opportunities for external support for teaching initiatives and bursaries.

B. Support for the Oxford Intellectual Property Research Centre

The Administrator will provide a broad spectrum of administrative support for the OIPRC, and will directly, or through the IP Assistant (who works with the Administrator for the equivalent of one day per week), be responsible for the following:

1. Administrative support:

- service the OIPRC management committee and the OPIRC Advisory Board;
- provide administrative support to the Director;
- process applications for visiting professorships;
- manage the Centre budget;
- make purchases using the on-line iProcurement system; and
- collate information for the Centre's annual report.

2. Publicity and communications:

- draft news items for the OIPRC website;
- publicise events; and
- maintain other web content.

3. Events organisation: co-ordinate and organise events, including:

- set budgets, monitor expenditure and income, liaise with the Finance Assistant in setting up an on-line payment system and liaise with the Web Officer over event-specific web pages;
- Support fund-raising for the IP Moot with the Director of Development, Centre Director and Moot Chairperson.

4. Research grants and donations:

- Support the Centre members with their preparation of research grant applications, and liaise with the Research Facilitator and Finance Manager over the details of proposed projects;
- Advise Centre staff on possible research funding opportunities, in liaison with the Research Facilitator; and
- Support fund-raising activities for the Centre.

5. Finance administration:

- Provide information to support the annual budget-setting process in the Faculty;
- Monitor expenditure and income for the Centre through reports provided by the Finance Manager; and
- Work with the Director and the Finance Manager on all aspects of the Centre's budget and financial matters.

C. Use of software systems

To support and facilitate the above duties and tasks, the postholder will use the following software systems, for which training will be provided if required:

1. **OSS** for Diploma admissions until late 2015;
2. **eVision** for on-course administration; enrolment of students and examinations administration;
3. **Weblearn** for maintenance of the Diploma site, being the main repository for course-related information and materials and through which surveys are run;
4. **DARS** Development and Alumni Relations System to maintain student and alumni data, to record information about events, and to channel communications;
5. **'Contribute' software** and the Law Faculty's on-line editing system to maintain the OIPRC and Diploma web pages;
6. **Excel** for financial budgeting and examinations administration;
7. **LinkedIn** for maintaining the IP Diploma group;
8. **iProcurement** for raising requisitions.

Together with such other systems and software as may from time to time become necessary.

D. Visiting Professors Scheme and the Academic Visitor Programme

To complement the role of the Administrator in managing the OIPRC visitor schemes, the postholder will also be responsible for the Faculty's Visiting Professorship Scheme and Academic Visitor Programme.

The Faculty has around 20 [Visiting Professors](#) at any time. They are awarded the title of Visiting Professor by the Social Sciences Division on the recommendation of the Board of the Faculty of Law. They provide supernumerary teaching and contribute to the research culture of the Faculty, and normally travel from overseas to visit Oxford for a short period of time, usually in Hilary Term each year. They often require office space, or a desk in the Library. The scheme is funded by the Law Foundation, and the travel and accommodation costs are covered by the scheme. The Administrator will support all aspects of this scheme, liaising closely with the Faculty Personnel Officer on matters relating to visas, and with the Faculty Finance Manager on matters relating to payments and expenses.

The Faculty also has a thriving [Academic Visitor programme](#). The Administrator will process applications, including obtaining sponsorship from a member of the Faculty, issuing letters of invitation and handling any other correspondence arising from the visit.

Selection criteria

Essential

1. a good level of education, preferably to degree level;
2. experience of working at a similar level in a broadly comparable role;
3. excellent organisational skills, with the ability to manage a wide variety of tasks simultaneously, to meet deadlines, to work effectively under pressure and bring tasks to a successful conclusion;
4. a very flexible approach to work, excellent time management skills, and the availability to work longer hours when occasionally required;
5. strong negotiation skills, able to be assertive and diplomatic when dealing with colleagues under pressure;
6. excellent written communication skills, with an eye for detail and concern for accuracy;
7. a confident and co-operative approach, with the ability to communicate well on the telephone, in writing and in person, and to deal appropriately with academic and non-academic staff at all levels, and with a wide range of people external to the University, including practitioners;
8. the ability to work independently, to prioritise without the need for close supervision, and to demonstrate initiative and sound judgement; and

9. strong IT skills, including an excellent knowledge of Word and Excel. Preference may be given to candidates with experience of University of Oxford IT systems, such as OSS, eVision and DARS or similar packages.

Desirable

1. Experience of supervising the work of another member of staff, and the ability to delegate effectively;
2. a good understanding of financial planning, budgeting and budget management;
3. a legal education and/or experience of working within a legal environment;
4. sympathy for the aims and objectives of the higher education sector, and experience of working in or adjacent to this field; and
5. a proven ability to work effectively as part of a small team and as part of a larger unit.

Working at the University of Oxford

For further information about working at Oxford, please see:

http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/

How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details and to upload a *curriculum vitae* and a supporting statement explaining how you meet the selection criteria for the post.

All applications must be received by midday (UK time) on Friday 30 October 2015.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment owing to the fact that he or she has 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
- explain in your covering letter how you meet the selection criteria for the post.

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 http://www.ox.ac.uk/about_the_university/jobs/support/

To return to the online application at any stage, please click on the following link
www.recruit.ox.ac.uk

All academic-related posts (any grade above grade 5) are subject to the University's retirement policy. The University operates an employer justified retirement age, for which the retirement date is the 30 September immediately preceding the 68th birthday. Applicants should be aware that any employment beyond the University's retirement age is subject to approval through the procedures outlined at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire/ejra/.

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. All applicants must read the candidate notes on the University's pre-employment screening procedures, found at: <https://www.ox.ac.uk/about/jobs/preemploymentscreening/>.

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