



Job Description

Job Title:	Head of Operations
Location:	Oxford Centre for Innovation (OCFI), New Road, Oxford, OX1 1BY & Wood Centre for Innovation (WCFI), Stansfeld Park, Quarry Road, Headington, OX3 8SB or Working from Home (as agreed)
Responsible to:	CEO
Compensation:	£38-42K pa depending on experience
Working Arrangements:	0.8 FTE (part time working) a pro rata basis. Full time role maybe considered.
Holiday:	25 days per annum. The holiday year is Jan - Dec

Background information

- The Oxford Trust, established in 1985, is a charity with the mission to encourage the pursuit of science and enterprise. We do this by running programmes impacting scientific enterprise, education and engagement. Science Oxford is our public and education brand.
- The charity is run by a board of trustees, all of whom hold, or have held, leading roles in business, education, or the sciences.
- The Trust owns two innovation centres in Oxford; the **Oxford Centre for Innovation** in the city centre and the **Wood Centre for Innovation** in Headington. The **Science Oxford Centre (SOC)** – a hands-on indoor/outdoor facility for early years and primary-aged children – adjoins the Wood Centre for Innovation where the Trust has its operational offices. Our Headington site also includes 15 acres of mixed woodland, ponds and grasslands.
- The Trust is deeply involved in the entrepreneurial life of Oxfordshire, supporting grass roots and early-stage STEM innovation in many ways, and helping to facilitate the county's world class ecosystem.
- Science Oxford is the region's leading developer and provider of STEM curriculum support and enrichment, with an extensive outreach programme and the SOC. Our **Thinking, Doing, Talking Science** programme is evidence based CPD for primary teachers is the basis for all Science Oxford's programmes.



- Whilst the Trust funds most activities through its own on-going operations, it collaborates with other likeminded organisations in a way that makes a difference to the people it engages with.
- The position of **Head of Operations** is one of 18 full and part-time posts employed by The Oxford Trust.

The Role

Overall Aims / Summary of Post

The **HoO** has a specific remit within the Trust.

Operations

The HoO holds overall responsibility for the **estates and infrastructure** of the charity ensuring the organisation runs smoothly, efficiently and in compliance with legal obligations.

Key Areas: Facilities, Landscape Management, IT and Communications infrastructure.

- Managing and overseeing all operational infrastructure across the organisation under the guidance of the CEO
- Working with the Trust's managing agents (Oxford Innovation) to ensure the smooth day to day operation of our innovation centres including utilities.
- Overseeing Health & Safety and insurance coverage on our sites
- Managing, with the Head of Finance & Administration, the organisations IT systems inc telephony
- Managing the implementation and delivery of all budgeted capital expenditure programmes
- Managing the development and delivery of new asset-based projects across the wider estate.
- Overseeing, with other colleagues, the natural and managed landscape maintenance and development including contractors.
- Working alongside other senior leadership team (SLT) members of the charity on business projects that relate to facilities and site operations.
- Working with colleagues to ensure the smooth running of our Education and Engagement equipment and major assets.
- Staying up to date with technological changes that impact the Trust's ability to offer its services.
- Closely managing the operational budgets of the Trust, identifying opportunities to streamline processes and systems & researching opportunities for cost savings and efficiencies.
- Translating the company's strategic plans into defined operational objectives.

Participation on the Trust's Senior Leadership Team (SLT)

- Active participation in the SLT responsible for all the Trust's operational activities.



- Participation in Trust board meetings as required.

Other

- Other activities and tasks as appropriate and directed by the CEO from time to time.



Job Title:

Head of Operations

WORK EXPERIENCE, SKILLS, KNOWLEDGE & BEHAVIOURS

Preferred Work Experience

1. Proven project delivery
2. Facilities and infrastructure management experience
3. Experience of legal procedures pertaining to site operations.
4. Excellent stakeholder management skills and an ability to communicate complex ideas.

Preferred Skills and Knowledge

1. 2:1 BA or BSc (Hons).
2. Proven practical and administrative skills (at least 2 years' experience) in a similar role.
3. Strong team working skills demonstrating sensitivity to others' views and ability to show consideration and empathy.
4. Excellent interpersonal skills in dealing with internal and external parties.
5. Commercial awareness with an eye for seeing business improvement opportunities.
6. Excellent organisational and time keeping skills (i.e., ability to undertake and manage a variety of work programmes to meet deadlines).
7. Effective financial control and budget management.
8. Excellent communication skills – both verbal and written.
9. Knowledge of Microsoft Office and other relevant computer applications

Preferred Behaviours

1. Highly motivated with a passion for supporting the operations of the Trust's physical assets and infrastructure including the natural realm of our estates.
2. A passion for education and enterprise as a charitable endeavour.
3. A strong and inspirational team player who can contribute and shape ideas and share responsibility.
4. A self-motivator who can build excellent working relationships between the breadth of colleagues, partners and stakeholders.
5. Able to work creatively and flexibly to respond quickly to meet both external partner and internal needs.



6. Willingness to work flexible hours, including occasional evenings and weekends, with reasonable notice.
7. Pro-active, with the ability to work within a changing environment and maintain a positive solution-seeking outlook in the face of pressure.
8. Self-motivated, with the ability to plan effectively own work schedule using own initiative, to work flexibly and deliver to deadlines.
9. Demonstrate the Trust's values with a high level of commitment to the organisation.

How to apply

Please send a covering letter and a CV to: jobs@theoxfordtrust.co.uk

The deadline for applications is 9am Monday 26th July.

Interviews will be held from August 2nd.

Start dates from September 1st 2021.