

## Job Description

<b>Job Title:</b>	Operations & Impact Manager (OIM)
<b>Salary:</b>	£30-35K depending on experience
<b>Responsible to:</b>	CEO
<b>Working Arrangements:</b>	37.5 hrs per week full time role but part time may be considered. (Time off in-lieu for extra hours worked)
<b>Location:</b>	Wood Centre for Innovation, Quarry Road, Headington OX3 8SB is the primary location.
<b>Holiday:</b>	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, known as Stansfeld Park, 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 **Operations & Impact Manager** is one of 18 full and part-time posts employed by The Oxford Trust.

## **The Role**

### **Overall Aims / Summary of Post**

The **OIM** has a specific but wide-ranging remit within the Trust and has a strong project management edge.

### **Operations**

The OIM supports the organisation to manage its significant physical assets and systems, working with our subcontractors (operations).

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

1. Managing all operational infrastructure across the organisation under the guidance of the CEO
2. Working with the Trust's managing agents (Oxford Innovation) to ensure the smooth day to day operation of our innovation centres.
3. Overseeing Health & Safety and insurance coverage on our sites
4. Working, with the Head of Finance & Administration, on the organisations IT systems inc telephony
5. Overseeing the costs and budget of agreed capital expenditure programmes
6. Assisting with the development and delivery of new asset-based projects across the wider estate.
7. Assisting, with other colleagues, programmes to enhance the natural and managed landscape (including contractors and budgets).
8. Working with colleagues to ensure the maintenance and operation of our Science Oxford Centre building, landscape and other Education and Engagement equipment and major assets.
9. Staying up to date with technological changes that impact the Trust's ability to offer its services.
10. Closely monitoring the operational budgets of the Trust, identifying opportunities to streamline processes and systems & researching opportunities for cost savings and efficiencies.

### **Impact**

Key Areas: Data analysis, Data visualization, Benchmarking

1. Working closely, and under the guidance of, the Senior Leadership Team Creating a transparent data set across the organisation to help the teams evaluate their output and impact.
2. Investigating and comparing appropriate benchmarking opportunities as appropriate
3. Preparing quarterly reports and analysis for SLT and the Trust's board

### **Other**

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

**Job Title: Operations and Impact Manager**

**WORK EXPERIENCE, SKILLS, KNOWLEDGE & BEHAVIOURS**

**Preferred Work Experience**

1. Proven project management and delivery
2. Financial, reporting knowledge and 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. Project Management (Prince II, APM or similar)
3. Proven practical and administrative skills in a similar role.
4. Strong IT skills pertaining to data analysis and visualisation
5. Strong team working skills demonstrating sensitivity to others' views and ability to show consideration and empathy.
6. Excellent interpersonal skills in dealing with internal and external parties.
7. Commercial awareness with an eye for seeing business improvement opportunities.
8. Excellent organisational and time keeping skills (i.e., ability to undertake and manage a variety of work programmes to meet deadlines).
9. Effective financial control and budget management background.
10. Excellent communication skills – both verbal and written.
11. 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 interest and curiosity in data and how it is utilised for business intelligence and reporting.
4. A strong and inspirational team player who can contribute and shape ideas and share responsibility.
5. A self-motivator who can build excellent working relationships between the breadth of colleagues, partners and stakeholders.

6. Able to work creatively and flexibly to respond quickly to meet both external partner and internal needs.
7. Willingness to work flexible hours, including occasional evenings and weekends, with reasonable notice.
8. Pro-active, with the ability to work within a changing environment and maintain a positive solution-seeking outlook in the face of pressure.
9. Self-motivated, with the ability to plan effectively own work schedule using own initiative, to work flexibly and deliver to deadlines.
10. 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](mailto:jobs@theoxfordtrust.co.uk)

The deadline for applications is 9am Friday September 24th.

Interviews will be held from October 1st (initially by video).

Start dates from December 1<sup>st</sup>, 2021 (to be agreed).