



UNIVERSITY OF OXFORD
Social Sciences Division

DEPARTMENT OF INTERNATIONAL DEVELOPMENT
Queen Elizabeth House

REFUGEE STUDIES CENTRE

Part-time Information Manager, Forced Migration Online
(Ref: VG-08-018)

Grade 6: Salary £24,403 – £29,138 p.a. pro-rata

The Department of International Development (also known as Queen Elizabeth House) acts as the hub for the study of development in Oxford University, and provides links to all the major fields of study which bear on the subject. It is also the centre of a worldwide network of scholars and practitioners in developing countries, many of whom have been visitors to the Department.

The Department comprises a core of some twenty University academic staff engaged in teaching and research together with thirty further research staff members working in several major research centres, including the Refugee Studies Centre, the International Migration Institute (jointly with the James Martin School), International Gender Studies, the Young Lives project, the Centre for Research on Inequality, Human Security and Ethnicity, and the Sanjaya Lall Programme for Technology and Management for Development. These programmes produce a range of research publications, lectures, workshops and seminars. They also provide facilities under which a large number of visitors from developing countries come to the department to follow their own courses of study.

The department has about 180 graduate students reading for the two year MPhil in Development Studies, the MSc. in Forced Migration and the MSc. in Economics for Development (jointly with the Dept of Economics) and the MSc in Global Governance and Diplomacy. The Foreign Service Programme is also responsible for the Certificate and the Postgraduate Diploma in Diplomatic Studies. The department currently has about 60 students pursuing doctoral research in development studies on topics that require an interdisciplinary approach or methodology. Further information about the department can be found at: <http://www.qeh.ox.ac.uk/>.

Further information about the courses can be found at:
www.admin.ox.ac.uk/postgraduate/caz/deve.shtml

Introduction

The Refugee Studies Centre, Department of International Development, Queen Elizabeth House is seeking to employ an Information Manager.

About the Refugee Studies Centre (RSC)

The RSC is a multidisciplinary teaching and research centre which forms a part of the University of Oxford's Department of International Development. Established in 1982, it has won an international reputation as the leading centre for research and teaching on forced migration, work which embraces a commitment to improving the lives and circumstances of forced migrants. In recognition of its contribution, the RSC was awarded a Queen's Anniversary Prize for Higher and Further Education. The RSC's objectives are:

Research: to carry out multidisciplinary research including policy-relevant work on the causes and consequences of forced migration with the emphasis on understanding the experience of forced migration from the point of view of affected peoples.

Teaching: to provide taught and research degrees as well as short summer courses and weekend workshops for students, researchers, policy makers and practitioners in the field of forced migration.

Dissemination: to present documentation and information for researchers, practitioners and the public and to develop fora for the discussion of research and policy issues affecting refugees and other forced migrants.

International Cooperation and Capacity Building: to work alongside academic institutions and networks focusing on issues of forced migration, helping to strengthen their research and teaching capacity.

Forced Migration Online (FMO)

Based at the RSC, Forced Migration Online (<http://www.forcedmigration.org>) is a Web-based portal providing extensive scholarly resources on the situation of forced migrants worldwide. Launched in 2002 with funding from the Andrew W Mellon Foundation and currently supported mainly by the Department for International Development (DFID), it is freely available and is used by academics, researchers and students, as well as by policy makers and practitioners. On average, there are some 22,000 different visitors to the website each month, and it receives about 18,000 hits per day. Although FMO is used by people all over the world, the largest group of users is based in the UK.

FMO contains a large unique and constantly expanding collection of resources related to human displacement around the world. It includes a digital repository of over 220,000 pages of full-text documents (many of them rare and unpublished) and back runs of five leading academic journals in the field of forced migration. It also contains an organizations directory, photos, videos, podcasts, and specially commissioned thematic and geographic research guides.

The Post

This is an excellent opportunity to work as part of a busy team in a world-renowned centre at Oxford. The post is diverse, challenging and offers exciting potential for the right candidate. The Information Manager will be part of a four-person team and one of two people working on content issues. Following substantial technical enhancements to the FMO website, the team is looking to expand its collection of resources. Some of these will be sourced from the RSC's own library in Oxford, others will be sourced from partners around the world. The Information Manager will play a key role in the selection of

materials, writing supporting text, and other decision-making in content issues related to forced migration. This will involve writing and editing website content, communicating with partners and supporting the team's fund-raising activities.

The Information Manager will be responsible to the FMO Director.

Main duties and responsibilities

The Information Manager will have the following responsibilities:

- Coordinate the identification, selection and collation of content for FMO, including documents, images and research guides. This will require liaising with academics, international organizations, NGOs and librarians.
- Commissioning and editing of 'research guides' for inclusion in FMO. This will involve identifying and liaising with authors and managing the work they have been contracted by FMO to write.
- Make editorial judgements about documents, published and unpublished, and determine with they are suitable for inclusion as resources on FMO.
- Manage the copyright clearance process for FMO and ensure that the correct copyright procedures are followed. This will involve managing the database for copyright clearance system, contacting rights holders, keeping records of materials cleared and feeding the information into the digitization workflow.
- Update the FMO website and blog as required and reply to email queries and conduct other communications as required on behalf of the FMO team.
- Create catalogue records, and edit those of others, for the FMO repository, the multimedia catalogue and the organizations directory of FMO.
- Liase with project partner organizations by phone and email around the world in order to co-ordinate the collection and delivery of documents and to clear copyright with the necessary organizations.
- Carry out document preparation prior to digitization. This will involve cataloguing, bar-coding, packing and posting documents to our scanning services suppliers.
- Carry out scanning of smaller documents and images, using in-house scanning equipment and adding newly digitized content to the FMO digital library.
- Assist other team members in their fund-raising activities, including research sources and helping to draft funding proposals as well as reports.
- Attending meetings and publicity events on behalf of FMO.
- Any other duties deemed appropriate by the Management.

Qualifications and experience

The candidate should ideally have:

- Excellent writing and editing skills in English.
- A first degree or equivalent in a social science discipline.
- Some knowledge and/or experience of academic research and publications
- An understanding of key forced migration issues.
- Ability to make judgements and assess the relevance and quality of publications
- Experience in managing databases and spreadsheets.
- Ability to work well under pressure.
- Excellent communication and inter-personal skills.
- Ability to work independently as well as part of a team
- Practised organizational skills and ability to prioritize.
- An understanding of copyright, preferably with of the copyright clearance process.
- Cataloguing experience for the web.
- Ability to read/write in at least one language other than English.

Conditions of Employment

This is a 50% time, Grade 6 (salary £24,403 – £29,138 p.a. pro-rata) post, to start as soon as possible, and tenable for one year. If you are appointed at a salary below the top of the standard range, your salary will automatically be increased each year until you have reached the top point. Increases beyond this point may be available in certain cases. There is also an annual ‘cost-of-living’ salary review, which normally takes place in summer each year.

The appointee will be entitled to 38 days (pro rata) of annual leave (this figure of 38 includes 8 public holidays). The actual distribution of annual holidays, excluding the public holidays, is as detailed in the relevant Staff Handbook (<http://www.admin.ox.ac.uk/ps/staff/handbooks/>).

This appointment will be subject to satisfactory completion of an initial probationary period of 9 months, with a mid-way review, during which the appointment may be terminated by one month’s notice on either side. Following the successful completion of the probationary period the period of notice would be three months.

The post is pensionable and the postholder eligible for membership of the Universities Superannuation Scheme (USS), a contributory scheme to which members currently pay 6.35 per cent of annual salary. Subject to the University's Statement of Pensions Policy, which will be issued to the successful candidate, the appointee will be deemed to be in membership of USS until such time as he or she gives notice in writing to exercise the right not to be a member of the scheme. Members of staff are required to retire not later than the 30 September preceding their 66th birthday unless they can demonstrate a vested interest as defined in the University's statutes in retirement at 67.

The University operates a no-smoking policy in all its buildings.

Working for the University of Oxford

The University has several subsidised nurseries for under-fives, a holiday play scheme and tax and national insurance savings schemes. For further information look at the childcare website (www.admin.ox.ac.uk/eop/child) or email childcare@admin.ox.ac.uk. If you do not have web access, please write to Equal Opportunities, University of Oxford, University Offices, Wellington Square, Oxford OX1 2JD.

As well as providing childcare facilities, the University has generous maternity, paternity and adoption leave schemes to help new parents on its staff.

The University runs a programme of in-house training and staff development activities.

The University offers an interest-free season ticket loan scheme for bus or train season tickets. Annual passes for Oxford Bus Company routes are available at discounted rates.

All University staff can use the study facilities provided by the University libraries and museums; join the University Club, a sports and social club which has its own bar, café and reading room; and make use of the University Sports Complex and the Pulse fitness centre.

A number of discounts are available to University staff with various companies, please see the staff benefits handbook (www.admin.ox.ac.uk/ps/staff/benefits/)

The range of benefits is continuously reviewed and extended. For further information see: www.admin.ox.ac.uk/ps/staff/benefits/

How to apply

Applications, **clearly marked with reference number VG-08-018** and including a detailed curriculum vitae, covering letter, and names and contact details of two referees (please see below), should be sent to:

The Administrator
Department of International Development
University of Oxford
3 Mansfield Road
Oxford OX1 3TB
Tel: 01865 281805
Fax: 01865 281801
Email recruitment@qeh.ox.ac.uk

Please do not send reference letters or any additional documents, other than the requested material, with your initial application.

Email applications are acceptable (please send these to the address above). There is no need to send a hard copy in addition to an email application.

Applications should be received no later than **12 noon on Friday 31 October 2008**.

It is expected that interviews will take place during the week beginning 17 November 2008.

Applicants should include their daytime telephone number and the names and addresses of two persons to whom reference may be made. **The University will assume that it is free to approach referees at any stage unless the candidate's application stipulates otherwise (i.e. candidates who wish a referee or referees to be approached only with their specific permission and/or if they are being called for interview on the final short list or are in receipt of a conditional offer, are asked to state such requirements explicitly alongside their details of the relevant referee(s)).** At least one of those named as a referee should have direct experience of the candidate's work, either as a manager or through a sustained period of professional interaction, and ideally at least one should be a formal line manager at the most recent employer. It would be helpful if candidates could indicate the capacity in which their referees have gained knowledge of their work.

Any appointment will be subject to (i) the return of a completed medical questionnaire which is acceptable to the University, (ii) the provision of original documentation which indicates your right to work in the UK.

The University reserves the right to screen individuals for employment. Any such screening would be discussed with an individual in advance of it taking place.

Equal Opportunities Statement

As an Equal Opportunity employer, we positively encourage applications from people of different backgrounds. All our jobs are filled in line with our equal opportunities code of practice, which helps us make sure that men and women, people of different religions or beliefs, racial groups, and those with disabilities are all treated fairly.

Policy Statement

The policy and practice of the University of Oxford require that all staff are afforded equal opportunities within employment and that entry into employment with the University 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 his or her sex, marital or civil partnership status, sexual orientation, religion or belief, racial group, or disability.

If you have any questions about equal opportunities at the University of Oxford, please visit our web site at www.admin.ox.ac.uk/eop

Data protection

All data supplied by applicants 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 University's Data Protection Policy.