Lab Manager

JOB DESCRIPTION

Job title: Lab Manager
Department: Centre for Experimental Social Sciences (CESS)
Place of work: Nuffield CESS, Nuffield College, New Road, Oxford, OX1 1NF
Responsible to: Professor Ray Duch, Director of CESS
Salary: £34,077 p.a. per annum (Research Officer Grade, point 10)
Hours: 35 hours per week
Length of post: 2 years

The Nuffield College Centre for Experimental Social Sciences (CESS) seeks to appoint a Lab Manager to manage the operations of the CESS laboratory. CESS offers a fully networked computer lab that is used by a wide range of social scientists to run experiments for research in politics, economics and management amongst other disciplines. Duties of the Lab Manager include managing the subject pool, advising researchers on relevant programming, and promoting the lab and experimental social sciences in Oxford and beyond. The post would be ideal for individuals with a strong technical background trained in computer science or social science. A familiarity with experimental methods is desirable although not necessary.

The post is fixed term for two years in the first instance. There will be an initial probationary period of six months.

The Centre for Experimental Social Sciences

CESS was created by Nuffield College, Oxford, in February 2008. Its principal goal is to promote and facilitate experimental research by social scientists at the University of Oxford. In order to accomplish this goal CESS provides a number of services to the experimental community: experimental lab facilities; staff and facilities for designing and implementing online experiments; regular seminars and workshops, and a post-doctoral programme. The current group of postdoctoral researchers have backgrounds in politics, economics, and social psychology.

The Centre has collaborative Experimental Lab facilities throughout the world: at Nuffield College in Oxford, at the University of Santiago in Chile, at FLAME University in Pune, India, and soon at Nankai University in Tianjin, China.

Further information about CESS can be found here: https://cess-nuffield.nuff.ox.ac.uk/.
**Duties of the Post**

*Management of the lab*

- Developing and managing the Nuffield CESS Lab subject pool, which is used to recruit for experiments conducted at Nuffield CESS. The postholder will be expected to use software designed for recruiting and managing the subject pool – ideally with experience of subject recruitment software such as ORSEE or HROOT.

- Scheduling and managing the lab experiments that are to be conducted in the CESS Lab. Experiments are conducted by a variety of individuals including Oxford faculty, faculty from other universities, graduate students and post-docs from the University of Oxford and elsewhere.

- Maintaining and supporting software applications. It is expected that the Lab Manager will be comfortable with programming experiments in z-Tree and oTree. The candidate should have knowledge of, and experience in, programming in at least one programming language (e.g., C, C++, Ruby, Java).

- Managing a team of student assistants, whom are hired to support the Lab Manager with the implementation of experiments.

- Maintaining the lab hardware. Maintaining the computer hardware in excellent operating condition is a critical requirement of the successful running of the experimental lab and will be the responsibility of the lab administrator. The Lab Manager will coordinate with the Nuffield College IT department on hardware issues.

- Facilitating and coordinating the CESS lab-in-the-field experiments. This includes overseeing necessary equipment purchases/maintenance, server/router support, and software installations.

- Advising other CESS locations on the setup and configuration of their lab hardware and software and assisting when necessary in the development and conduction of experiments in these locations. Some travel to the other CESS facilities may be required.

- Overseeing data integrity that includes archiving the code and data generated as part of CESS lab experiments.

- Participating in CESS organized events, such as the CESS Colloquia and Seminar Series, and the International Meeting on Experimental and Behavioral Social Sciences

- Designing and conducting training courses (e.g., zTree or oTree programming) for CESS-run summer schools

The Lab Manager will report to the CESS Director Raymond Duch.
Selection criteria

Essential

• A Master's degree in a relevant Social Science discipline (e.g. Economics, Political Science, Psychology, Sociology) or Computing Science.

• Knowledge of, and experience in, programming in at least one programming language (e.g., C, C++, Ruby, Java).

• Experience working with SQL databases

• Good knowledge of networks, servers, and clients

• Familiarity with software designed for recruiting and managing subject pools, such as ORSEE or HROOT

• Experience with statistical analysis software (such as R and Stata).

• Excellent oral and written communication skills.

• Demonstrated organizational and time-management skills.

• The ability to work effectively as part of a small team and with a diverse range of people.

Desirable

• Experience with social science lab experiments and programming in commonly used experimental environments, such as z-Tree and oTree.

• Experience managing and analysing experimental data.

• Experience working with basic web technologies, such as HTML and CSS, as well as more complex technologies such as JavaScript and PHP

APPLICATION PROCEDURE

Interested candidates should send an application package via e-mail as .pdf attachments, to vacancies@nuffield.ox.ac.uk. The application package should consist of:

i) a curriculum vitae including the names and e-mail addresses of two academic referees; and

ii) a two-page description of your research training, experience and motivation and how these meet the requirements of the position.

The deadline for receipt of application packages is 12 noon on Friday 5 January 2018. Applications will be reviewed as they are received and candidates may be invited for interview in advance of the closing date.

If a candidate is invited to an interview before the closing date, we may contact referees directly before the deadline.

Enquiries vacancies@nuffield.ox.ac.uk
TERMS AND CONDITIONS

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute a contract of employment.

Duration

This is a permanent post subject to the normal pre-employment checks and satisfactory completion of a six month probation period.

Salary

The salary for the post is £34,077 per annum (Research Officer Grade, point 10). Salaries are paid in arrears on the 28th of each month (or where the 28th is not a working day, on the last working day before the 28th) as detailed on your payslip. Salaries are reviewed annually in August, although the College is under no obligation to award an increase following a salary review.

Hours of Work

The post is full time and the normal hours of work are 35 hours per week, exclusive of meal breaks. It is essential that the post holder is able to provide some flexibility with working hours in order the meet the demands of the post and for which time off in lieu will be given.

Holiday Entitlement

The post holder will be entitled to 41 days paid leave per annum (pro-rata for part-time staff) inclusive of all public holidays and College closure days. Annual leave should be agreed with your Line Manager, as appropriate.

Pension

You will be contractually enrolled in the University Superannuation Scheme (USS) from the commencement of your employment, unless you opt out by completing and returning to the HR department the relevant form.

Meal Entitlement

Coffee, tea and lunch, whilst on duty, will be provided free of charge except during any kitchen closure period. The post-holder is also entitled to two academic High Table guests per term at the expense of the College.

Other Benefits

Employees will be eligible for childcare vouchers, discounted travel to work scheme for the purchase of bus and train tickets, and where appropriate uniform.

Training

The College will support the post-holder to undertake any relevant training to enhance his or her career and financial support for these development activities will be provided.
Oxford Colleges’ Healthcare Plan

The post-holder will be eligible to join the Oxford Colleges’ Healthcare Plan from the commencement of employment. The College will pay for a single membership of the Plan, but you may upgrade, at your own expense, your membership to cover your partner/spouse or your family. As this is a work benefit you will pay tax on the Subscription Rates.

Equal Opportunity statement

The policy and practice of the University of Oxford and Nuffield 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 panels 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 Data Protection Act 1998 and the College's Data Protection Policy.

Pre-employment screening

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

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 require 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.

Successful applicants who do not currently have the right to work in the UK will be required to apply for permission to do so under the current UK immigration system.

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:-

- Assess the candidate's medical capability to do the job for which they have applied
- Determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may now have
- 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.

Nothing in these particulars constitutes a contract.

Nuffield College exists to promote excellence in education and research, and is an equal opportunities employer committed to equality and valuing diversity. Applications are particularly welcome from women, from disabled people, and from black and minority ethnic candidates, who are currently under-represented in posts in the College.