

Job Description and Selection Criteria
Production Manager
World Happiness Report

Job Title:	Production Manager (2-year fixed-term, with potential for renewal)
Location:	Wellbeing Research Centre, Harris Manchester College, Mansfield Road, Oxford, OX1 3TD (Hybrid working available)
Salary:	£36,024-£44,263 (Grade 7)
Hours:	1FTE Full-time - 37.5 hours per week. Part-time would be considered.
Contract type:	Fixed-term for 24 months (1 year probationary period).
Reporting to:	Director & Deputy Director, Wellbeing Research Centre
Meals:	College lunch free of charge on weekdays when on duty and when college kitchens are open.
Post Start Date:	As soon as possible
Application Closing:	12:00pm (noon) BST on January 8 th , 2024.
Informal Enquiries:	wellbeing@hmc.ox.ac.uk

The Role

The World Happiness Report (<https://worldhappiness.report>) is a comprehensive and influential publication that provides valuable insights into the wellbeing and happiness of people across the globe. Released annually, this report serves as a significant resource for governments, policymakers, researchers, and individuals interested in understanding the complex factors that contribute to human wellbeing. At its core, the World Happiness Report seeks to quantify and measure happiness as a fundamental indicator of societal progress using data from the Gallup World Poll. It goes beyond traditional economic measures, such as GDP, and provides in-depth analyses into wellbeing and its drivers across the globe.

We are seeking a highly motivated and experienced Production Manager to lead the coordination of the World Happiness Report. The content is created by a team of leading global academics, and the post-holder will manage all the operational aspects of the process. In this role, you will collaborate closely with the Head of Communications to ensure the seamless execution of the report, maintaining high standards of quality, accuracy, and timely delivery. You will play a pivotal role in managing the production process from inception to publication, effectively bringing together content, design, and communication strategies, with the Head of Communications, to engage our diverse stakeholders.

The postholder will be a member of staff at Harris Manchester College (University of Oxford) and be given office space. The post-holder will be eligible for college lunches and dinners when available and on duty, and given the opportunity to apply for membership of the Senior Common Room. The Centre offers a wide range of activities from seminars to social events and hosts an international Wellbeing Research and Policy Conference.

The post-holder will work under the supervision of the Centre Director, Professor Jan-Emmanuel De Neve and the Deputy Director, Dr. Laura Taylor. The post-holder will work alongside the Head of Communications, Jonathan Whitney, and collaborate closely with the Editorial Board of the WHR currently composed of Prof John Helliwell, Prof Jeffrey Sachs, Prof Richard Layard, Prof Lara Aknin, Prof Shun Wang, and Prof De Neve.

Responsibilities

- **Project Management:** Under the direction of the Director and Deputy Director, lead the end-to-end production processes for World Happiness Report, including project planning, timeline development, resource allocation, and execution, ensuring all deadlines are met.
- **Report Content Coordination:** Manage content creation, collection, and review processes by collaborating with the academic leads from each institution, and contributors, to ensure chapters and the report as a whole are delivered in a timely manner and to a high standard.
- **Comms Content Creation:** Support the Head of Communications in creating content for dissemination across social media, digital outlets, and for print.
- **Quality Assurance:** Oversee the review, editing, and proofreading of report content to ensure accuracy, consistency, and adherence to brand guidelines. Support the Head of Communications to ensure the smooth delivery of the communications strategy.
- **Budget Management:** Track and manage project budgets, ensuring cost-effective production while maintaining high-quality standards.
- **Technology and Tools:** Utilize relevant software and tools to facilitate efficient production processes, content management, and collaboration.
- **Performance Evaluation:** Establish key performance indicators (KPIs) to measure the impact and effectiveness of reports, providing insights for continuous improvement. Provide progress reports and reporting on website and media activity.
- **Fundraising:** Support the Director and Deputy Director of the Wellbeing Research Centre in their fundraising activities for the WHR, and with drafting grant proposals.
- **Travel and Flexible Working:** The role will require some international travel and some flexibility in working hours in order to communicate with partners in different time-zones.
- **Event and Travel Management:** Oversee the event management for the launch (usually in March each year on World Happiness Day) and other WHR events; managing all booking and communication for the event(s) including stakeholder travel.
- Any other duties commensurate with the role and grade to be determined by the Director and Deputy Director.

Selection Criteria

Essential Selection Criteria

- An undergraduate degree (or equivalent experience).
- Excellent written and verbal communication skills, with a keen eye for detail and strong editorial capabilities.
- Self-motivated with proficiency in managing complex projects, coordinating across international teams, and meeting tight deadlines.
- Ability to adapt to rapidly changing priorities and manage multiple projects simultaneously.
- Flexibility to work across different time zones and cultures, accommodating the global nature of the role.
- Strong interpersonal skills and professional and courteous manner, with the ability to build relationships and collaborate effectively with diverse stakeholders.
- Fluent in spoken and written English.

Desirable Selection Criteria

- Proven experience (2+ years) in project management/production, ideally within a global context.
- Strong understanding of design principles and experience collaborating with design teams.
- Familiarity with data analysis and visualisation concepts, adding value to the report's content presentation.
- Proficiency in project management software, content management systems, and other relevant tools.
- Interest in wellbeing science.

About the Wellbeing Research Centre

The Wellbeing Research Centre is an interdisciplinary research centre at the University of Oxford which focusses on the advancement of the science of wellbeing. Our main focus is helping communities and organizations around the world to put wellbeing at the heart of their decision-making. The Centre brings together expertise from across the University of Oxford and beyond to advance our understanding of wellbeing science and has established itself as a global leader in empirical wellbeing research. The Wellbeing Research Centre team is based at Harris Manchester College, Oxford, and further details about the team and our work can be found on our website wellbeing.hmc.ox.ac.uk.

About Harris Manchester College

There are 39 self-governing and independent colleges at Oxford, giving both academic staff and students the benefits of belonging to a small, interdisciplinary community as well as to a large, internationally renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

Harris Manchester College (HMC) is a small, friendly community whose aim is to provide the best possible education for students over 21 years of age. A direct descendant of the Dissenting Academy established in Manchester in 1786, HMC has been a full college of Oxford University since 1996. The College currently has 114 undergraduate and 121 graduate students. There are 29 members of the Governing Body, as well as 29 Senior Research Fellows and 26 Supernumerary Fellows and 12 Research Fellows. Fellows' research covers Business Management, Economics, Education, Engineering, English, History, Human Sciences, Law, Medicine, Philosophy, Politics, Psychology, and Theology.

How to Apply

Please apply through our website wellbeing.hmc.ox.ac.uk. We ask you to provide one PDF with your covering letter (no more than 2 pages), followed by your CV (no more than 2 pages), followed by the contact details of two referees (who we will not be contacted unless you are offered the position). Please label the PDF "[Your first name(s)], [Your Surname(s)/Family name(s)], Production Manager WHR". This is to support our admin team with processing the applications.

Any enquiries can be directed to our admin team (wellbeing@hmc.ox.ac.uk). Any such enquiries will be treated in confidence and will not form part of the selection process.

All applications must be received by 12:00pm (noon) GMT on January 8th 2024.

Interviews will take place in the week commencing January 22nd 2024. References will only be taken up for the successful candidate.

Important information for candidates

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your identity, and we will contact the referees you have nominated. You may also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information,

please see the College's data protection policy here [harris-manchester-collegepolicy-data-protectionpdf
\(ox.ac.uk\)](https://www.harris-manchester-collegepolicy-data-protectionpdf(ox.ac.uk).).

Equal Opportunity

Harris Manchester and Linacre Colleges are Equal Opportunity Employers. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.