

## Job description and selection criteria

<b>Job title</b>	Part-time Project and Events Manager
<b>Division</b>	Medical Sciences
<b>Department</b>	Department of Pharmacology
<b>Location</b>	Mansfield Road, Oxford OX1 3QT
<b>Grade and salary</b>	Grade 6: £27,629-£32,958 per annum
<b>Hours</b>	Part time (50% FTE)
<b>Contract type</b>	Fixed-term for 6 months – funded by private sponsorship
<b>Reporting to</b>	Professor Nigel Emptage, Head of Department and Professor Mallory Factor
<b>Vacancy reference</b>	126096
<b>Additional information</b>	

### *Committed to equality and valuing diversity*

The University of Oxford is a member of the [Athena SWAN Charter](#) and holds an institutional Bronze Athena SWAN award. The Department of Pharmacology holds a departmental bronze Athena award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality and create a better working environment for both men and women



## **The Role**

This post has been created to assist the Department with the organisation of a series of events in the field of Pharmacology and Entrepreneurship. The post holder's prime responsibility is to ensure the efficient management of a portfolio of seminars, including a major annual symposium. The postholder will work with Professor Mallory Factor, Visiting Senior Fellow in Entrepreneurship and Politics, and will formerly report to Professor Nigel Emptage, Head of Department.

The post holder will assume full responsibility for the administration of the events, specifically financial and operational management. This includes supporting Professor Factor with purchasing, sponsorship, marketing, speaker liaison, venue and catering arrangements, and arranging and participating in meetings/events with partners and funders. This will involve working with key individuals from the University, other institutions, industry partner organisations and sponsor(s). The post holder will ensure the project is delivered successfully to time/budget, and administrative aspects are completed to the satisfaction of the department and funder. It is essential that the post holder has the ability to work independently with minimal supervision.

The postholder will also work with other members of the Pharmacology Admin Team where required.

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## **Responsibilities**

### **Financial Management**

The post holder will be responsible for the fiscal management of the event programme. This will require close liaison with Professor Factor and other members of the Pharmacology Admin Team. Specific tasks include:

1. Providing regular financial reports
2. Managing expenditure to ensure the project remains within the available budget
3. Creating and keeping clear and accurate records of all aspects of the finance
4. Setting up sponsors as University suppliers and liaising with the Pharmacology Finance Team to raise invoices, as required, according to University processes and procedure.
5. Managing the process of purchasing, for example liaising with the University purchasing department as necessary and ensuring goods are delivered and managed according to the department policy. Raising orders for venue bookings, catering and other services as required and according to University policy and procedures.

### **Operational Management**

The post holder will be the point of contact for all administrative matters relating to the annual symposium and other ad hoc events. Specific tasks include:

1. Liaison with speakers to develop and co-ordinate the event programme.
2. Coordinating all elements of the event programme, including venues, sponsors, marketing, catering, speakers and delegate registration. Communicating developments and issues with the event to colleagues and other partners where appropriate.

3. Organising, participating and taking minutes at meetings.
4. Organisation of travel, visits, accommodation and meeting rooms.
5. Providing regular progress reports and updates as required by the Head of Department, Professor Factor and/or the Departmental Administrator.
6. Identify priority items of business and reply to a range of issues on behalf of Professor Factor, involving other colleagues as appropriate
7. Development of publicity and marketing materials, plus other materials such as event programmes, posters and other signage as required.
8. Updating and managing event specific websites/databases and managing project information
9. Dealing with e-mail enquiries as required, prioritising workload and referring enquiries to other members of staff where required. The postholder will be expected to take responsibility for their own work on a day-to-day basis and to take decisions where appropriate on issues that arise.

### **Pre-employment screening**

This job will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work

In addition, the postholder will be required to complete a satisfactory Disclosure Scotland check and Enhanced Level Screening before starting work.

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## **Selection criteria**

### **Essential**

- Degree level or equivalent experience.
- Experience of administration or project management in an academic environment
- Proven ability to organise events and make complex administrative arrangements
- Excellent IT skills for creating and managing information
- Evidence of excellent organisational ability, including the ability to prioritise competing demands and balance a varied workload.
- A good understanding of issues around confidentiality
- Ability to understand and pass on clear and accurate information
- Attention to detail
- Good inter-personal skills, including the ability to use tact and discretion to build effective and cooperative working relationships with colleagues at all levels.
- Excellent oral, written communication and presentation skills.
- Highly organised with the ability to prioritise work and produce consistent accurate, detailed work and meet deadlines. Able to work independently with minimal/no supervision

### **Desirable**

- Previous experience in using Oracle finance systems
  - Experience of working with industry partners and collaborators
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## **About the University of Oxford**

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation)

## **Medical Sciences Division**

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford. It includes 15 clinical departments and 5 non-clinical departments.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit [www.medsci.ox.ac.uk](http://www.medsci.ox.ac.uk)

## **Department of Pharmacology**

The Department of Pharmacology is based in the University's science area in the centre of Oxford. The Department houses around 220 researchers, postgraduate students and support staff, and has excellent facilities. The members of the Department, associated staff and visiting scientists are all engaged in the investigation of basic questions concerning the interaction of chemical substances with biological systems.

Research in the Department is focused on cell signalling, cardiovascular pharmacology, ion channel and molecular pharmacology and neuropharmacology. In many of these areas the Department plays a leading role in the international pharmacological community. The research of the Department has consistently been given a very high ranking in the Government's assessments of research in Universities and was rated first in the UK, within Biological Sciences, in terms of quality (ie greatest volume of 4\* work) and volume (the power ranking) in the recent Research Excellence Framework (REF) exercise..

For more information please visit: [www.pharm.ox.ac.uk](http://www.pharm.ox.ac.uk)

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## How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename

All applications must be received by **midday** on the closing date stated in the online advertisement.

### Information for priority candidates

*A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.*

*If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments)*

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about the university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

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## Important information for candidates

### Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity, health screening, security screening and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: [www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/)

### **The University's policy on retirement**

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at: [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/)

For existing employees any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/)

There is no normal or fixed age at which support staff in posts at grades 1–5 have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

### **Equality of Opportunity**

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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

### **Work-life balance and family-friendly policies at the University of Oxford**

The University aims to support all employees with parental or caring responsibilities to ensure that they are able to balance work and family life.

This website (<http://www.admin.ox.ac.uk/eop/parentsandcarersinformation/>) provides a hub of information for all parents and carers, with links to university policies, procedures and guidance, as well as details of the facilities and benefits offered to mothers, fathers and guardians of children. In addition, the website highlights university policies, as well as external sources of guidance. You are advised to read the university policies in full; and to see respective guidance on the Personnel Services website for full details. Views expressed on external websites are not necessarily endorsed by the University of Oxford.