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| Job title | Receptionist / Administrative Assistant |
| Division | Medical Sciences |
| Department | Wellcome Trust Centre for Human Genetics |
| Location | Roosevelt Drive, Headington, Oxford, OX3 7BN |
| Grade and salary | Grade 3: £18,412 to £21,220 p.a. (with discretionary range to £23,164) |
| Hours | Full--time with daily hours of 10:15 to 18:15 |
| Contract type | Fixed-term until 31st March 2019 in the first instance |
| Reporting to | Helpdesk Coordinator |
| Vacancy reference | 126785 |
| Additional information | Funded by the Department |

### The role

The reception desk provides cover to the centre from 07:45 to 18:00 and is divided into two separate shifts comprising of 07:45-13:45 and 10:15 to 18:15. You will be called upon as required during times of absence to cover these shifts (we will always endeavour to provide as much notice to you as possible). You will deal with enquiries and requests from visitors and staff and have responsibility for elements of the-day-to-day functioning of the building e.g. access control, CCTV monitoring, critical alarms and health & safety monitoring. Full training will be provided.

### Responsibilities

**You will;**

* Be the first point of contact for staff and visitors to the Centre.
* Receive all visitors to the Centre, enter their details onto our systems and arrange for them to be collected by their host or to provide access via the electronic access control system.
* Monitor and respond to reception e-mails, phone calls and deal with room booking requests.
* Maintain the internal staff contact list and assist in maintaining and updating the intranet and access control system.
* Record and issue parking permits and access cards to visitors and contractors in accordance with Centre policy.
* Issue internal keys to authorized staff and maintain the key security cabinets in accordance with Centre policy.
* Sort incoming and outgoing post.
* Assist with monitoring the CCTV and alarm systems in the reception area.
* Communicate with the Facilities team using the internal radio system.
* Allocate helpdesk queries/tasks/emails/jobs to the correct responsible party – training will be provided.
* Ensure the reception area, notice boards, meeting rooms, staff restaurant and all other public areas of the building are maintained.
* Assist the Building and Facilities team with other administrative tasks commensurate with the grade.
* Provide holiday and sickness absence cover for Reception at times other than those stated above, subject to availability. Core reception hours are 07:45 to 18:00 Monday to Friday.
* Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.

**Selection criteria**

**Essential**

* Educated to GCSE standard or equivalent (with grade C or above in English and Maths)
* Friendly and professional manner
* Excellent verbal and written communication skills with the ability to communicate with a wide range of people.
* Experience of Microsoft Word and Excel.
* Good organisational skills with an ability to prioritise.
* Flexible and adaptable approach to work including the ability to work independently and as part of a team.
* Respect confidentiality.
* Good attention to detail.

**Hazard-specific / Safety-critical duties**

This job includes the following hazard-specific or safety-critical duties which will require successful pre-employment health screening through our Occupational Health Department before the successful candidate will be allowed to start work:

* Safety-critical work (refer to the Hazards checklist for specific examples)

**Additional security pre-employment checks**

This job includes the following duties which will require additional security pre-employment checks:

* A satisfactory Disclosure Scotland check

**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, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and 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 ranked first in the UK for university spin-outs, with more than 130 spin-off 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

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford

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)

**Nuffield Department of Clinical Medicine (NDM)… fostering your career in science**

The Nuffield Department of Clinical Medicine (NDM) is one of the largest departments of the University of Oxford and is part of the Medical Sciences Division, with responsibility for a significant part of the teaching of clinical students within the Medical School.

NDM has significant financial turnover and complexity, resulting from its diverse research portfolio, its geographical spread and its close links with NHS funding and strategic teams involved in the development and delivery of increasingly integrated clinical research platforms. For more information please visit: <http://www.ndm.ox.ac.uk/home>

The Nuffield Department of Clinical Medicine has been presented with a Departmental Athena SWAN Silver award in recognition of the commitment made to promote gender equality through our organisational and cultural practices and our efforts to improve the working environment for both men and women. For more information please see our Departmental Athena SWAN pages: <http://www.ndm.ox.ac.uk/athena-swan>.

## Wellcome Trust Centre for Human Genetics (WTCHG)

In the first decades of the 21st century, researchers are beginning to understand in detail how our genetic inheritance makes us who we are. At the Wellcome Trust Centre for Human Genetics, our aim is to extend that understanding in order to gain a clearer insight into mechanisms of health and disease. Looking across all three billion letters of the human genetic code, we aim to pinpoint variant spellings and discover how they increase or decrease an individual’s risk of falling ill.

The WTCHG is a research institute of the Nuffield Department of Medicine at the University of Oxford, funded by the University, the Wellcome Trust and numerous other sponsors. It is based in purpose-built laboratories on the University of Oxford’s Biomedical Research Campus in Headington, one of the largest concentrations of biomedical expertise in the world.

With more than 400 active researchers and around 70 employed in administrative and support roles, the Centre is an international leader in genetics, genomics and structural biology. We collaborate with research teams across the world on a number of large-scale studies in these areas. Our researchers expend close to £20m annually in competitively-won grants, and publish around 300 primary papers per year.

For more information please visit: <http://www.well.ox.ac.uk/home>

## 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 should explain how you meet 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.

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.

## 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 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.

**Benefits of working at the University**

## Training and Development

A range of training and development opportunities are available at the University. Further details can be found at [www.ox.ac.uk/staff/working\_at\_oxford/training\_development/index.html](http://www.ox.ac.uk/staff/working_at_oxford/training_development/index.html).

## *For research staff only:* Support for Research Staff

There is a particularly wide range of support for career development for research staff. Please visit: [www.ox.ac.uk/research/support-researchers](https://www.ox.ac.uk/research/support-researchers?wssl=1) to find out more.

### Pensions

The University offers generous occupational pension schemes for eligible staff members. Further details can be found at [www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/](http://www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/).

**Information for international staff** *(or those relocating from another part of the UK)*

A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at [www.admin.ox.ac.uk/personnel/staffinfo/international/](http://www.admin.ox.ac.uk/personnel/staffinfo/international/).

**The University of Oxford Newcomers' Club**

The Newcomers' Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

**Transport schemes**

The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at [www.admin.ox.ac.uk/estates/ourservices/travel/](http://www.admin.ox.ac.uk/estates/ourservices/travel/).

## University Club and University Sports Facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

**Childcare and Childcare Vouchers**

The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/). **NB: Due to the high demand for the University’s nursery places there is a long waiting list.**

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

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## Disabled staff

The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details.

## BUPA - Eduhealth

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families [www.eduhealth.co.uk/mini-site/](http://www.eduhealth.co.uk/mini-site/).

## All other benefits

For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see [www.admin.ox.ac.uk/personnel/staffinfo/benefits/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/).