Job description and selection criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>PA/Group Administrative Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
</tr>
<tr>
<td>Department</td>
<td>Nuffield Department of Medicine (NDM) - Jenner Institute</td>
</tr>
<tr>
<td>Location</td>
<td>Jenner Institute, Old Road Campus Research Building, Headington, Oxford, OX3 7DQ</td>
</tr>
<tr>
<td>Grade and salary</td>
<td>Grade 5: £24,565 - £29,301 (depending on experience, this post may be offered at grade 4 with reduced duties)</td>
</tr>
<tr>
<td>Hours</td>
<td>Full Time (36.5 hours per week)</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed-term, (externally funded for 24 months initially)</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Professor Sumi Biswas, Associate Professor, Transmission-blocking Malaria Group</td>
</tr>
<tr>
<td>Vacancy reference</td>
<td>130613</td>
</tr>
<tr>
<td>Additional information</td>
<td>This role requires security screening. We are unable to offer a relocation allowance for this role.</td>
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</tbody>
</table>

The role

The Blood-stage malaria group and the Transmission-blocking malaria group are two friendly teams currently consisting of nineteen members of staff, plus four doctoral students. This post provides PA support to Professor Simon J Draper, Blood-Stage Malaria Group Leader and Professor Sumi Biswas, Transmission-blocking Malaria Group Leader, as well as providing administrative support for the two programme teams.

Whilst we are looking for an experienced individual, appropriate training will be provided.

For more information about the groups, see: [http://www.jenner.ac.uk/malaria](http://www.jenner.ac.uk/malaria)

Responsibilities
• Manage the diaries of Professor Simon J Draper and Professor Sumi Biswas, using initiative to make considered judgements when juggling the demands placed on their busy schedules.

• Organise efficiently the arrangements for meetings, including international teleconferencing/skype, and arranging appropriate catering for meetings held in the office and other venues as appropriate.

• Undertake complex travel arrangements for UK and international travel, including accommodation, conference bookings and visa arrangements for Professor Draper and Professor Biswas, and other Group members.

• Prepare and circulate papers, agendas, minutes and following up on actions points.

• Provide full administrative support on financial matters: for example, the management of travel, subsistence and other expenses and allowances; and assisting with the management of the Groups non-project accounts using Oracle and Excel databases.

• Contribute to the induction of new staff and DPhil students, making sure they have the necessary access to the University IT and Financial systems.

• Arranging payment of publication fees and advise on depositing accepted articles in ORA. Keep publications lists up to date.

• Maintain, and improve as appropriate, record-keeping and filing systems.

• Develop successful working relationships with academic and support staff colleagues across the department and in the wider University.

The tasks listed above may not be exhaustive. The duties may have to be varied to meet the changing needs of the Groups, but will remain in keeping with the general profile of the post.

Selection criteria

Essential selection criteria

• Previous PA/administrative experience including diary management, making complex travel arrangements (UK and International) and all aspects of meeting arrangements.

• Excellent interpersonal skills with the ability to deal effectively with a wide range of people, to work as part of a team, and to liaise with colleagues where work interests overlap.

• A high level of organisation skills including the ability to manage and prioritise a varied and busy workload whilst working to deadlines.

• Excellent communication skills including the ability to draft correspondence and to produce well-presented reports.

• A high standard of numeracy; the ability to manage finances and keep track of expense claims.

• A self-motivated and flexible approach to work, who enjoys problem solving and is keen to manage their own workload with minimal supervision.

• Good computer skills including: email, Word, Excel, the internet and website management and the ability to learn new systems and technologies as and when required.
Experience of working on confidential matters; tact and discretion.
Reliability, accuracy and a good attention to detail.

Desirable selection criteria

- Experience of using financial information systems (e.g. Oracle Financials).
- Previous experience of working in a research environment.
- An interest in and/or educational qualifications in the biological sciences.

Furthermore, additional pre-employment screening is required for this post, as such; the successful candidate will be required to undergo Disclosure Scotland check.

Please note that the appointment of the successful candidate will be subject to standard compulsory pre-employment screening, such as right to work checks.

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 spinouts, 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

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

Nuffield Department of Clinical Medicine (NDM)

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. The Department also has a substantial research programme, which requires high quality administrative management.

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.

...fostering your career in science

For more information, please visit: www.ndm.ox.ac.uk/home

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. The Nuffield Department of Medicine holds a Silver Athena SWAN award to recognise advancement of gender equality: representation, progression and success for all.

For more information, please visit: https://www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/

The Jenner Institute

The Jenner Institute was founded in November 2005 to develop innovative vaccines against major global diseases. Uniquely it focuses both on diseases of humans and livestock and tests new vaccine approaches in parallel in different species. A major theme is translational research involving the rapid early-stage development and assessment of new vaccines in clinical trials.

For more information, please visit: department website http://www.jenner.ac.uk/

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/.

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 evidence form. The supporting evidence form will demonstrate 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.

Please upload all documents as PDF files with your name and the document type in the filename. (Customise this statement to confirm the document(s) you would like the applicant to attach, but make sure that you keep the reference to PDF. See section 1.4 of QRG REC01 Creating a Vacancy (Recruitment and Personnel) for guidance on selecting the appropriate application form).

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. Further help and support is available from 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.

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/.

#### 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/.

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/
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.

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 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/.

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/.

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/.

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 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.

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/. 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.
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 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/.

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/.