Job description and selection criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Personal Assistant</th>
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<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
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<tr>
<td>Department</td>
<td>Nuffield Department of Medicine (NDM), Jenner Institute</td>
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<tr>
<td>Location</td>
<td>Old Road Campus Research Building, Headington, Oxford</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 5: £24,983 - £29,799 per annum</td>
</tr>
<tr>
<td>Hours</td>
<td>Full time</td>
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<tr>
<td>Contract type</td>
<td>Fixed-term (9 months Maternity cover)</td>
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<tr>
<td>Reporting to</td>
<td>Prof Helen McShane, Professor of Vaccinology, Deputy Head of NDM, Honorary Consultant in HIV and Genito-Urinary Medicine,</td>
</tr>
<tr>
<td>Vacancy reference</td>
<td>133072</td>
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Overview of the role

To manage the administrative office, in support of Professor Helen McShane, including responsibility for a range of processes.

This involves, relating to her international research programme, clinical activity and extensive involvement on internal and external committees. You will be required to provide a high level of effective and efficient administrative and secretarial support in a proactive way.

You will be based at the Jenner Institute, Old Road Campus Research Building. The TB vaccine group is a group within the Jenner Institute (http://www.jenner.ac.uk) and works very closely with other groups undertaking clinical trials of new vaccines against malaria, influenza, HIV, and hepatitis C, to name a few.

There are strong links with other research centres in the University division of medical sciences and with overseas field sites.

You will work with a variety of members of staff within the group including clinical trial physicians, clinical research co-ordinators, team members, laboratory staff, NDM HR and administration staff. You will also liaise with the University central administration, Medical Sciences Division, NDM, collaborators, commercial partners and sponsors.
Responsibilities/duties

- Organisation of the day to day business undertaken by Professor McShane, including managing her diary, meetings, teleconference calls and other appointments, and coordinating these with the staff and students under her supervision (based at the CCVTM and the ORCRB)

- Identifying priority items of business and allocate tasks to staff accordingly

- Assisting Professor McShane’s TB group. Organising travel for her Post-Docs, helping to coordinate meetings and vivas

- Assist in the administration of the TB vaccine projects including liaising with international collaborators, sponsors, funding organisations and companies

- Coordination of meetings and correspondence between Professor McShane and collaborators within, and external to, the University (e.g. organising meetings and teleconference calls, assisting with supplier/service agreements etc).

- Making national/international travel arrangements including arranging transport, hotels, visas, insurance, and preparing detailed travel itineraries.

- Organising events such as weekly group meetings, quarterly TB project team meetings, seminars, guest lectures, etc, including sourcing venues and preparing catering if required.

- Managing Professor McShane’s expense claims and any applications for reimbursements to other organisations.

- Meeting and greeting visitors, making refreshments and arranging catering as required

- Producing agendas and minutes for key meetings/teleconferences

- Coordinate committee work, including organising business, preparing agendas, writing minutes and ensuring business is dealt with in a timely manner. Identify actions and ensure decisions are effectively implemented

- Developing successful working relationships with academic and support staff colleagues across the department, within the wider University, and with the external collaborators

- Assisting with completion of funding applications e.g. keeping CV and funding lists up to date, compiling publications and collecting signatures

- Keeping Professor McShane’s publication list up to date, updating Symplectic and organising open access for her publications

- General office duties (e.g. photocopying, arranging couriers for important documents, stationary ordering).
Selection criteria

Essential

- Excellent communication and interpersonal skills to work effectively with others at all organisational levels and willingness to support others
- Experience of managing the office of a senior member of staff
- Experience of diary management, including making complex travel arrangements
- The ability to draft correspondence and to produce well-presented reports
- Excellent computer skills including: email, Word, Excel and the internet
- A high standard of numeracy; the ability to manage finances
- Experience of working on confidential matters; tact and discretion
- The ability to manage and prioritise a varied and busy workload with competing deadlines
- Attention to detail and high level of accuracy

Desirable

- Experience of using financial information systems (e.g. Oracle Financials)
- Experience of events organisation

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

**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.

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.
The Jenner Institute - Centre for Clinical Vaccinology and Tropical Medicine (CCVTM), Churchill Hospital, Oxford

Scientists at the Jenner Institute, University of Oxford, have developed new candidate vaccines for malaria, tuberculosis, HIV, influenza and a wide range of other pathogens. Clinical trials are in progress for eight infectious disease areas. See www.jenner.ac.uk. The Jenner Institute is one of the largest university based vaccine institutes globally.

Over the last three years a new cancer vaccine immunotherapy programme, including a multi-site trial in prostate cancer, has been in progress in close collaboration with the departments of oncology and surgery.

For more information please visit:  
http://www.jenner.ac.uk/ & http://www.tropicalmedicine.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/.

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.

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. (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 (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/reviseejra/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/reviseejra/revproc/

Form 1 October 2017, there is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

**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.
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<tr>
<th>Benefits of working at the University</th>
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<tr>
<td>University Club and sports facilities</td>
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<td>The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See: <a href="http://www.club.ox.ac.uk">www.club.ox.ac.uk</a> and <a href="http://www.sport.ox.ac.uk/oxford-university-sports-facilities">www.sport.ox.ac.uk/oxford-university-sports-facilities</a>.</td>
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<th>Information for international staff (or those relocating from another part of the UK)</th>
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<tr>
<td>If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor. See: <a href="http://www.internationalstaffwelcome.admin.ox.ac.uk/">www.internationalstaffwelcome.admin.ox.ac.uk/</a>.</td>
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<th>The University of Oxford Newcomers' Club</th>
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<tr>
<td>The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See <a href="http://www.newcomers.ox.ac.uk/">www.newcomers.ox.ac.uk/</a>.</td>
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<td>The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see <a href="http://www.admin.ox.ac.uk/childcare">www.admin.ox.ac.uk/childcare</a>.</td>
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<tr>
<td>The University subscribes to My Family Care (<a href="http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/">www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/</a>) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.</td>
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<td>We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit <a href="http://www.admin.ox.ac.uk/eop/disab/staff">www.admin.ox.ac.uk/eop/disab/staff</a> for further details including information about how to make contact, in confidence, with the University's Staff Disability Advisor.</td>
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<td>The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <a href="http://www.admin.ox.ac.uk/eop/inpractice/networks/">www.admin.ox.ac.uk/eop/inpractice/networks/</a>.</td>
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<th>Other benefits</th>
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<td>Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts. See <a href="http://www.admin.ox.ac.uk/personnel/staffinfo/benefits">www.admin.ox.ac.uk/personnel/staffinfo/benefits</a>.</td>
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