Job description and selection criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>PA and Research Group Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>Medical Science Division</td>
</tr>
<tr>
<td>Department</td>
<td>Alzheimer's Research UK Oxford Drug Discovery Institute / Nuffield Department of Medicine</td>
</tr>
<tr>
<td>Location</td>
<td>NDM Research Building, Old Road Campus, 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 (36.5 hours a week)</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed term contract, subject to continuing support from Alzheimer’s Research UK, till 31st Aug 2020</td>
</tr>
<tr>
<td>Reporting to</td>
<td>John B. Davis, CSO Alzheimer's Research UK Drug Discovery Institute</td>
</tr>
<tr>
<td>Vacancy reference</td>
<td>135170</td>
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</tbody>
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Introduction

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
Nuffield Department of Medicine

external research contracts in 2016/17 exceeded £564m 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)… 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: https://www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/
Alzheimer's Research UK Oxford Drug Discovery Institute

The Alzheimer’s Research UK Oxford Drug Discovery Institute (ODDI) is part of a world-class network of three drug discovery units sponsored by Alzheimer’s Research UK. This initiative is based on juxtaposing high quality drug discovery expertise alongside academic scientists possessing deep understanding of patients, disease mechanisms and model systems. The intent is to translate the cutting edge academic science into drug discovery and prosecute projects from target to lead status, and beyond. The focus will be on novel targets in the dementia therapeutic area.

Located in the Nuffield Department of Medicine Research Building on the Old Road Campus, Headington, Oxford, the ODDI is ideally placed. It is co-located alongside the Target Discovery Institute and the Oxford branch of the UK-National Phenotypic Screening Centre and is also in close proximity to the Structural Genomics Consortium, other Oxford University research departments and major hospitals. A wide range of collaborative interactions have been initiated, upon which the ODDI’s activities will be built and expanded.

http://o3di.medsci.ox.ac.uk

The ODDI is led by the CSO, Dr John Davis, supported by Prof. Simon Lovestone and Prof. Chas Bountra, the Lead Academic Scientists. The unit is expanding to contain up to thirty scientists, including both biologists and medicinal chemists, reporting to a Head of Biology and Head of Chemistry, respectively.

Job description

Overview of the role

The PA and Research Group Administrator will provide PA support to the ODDI principal scientists (CSO, Head of Chemistry and Head of Biology), as well as administrative support to the whole ODDI research group. The post holder will be a pivotal member of the ODDI management team and will integrate with the Target Discovery Institute (TDI) administrative teams to provide some part time support to these teams in order to assist with cross- and intra-departmental initiatives and data handling. The position will involve a wide range of matters that will require a proactive attitude, integrity, collaborative working and both inward and outward facing work with university colleagues and external collaborators. The post will report to the CSO but will also have responsibilities to the Departmental Administrators for the Target Discovery Institute. Enquiries about the post may be addressed to John Davis, john.davis@ndm.ox.ac.uk
Responsibilities/duties

- Provide administrative support to the Chief Scientific Officer, and the ODDI leadership team, managing calendars and using initiative to make considered judgements when juggling conflicting demands. The Administrator will be secretary to the ODDI management team and a key member of the ODDI team.

- Provide administrative support for ODDI staff and work in collaboration with TDI administration to ensure smooth integration of ODDI staff into the TDI. Manage the scheduling of ODDI departmental meetings, communicating as necessary with other departmental administrators to ensure key attendance. Prepare agendas, minute and circulate actions for ODDI departmental meetings. Operate and maintain a departmental shared area filing structure and archiving of departmental documents including contracts, CDAs, departmental records, etc.

- Provide full administrative support on financial matters, including responsibility for working with the TDI administration team for ordering, invoicing and tracking of ODDI expenditure and also including coordination of ODDI national and international travel arrangements, subsistence and registration expenses. Assembling of financial costs for grant applications.

- Act as the first point of contact for ODDI visitors, handling correspondence as appropriate on behalf of the ODDI leadership team and hosting visitors when on site.

- Work with Psychiatry Dept. finance team (grant holding department), and other University departments in which ODI staff are placed, to track expenditure, complete quarterly invoices and field any queries from funders. Work with the CSO to monitor ODDI expenditure, forecast spend, prepare and update a strategic budget plan.

- Plan, coordinate and oversee arrangements for the ODDI’s outreach activities, including public engagement activities such as Open Days, Sponsor visits and scientific meetings, working with Alzheimer’s Research UK and University of Oxford public engagement officers, as appropriate. Draft, maintain and update the ODDI web pages on the University hosted sites and Alzheimer’s Research UK hosted site.

- Support the TDI administrative team with human resources activities, particularly for the recruitment of ODDI staff, involving updating CoreHR, collating shortlisting packs, scheduling interviews, undertaking pre-employment checks etc.
Nuffield Department of Medicine

- Develop successful working relationships with academic and support staff colleagues from across the Old Road Campus, the Warneford Hospital and the wider university.
- Carry out any other relevant duties as may reasonably be associated with the post and which may be required from time to time.

Selection criteria

**Essential**

- Educated to ‘A’ level standard or equivalent
- Demonstrable previous relevant experience in an office based role in a large complex organisation in academia or within industry. Including experience of managing calendars and research department’s administrative duties.
- Ability to draft correspondence and well-presented material for reports or websites. Good written English is essential.
- High level of interpersonal and organisation skills
- Ability to use initiative, prioritise and make effective decisions working with minimal supervision
- Excellent computer skills including: Outlook, Word, Excel.
- A high standard of numeracy and accuracy, including familiarity with spreadsheets and pivot tables for management of finances.
- Integrity and experience of working on confidential matters.
- Flexible approach to work including willingness to work out of hours occasionally, for example in support of outreach events or to meet deadlines.
- Ability to work independently and as part of a team
- Evidence of ability to develop and maintain effective working relationships both internal and external to the University

**Desirable**

- Expertise in using financial software packages (e.g. Oracle Financials)
- Experience of events organisation
- Experience in Human Resources and the use of CoreHR
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 https://www.ox.ac.uk/about/jobs/research/

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.

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.
Nuffield Department of Medicine

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 (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/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/).

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.
Benefits of working at the University

University Club and sports facilities

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: www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

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

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: www.internationalstaffwelcome.admin.ox.ac.uk/

The University of Oxford Newcomers’ Club

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 www.newcomers.ox.ac.uk/

Childcare

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 www.admin.ox.ac.uk/childcare.

Family-friendly benefits

The University subscribes to My Family Care (www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) 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.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University’s Staff Disability Advisor.
Staff networks

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 www.admin.ox.ac.uk/eop/inpractice/networks/

Other benefits

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 www.admin.ox.ac.uk/personnel/staffinfo/benefits