Job Description

UNIVERSITY OF OXFORD

_____

FACULTY OF THEOLOGY AND RELIGION

_____

Job title	Humanities and Healthcare Policy Officer
Division	The Humanities Division
Department	The Faculty of Theology and Religion
Location	Theology and Religion Faculty Centre, Gibson Building, Woodstock Road _and_ Research Services, 5 Worcester Street
Grade and salary	7: £31,604 - £38,883 p.a. pro-rata
Hours	0.6 FTE, 22.5 hours per week
Contract type	Fixed-term, 2 years
Reporting to	Professor Joshua Hordern
Vacancy reference	135839
Further information	Interviews will take place in Oxford on 14th August.

The role

The Oxford Healthcare Values Partnership is led by Professor Joshua Hordern of the University of Oxford Humanities Division and the Faculty of Theology and Religion. The partnership is interdisciplinary in nature and facilitates research and policy-focused collaboration with a range of healthcare and academic colleagues in Oxford, nationally and internationally. The ethos of the partnership is to develop working relationships between patients, researchers, healthcare professionals, managers and policy makers to explore questions about values in healthcare today, support policy development and effect practice changes.

From August 2018-July 2020, the Humanities Division and Prof Hordern are in receipt of a grant from the Higher Education Innovation Fund for a **project** entitled _Healthcare and Humanities_, focused on policy. The project principally involves developing capacities and skills of humanities researchers at the University of Oxford to engage with healthcare policy; and enabling humanities researchers' projects to have influence on policy. The project is hosted by the Oxford Healthcare Values Partnership (OHVP) and has four strands:

- _Humanities research and healthcare policy_: Supporting the growth of humanities researchers' capacity for and skills in healthcare policy work.

- *The promise of precision*: supporting an OHVP collaborative project investigating how the promissory culture of precision medicine affects patients and researchers, with a focus on clinical trials and NHS policy implications.
- *Compassionate excellence*: a workshop series co-designed by OHVP with Oxford University Hospitals NHS FT departments exploring what the Trust's strategic value of 'compassionate excellence' means for patients and multidisciplinary teams; producing compassionate practice and policy recommendations for departmental staff, the Trust and other Trusts/NHS institutions.
- *Medical professionalism*: shaping emerging policy thinking about NHS recruitment and retention pursuant to a OHVP/Royal College of Physicians report on pressures on/prospects for professional identity

You will be a member of the Oxford Healthcare Values Partnership (OHVP) team with particular responsibilities for supporting policy work in the Healthcare and Humanities project. You will work collaboratively with the new Oxford Policy Engagement Network (OPEN) team, amplifying the work of the OPEN team by sharing learning across divisions and supporting researchers to participate fully in the activities coordinated under the OPEN umbrella. You will also be part of the University of Oxford Research Services Knowledge Exchange and Impact Team (KEIT) with particular responsibility for learning from relevant KEIT expertise and putting it into practice within the project. You will be based in the KEIT office.

You will build close links with relevant healthcare and academic leaders and support the development and implementation of the project; develop proposals for grant funding; identify other opportunities for humanities researchers generally and OHVP in particular to develop their work; facilitate interactions between humanities researchers and the public, not-for-profit and private sectors; and liaise regularly with TORCH (The Oxford Research Centre in the Humanities) team members and its Medical Humanities programme to stimulate cross-Oxford activities. You will be expected to support the reporting of relevant outcomes to all the stakeholders (OPEN, KEIT, TORCH etc) and their evaluation where relevant.

To succeed in this role will require some understanding of and commitment to Knowledge Exchange and policy engagement activities in an academic environment, ideally related to the humanities; the ability to develop and implement strategies; the initiative confidently to help develop ideas to enhance engagement and the policy impact of research; the skills to deliver this project in support of academic colleagues; and the capacity to broker, build, maintain and use collaborative networks.

You will report to the Associate Professor of Christian Ethics and leader of the project and the Oxford Healthcare Values Partnership, Prof Joshua Hordern and will also work closely with Dr Sam Sneddon (OPEN) and Dr Stuart Wilkinson, Head of the Knowledge Exchange and Impact and his team in Research Services.

There will be opportunities for training and professional development as part of your duties; training to undertake the role as outlined below will also be given during the induction process.

Responsibilities

(a) **Policy, Knowledge Exchange, Impact and Public Engagement**

- To provide expert advice to support the planning and implementation of the Healthcare and Humanities programme of activities with a view to policy, Knowledge Exchange (KE), Impact and Public Engagement (PE).

- To engage with internal and external stakeholders in relevant activities at all levels.

- To broker, develop and foster relations between humanities researchers, OHVP and the public, not-for-profit and private sectors, and, where appropriate, to develop formal collaborations and partnerships.

- To identify funding and other opportunities for humanities researchers and OHVP to deliver their current work and to develop future research, policy, impact, KE and PE activities.

- To promote interaction between humanities researchers, OHVP research and other areas of the University building a network of those engaged in healthcare policy.

- To understand complex information and policies relating to knowledge exchange, engagement and impact and to communicate this effectively to colleagues across the University.

- To write briefings, reports, and documentation to provide information to diverse audiences and work effectively with colleagues across the University.

- To present, under the guidance of the OHVP Director, information about the project and its objectives at public meetings.

- To provide, on occasion, tailored training, support and information to colleagues in the Humanities Division about policy work and to broker or help facilitate relationships internally and externally, especially with the OPEN team.

- To supervise the gathering of evaluation data and information on impact pursuant to the project's activities, to translate research findings into compelling messages, stories and varied outputs suitable for different audiences, and support other members of staff and partners to develop engaging content.

- To promote awareness of and engagement with the research and activities of the project within and beyond its current networks.

(b) Other duties as part of the above

- To contribute actively to the existing University of Oxford Policy and Knowledge Exchange Networks

- To support project team members as required.

- To undertake comparable tasks and project work as may be reasonably required.

- To line manage casual staff as required

Essential Selection criteria

The postholder will be required to have, and to demonstrate evidence of, the following:

i.   Initiative to identify and see through to completion projects which will contribute to the project's objectives and increase policy, KE activity and impact consistent with those objectives.

ii.   Experience of project planning and large application/bid development

iii. Excellent skills in event organisation

iv. Ability to communicate cogently on paper, including assimilation of data, produce persuasive arguments, meet deadlines, and provide attention to detail.

v. Excellent writing skills, including the ability to produce clear, concise copy and to summarise and adapt complex material for different audiences.

vi. Proven communication and interpersonal skills that relate to working collaboratively with staff at all levels, as part of a small team and gaining the trust of academic staff and policymakers.

vii. Understanding of and commitment to the public policy significance of humanities disciplines in general and theology and religion in particular.

viii. Highly developed IT skills and the ability to use a broad range of computerised systems and data sources to support improved communications, information and data dissemination, and proposal tracking.

Desirable Selection Criteria

i. Experience of Knowledge Exchange and policy engagement activities in an academic environment.

ii. Experience of research administration and/or research programme management within higher education, another public sector or charitable body, industry, or similar organisations

iii. Excellent numerical/financial skills and the ability to prepare budgets, and to process and present financial data using spreadsheets.

iv. A higher degree, or equivalent level research experience, in a humanities, social sciences or healthcare-related discipline.

v. Direct experience of administering/managing research projects, either as Principal Investigator, researcher or as a project manager.

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.

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 innovative and entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and we are ranked first in the UK for university spin outs with more than 110 spin-off companies created to date.

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

Humanities

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics, English, History, Linguistics, Philology and Phonetics, Medieval and Modern Languages, Music, Oriental Studies, Philosophy; and Theology and Religion, as well as the Ruskin School of Drawing and Fine Art. The division has responsibility for over 500 members of academic staff, for over 4,000 undergraduates (more than a third of the total undergraduate population of the University), and for about 1,600 postgraduate students.

The Division offers teaching and produces research of the highest international quality, which is backed by the extraordinary resources of the University's libraries and museums. The Bodleian Library, one of the great libraries of the world, has a continuous history reaching back to the late sixteenth century. Its historical collections are outstanding, and as a legal deposit library it can claim a copy of every new title published in the UK. The Bodleian is now second in size only to the British Library. Every college has its own library, many of which have important holdings of their own.

The Division's faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages. The Oxford Research Centre in the Humanities (TORCH) fosters interdisciplinary engagement.

For more information about the Division, please visit: www.humanities.ox.ac.uk.

Oxford Policy Engagement Network (OPEN)

Oxford's researchers are shaping policy in a variety of different fields, and influencing regional, UK and global policymakers and thought-leaders at the highest levels. The University of Oxford's Knowledge Engagement Strategy recently established that Policy Engagement is an area for strategic investment across the University, and developed the Oxford Policy Engagement Network (OPEN) in response to this need.

OPEN aims to take a more coordinated and proactive approach, ensuring that our international reputation for policy influence matches our existing global reputation for research excellence. To support this activity the University are investing in a new team of two to kick start this new area of impact and engagement, complementing existing support elsewhere in the University.

OPEN's Strategic Aims:

- To improve the quality and breadth of policy engagement across disciplines and academic career stages, developing and strengthening the capacity of our researchers to create a growing group of scholars who support one another in deepening their relationship with, and impact on, policy-makers;
- To enhance dialogue and interchange with policymakers, growing new contacts and strengthening networks at an institutional level as well as between researchers and

policymakers to enable all parties to see how a broad range of research might support policymaking processes and align incentives;

- To shape and set policy agenda in global, national and regional contexts, maximising opportunities for researchers to affect change, working in collaboration with policymakers and policy organisations;
- To broker and support strategic relationships with key policymaking bodies, regionally, nationally and internationally;
- To coordinate activity across the University, creating efficiencies and sharing learning and knowledge to create a cohesive programme of activity which provides strategic direction, builds significant momentum, and demonstrates the value of policy engagement.

The team's work will sit in the context of the University's wider mission to expand knowledge exchange and broaden the impact of our research. The team will report to the University Policy Champion and a Policy Steering Group, made up of academics and professional staff from across the University, which will approve the strategy and measures of success for the team.

Faculty of Theology and Religion

The University is organised into about 140 different departments, each of which recruits its own staff. This post is in the Faculty of Theology and Religion, which has its office at Gibson Building, Radcliffe Observatory Quarter, Woodstock Road. Theology is one of the oldest faculties in Oxford; Alexander Neckham from St Albans is recorded as giving biblical and moral lectures as early as 1193 on The Psalms of David and the Wisdom of Solomon. The modern Faculty is large, with 25 academic staff (professors and lecturers), and around 130other Faculty members, who hold positions in colleges and halls of the University. The range of academic research interests encompasses biblical studies, ethics, Christian doctrine and Church history, as well as science and religion, philosophy, the psychology and sociology of religion, Islam, Buddhism, Judaism, Hinduism, and Christian spirituality. Many have international reputations. With some 390 students on different undergraduate courses, and around 280 graduates pursuing both taught and research degrees, there is scope for a great deal of diversity as well as depth of study.

For more information, please visit: www.theology.ox.ac.uk.

Research Services

Research Services is part of the University Administration and Services Division and works in partnership with the academic divisions and their departments and faculties to support Oxford's researchers. Our major responsibilities include:

- Supporting the grant process, including advice and information on funding opportunities, reviewing and authorising research grant applications, accepting new awards, and sponsor liaison
- Negotiating research-related contracts
- Advising on the costing and pricing of research at Oxford
- Supporting University and Divisional research-related planning
- Promoting the responsible conduct of research and compliance with regulatory and sponsor requirements
- Facilitating technology and knowledge transfer
- Leading the continuous improvement of research administration at Oxford

Teamwork is the key to Research Services' success, not only internally but also in partnership with researchers and Divisional/Department Administrators and with colleagues in Research Accounts (in the Finance Division), Academic Services and University Collections (ASUC), Oxford University Innovation and Legal Services.

Further information can be found on Research Services' website:
http://www.admin.ox.ac.uk/researchsupport/

Knowledge Exchange and Impact Team (KEIT)

With the support of HEIF 5 funding, Research Services created the Knowledge Exchange and Impact Team to support, promote and coordinate KE and impact activities across the University.

Wider Engagement with Society is one of Oxford's core strategic objectives. KE and Impact (viz. the demonstrable contribution that excellent research makes to society and the economy) are also at the forefront of the Government agenda on higher education (including through the Research Councils and TSB, the REF and HEIF), and are of keen interest to many other research funders, industry and other groups.

The Team works with researchers, departments, and business development teams, other parts of Research Services and Isis Innovation to help build relationships with business, policy makers and government departments via a focused set of initiatives.

KEIT convenes the KE Network, a community of KE practitioners from across the University, as a means to share best practice, encourage interdisciplinary activity, and identify opportunities for engagement. Other activities include the Oxford Impacts series; planning business/academic liaison events; supporting interdisciplinary engagement with TSB Catapult Centre initiatives; hosting or taking part in workshops on KE and related funding opportunities; and revitalising the University's Enterprise web site, supporting the University's engagement with the LEP and Local Growth Funding, supporting the coordination the University's Innovation and Business development activities, and providing the secretariat for the Knowledge Exchange and Impact Subcommittee, and managing the overall HEIF grant. KEIT delivers projects for divisions across a range of scales, and takes the lead on regional relationships that relate to innovation and Enterprise.

The Team works very closely with colleagues in Research Services, and liaises with KE staff across the university, including the Academic Divisions, the Planning and Resource Allocation Section, Public Affairs, members of the HEIF Strategy Group, Isis Innovation and the Business School to plan, support, report on and/or publicly profile KE activities and research impact. KEIT provides support for project delivery and policy and strategy development for the Pro-Vice Chancellor (Research & Innovation), along with other Senior Members of the University.

The Oxford Healthcare Values Partnership

The Oxford Healthcare Values Partnership was formed in 2015. We are an interdisciplinary and inter-institutional collaboration involving academics, healthcare professionals, healthcare policy makers and patients. Based in the University of Oxford's Faculty of Theology and Religion and incorporating colleagues in areas such as law, clinical oncology, general practice and other areas of medicine, the OHVP provides a nexus for interchange, research and collaboration. In seeking the public good in this way, the Healthcare Values Partnership

- serves patients and those working in healthcare through high quality research and public engagement

- unites research strengths across the University of Oxford and other academic institutions
- collaborates with non-academic healthcare organisations to enable mutual learning about values in healthcare
- identifies points of engagement in which the partnership can make a practical contribution
- organises seminars, conferences and other events to consult and gather expertise
- publishes material in accessible and academic formats
- promotes the research and policy initiatives of other individuals and organisations

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 should also upload a CV and 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. 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/acrelretire8+/.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

From 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