Centre for Tropical Medicine and Global Health

<table>
<thead>
<tr>
<th>Job title</th>
<th>Website Assistant, The Global Health Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
</tr>
<tr>
<td>Department</td>
<td>Centre for Tropical Medicine and Global Health</td>
</tr>
<tr>
<td>Location</td>
<td>Centre for Tropical Medicine and Global Health, Nuffield Department of Clinical Medicine (NDM)</td>
</tr>
<tr>
<td>Grade and salary</td>
<td>Grade 5: £25,482 - £30,395 or Grade 4: £22,017 - £25,482 per annum (according to experience and with an appropriate adjustment of duties as described below)</td>
</tr>
<tr>
<td>Hours</td>
<td>Full time</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed-term for one year in the first instance</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Global Health Network IT Manager</td>
</tr>
<tr>
<td>Vacancy reference</td>
<td>137666</td>
</tr>
</tbody>
</table>

The role

The Global Health Network’s overarching objective is to enable generating research evidence by healthcare workers and researchers in developing countries and during disease outbreaks where evidence is needed but missing. To achieve this goal, The Global Health Network built an innovative digital platform that supports knowledge sharing through communities of practice and through the effective research capacity building.

Due to the success of The Global Health Network we are now expanding our team. The postholder will assist the IT Manager with the further development, running and maintenance of the website and support other related aspects of the programme. This is an exciting new role that offers a great opportunity for a rewarding career in a growing group. You need to be willing to learn how to use and implement new online tools and have a desire to further your digital skills whilst supporting research to improve global health.

Key responsibilities

- Support the IT Manager with day-to-day activities assisting with the running of the network infrastructure working with the Operations Team and the Member Area Coordinators to
Centre for Tropical Medicine and Global Health

support their use of the content management system (CMS), helping as needed with specific tasks

- Assist with membersite (communities of practice sites) development and management including creating and developing content, content upload, links checking, copyediting text, posting content across sites, site maintenance, broken links as well as assisting with writing original blogs and articles.
- Help with uploading e-learning content including images, links and creating online quizzes
- Updating online resources across the network
- Assist in the development of new online tools with external web developers and designers
- Support internal project management for IT development projects, help with web development testing and user testing
- Prepare statistics and other website reports for newsletters, presentations and other forms of dissemination
- Support communication and dissemination activities, e.g. helping with e-newsletters, preparation of materials for our social media channels including Twitter, Facebook and Youtube, etc.
- Support videoconferencing, hosting and recording webinars, video edits
- Assist in website and face to face event promotion material design work including identifying suitable digital images, photography, and design work

Other Tasks:
- Undertake any other reasonable duties appropriate to the role and grade that may be assigned by the Director and the line manager in order to support the functioning of The Global Health Network as required as a key member of the operational team

Essential selection criteria

- Experience in a similar web or digital communications role
- Experience of working within a web content management system
- Good range of IT skills (including MS Word, Excel, Photoshop)
- Willingness to learn how to use and implement new online tools
- Ability to prioritise and manage own workloads
- Proactive approach to solving problems
- Excellent attention to details
- Excellent communication skills, both written and verbal
Centre for Tropical Medicine and Global Health

**Desirable selection criteria**

- Knowledge of a HTML or another coding language
- Experience of working with digital media production and editing (video & images)
- Experience in scoping, implementing and maintaining online resources
- Experience of working in some capacity on projects with third party agencies such as designers, printers or web developers
- Interest in online collaboration tools and resources
- Interest in scientific research and global health

**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-offs, 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
Centre for Tropical Medicine and Global Health

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: http://www.ndm.ox.ac.uk/home

……..fostering your career in science.

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 in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women.

For more information please visit: www.ndm.ox.ac.uk/athena-swan

Tropical Medicine and Global Health

The Centre for Tropical Medicine and Global Health is a world leading Centre within the Nuffield Department of Clinical Medicine, University of Oxford, comprised of research groups who are permanently based in Africa and Asia as well as across two sites in Oxford. Our research ranges from clinical studies to behavioral sciences, with capacity building integral to all of our activities.

Our research is conducted at three Wellcome Trust Major Overseas Programmes in Kenya, Thailand and Viet Nam as well as a growing Centre in Oxford. The Centre for Tropical Medicine and Global Health also brings together a number of sister groups in Laos, Tanzania, Indonesia, the Democratic Republic of Congo, Myanmar, Cambodia and Nepal, as well as multiple collaborators around the world.
Centre for Tropical Medicine and Global Health

Tackling infectious diseases, which kill many millions of people every year, is one of the greatest challenges of the 21st century. We are researching solutions to the increasingly urgent problems these diseases cause.

For more information please visit: [http://www.tropicalmedicine.ox.ac.uk/home](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/](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). *If you are using the application form with inbuilt supporting statement there is no facility for applicants to attach documents so this paragraph should be removed.*

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)*
Centre for Tropical Medicine and Global Health

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.
Centre for Tropical Medicine and Global Health

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](http://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/](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).

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.
Centre for Tropical Medicine and Global Health

**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/).