Centre for Tropical Medicine and Global Health

<table>
<thead>
<tr>
<th>Job title</th>
<th>Administrator, UK Centre for Tropical Medicine and Global Health</th>
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<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
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<tr>
<td>Department</td>
<td>Centre for Tropical Medicine and Global Health</td>
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<tr>
<td>Location</td>
<td>Nuffield Department of Medicine Research Building, Old Road</td>
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<td></td>
<td>Campus, Headington, Oxford, OX3 7FZ</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 8: £40,792 – £48,677 per annum</td>
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<tr>
<td>Hours</td>
<td>Full time 37.5 hours per week</td>
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<tr>
<td>Contract type</td>
<td>Fixed-term (12 months)</td>
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<tr>
<td>Reporting to</td>
<td>The Deputy Business Manager</td>
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<tr>
<td>Vacancy reference</td>
<td>140041</td>
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<td>Additional information</td>
<td>Maternity cover</td>
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The role
The administration team is headed up by the Director of Operations and Finance and Deputy Business Manager. Reporting to the Deputy Business Manager, with a direct line to the Director of Operations and Finance, the UK Centre Administrator is the senior administrative lead for the activities undertaken by Oxford based groups (currently tGHN, ERGO, IDDO, ISARIC, AoOx, OHSCAR and the MSc in International Health and Tropical Medicine). These groups are currently based across three sites, the Nuffield Department of Medicine Research Building, the Peter Medawar Building and the Wellcome Centre for Genetics.

The UK Centre has grown dramatically in size over the last 5 years and has several world leading research initiatives based within it. The role will be a challenging one with substantial opportunities to influence and implement procedural change as well as operate at a senior level within the Centre. The UK Centre Administrator supports the Deputy Business Manager in proactively responding to the operational challenges facing the Oxford Centre for Tropical Medicine and Global Health (CTM&GH’s). You will provide professional advice on operational matters and contribute to CTM&GH’s strategy and policy.
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The post holder will coordinate the finance, grant activity, HR and facilities of the UK based groups. The post holder will work closely with all functional teams within the centre and interact with colleagues of all levels within the University.

You will exercise a high degree of independent responsibility and will regularly handle complex matters which require you to influence staff within the UK Centre, colleagues in the wider University and officers of grant awarding bodies.

You will have a high level of leadership, management, organisational and interpersonal skill to ensure workloads are managed and prioritised so that targets and deadlines are met.

Maternity (or other family) leave cover post
This post is to cover the absence of the substantive postholder who is taking a period of maternity, adoption or shared parental leave. The post is available for 12 months or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.

Responsibilities

Financial Management

- In conjunction with the TM Finance Manager, prepare budgets relating to Oxford based activity and proactively manage regular forecasting, investigating and reporting variances where necessary.
- Work with the Grants Administration team to ensure Oxford based researchers are fully supported to maintain or grow their research portfolio, research portfolios are expended on their designated purpose and they comply with regulations or procedures of the relevant funding body.
- Ensure all Oxford groups receive regular financial reports and a high level of support to manage their research portfolios.
- Prepare and submit complex financial reports based on data collated from different sources in concert with the relevant University and Tropical Medicine functions.
- Work with the Deputy Business Manager and Finance Manager to ensure robust financial controls exist to manage the Oxford portfolio’s activity within the financial resources available, that all financial transactions comply with University’s financial regulations and legislation, such as HMRC rules, and that the Oxford based activity does not accrue a deficit.
- Work closely with the MSc team to ensure that the MSc budget is appropriately set and managed with regular in-depth review.
- Provide overall responsibility for professional support service delivery to Oxford based groups and be the first point of contact for all queries. This will include extensive interactions with the NDM Finance Centre.
- In conjunction with the NDM Graduate Studies Manager and NDM Finance Centre you will be responsible for the financial arrangements for student stipends and fees.
Facilities, Health and Safety

- Manage space and the resource requirements of Oxford based employees and visitors.
- Co-ordinate the Centre’s annual application process for car parking permits, presenting recommendations for allocations to the Deputy Business Manager and Director of Operations.
- Manage the travel insurance and risk assessment process for trips undertaken by Oxford based staff. Ensure any risks are escalated as appropriate to the Director of Operations and central insurance team.
- Working with the Building Facilities Manager ensure that the Health and Safety of staff is appropriately managed. This will involve sitting on the building H&S Committee and carrying out periodic walk around reviews.
- Support with the identification of space for, and the bedding in of, new groups into the Oxford Centre.

Human Resources Management

- Provide joint line management of Research Grants Officer (Oxford Portfolio).
- Provide line management of the academic support staff (currently 3 posts).
- Support in the provision of a professional HR service, covering all aspects of staff resourcing and development.
- In conjunction with the Head of Human Resources (NDM) and CTM&GH’s Senior HR Officer, provide guidance to Oxford based researchers in dealing with non-standard HR queries and issues, and providing direct HR Management should complex HR issues arise, or where there is the potential for a situation to escalate to an undesirable level of risk.
- Maintain a good working knowledge of employment law, EU and national legislation, seeking guidance from the Head of HR for NDM and CTH&GH’s Senior HR Officer, as appropriate.
- Support the coordination of unit-level actions identified in the Department’s Athena SWAN action plan.

Other

- Work with the Director of Operations and Deputy Business Manager to analyse and implement systems and processes to achieve greater efficiency and service levels.
- Work with the Director of Operations and the Deputy Business Manager to establish and manage systems to effectively provide high quality management information on an as agreed basis.
- Lead on reporting of the Oxford portfolio matters to the Director of Operations, Deputy Business Manager and various committees of the Centre.
- Oversee the due diligence, compliance and assurance processes for Oxford based activity.
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- Brief the Director of Operations and Deputy Business Manager on evolving business plans and provide assessments of the practicability of such plans. Once agreed manage the implementation of the agreed plan within the resources available to the group/unit.
- Support the academic support staff to ensure day to day administration for all CTM&GH DPhil students is carried out to a high standard.
- Identify and manage areas of risk across the Oxford portfolio, MSc programme(s) and DPhil students.
- In liaison with PI’s, Research Staff and the Centre’s Communications Manager you will be responsible for the provision of support as appropriate to public engagement and outreach activities in Oxford.
- Working with the Communications Manager, promote the Oxford Centre in line with its strategy as directed by the Management Committee.
- Additional duties as delegated by the CTM&GH Director of Operations and Deputy Business Manager and as appropriate for the grade.

Selection criteria

Essential

- Be educated to degree level, or equivalent, with the demonstrable intellectual capacity, reasoning and analytical skills expected of a graduate.
- Senior managerial experience in a varied working environment, including management of a diverse range of administrative staff, ideally in a Higher Education, public sector or other large and complex organisation.
- Advanced numeracy skills with experience and understanding of financial management, accounting and analysis.
- Experience of personnel management and good HR practice, with the ability to manage and resolve complex and stressful situations.
- Experience of research grant costing and grant accounting, including a thorough understanding of the accounting requirements of the major funding bodies.
- Demonstrable ability to communicate effectively, both verbally and in writing, with a wide range of people within and external to the organisation.
- Strong interpersonal skills, with a proven ability to lead, manage change, to maintain confidentiality as appropriate and to encourage team-based approach to tasks.
- Evidence of the ability to perform effectively under pressure, with excellent prioritisation, delegation and time management skills.
- High level of computer literacy with expertise in the use of spreadsheets and databases.

Desirable

- Master’s in Business Administration
- Relevant experience and knowledge related to the Centre’s scientific environment and research areas.
- Experience of using complex financial software packages e.g. Oracle Financials, CORE HR
• Experience of managing projects and change in a complex organisation.
• Experience using Microsoft SharePoint.

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 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)

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...
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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/working-for-ndm/aboutndmatheneswan/

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.

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.

The Centre’s annual turnover is in excess of £55m per annum with over 100 externally funded research grants and donations.

For more information please visit: 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 https://www.ox.ac.uk/about/jobs/professionalandmanagement/
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.

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/.

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University’s Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

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](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://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/](http://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/](http://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](http://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](http://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](http://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](http://www.admin.ox.ac.uk/eop/inpractice/networks/)

## Other benefits
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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](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits)