<table>
<thead>
<tr>
<th>Job title</th>
<th>PA to Professor Simon J Draper &amp; Draper Group Administrative Officer</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, OX3 7DQ</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 6: £29,176 - £34,804 per annum</td>
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<tr>
<td>Hours</td>
<td>Full Time</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed-term, (externally funded for 24 months initially)</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Professor Simon J Draper</td>
</tr>
<tr>
<td>Vacancy reference</td>
<td>143329</td>
</tr>
<tr>
<td>Additional information</td>
<td>This role requires security screening.</td>
</tr>
<tr>
<td></td>
<td>We are unable to offer a relocation allowance for this role.</td>
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<tr>
<td></td>
<td>Position is Funded by Wellcome Trust and European Commission</td>
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</table>

The role

Professor Simon Draper leads a vaccine development programme, with a strong focus on malaria, antibody immunology and clinical trials. His research group currently consists of approximately 25 members of staff including clinicians, project managers, research scientists and students. The Draper group has a friendly and collaborative ethos, aiming to provide a supportive environment for all staff working in laboratory-, clinic- and office-based roles. This post provides PA support to Professor Draper, as well as managing administrative support for the Draper group, including responsibility for a range of processes.

You should have relevant previous PA/administrative experience and have excellent interpersonal and communication skills to be able to work effectively with others verbally and in writing. You should be reliable and be confident to deal with sensitive matters and information tactfully and discreetly. Good organisation skills and ability to multi-task effectively are important. You need good numerical skills, accuracy, and attention to detail, including good IT skills with an ability and willingness to learn new technologies. You should be pro-active with a
flexible approach to work, have good problem solving skills and be able to work effectively with little supervision.

Previous experience of operating financial information systems and working in a research environment would be an advantage. An interest and knowledge in biological or medical sciences would be beneficial.

For more information about the research group, see:

https://www.jenner.ac.uk/blood-stage-vaccines

Responsibilities

- Manage the diary of Professor Simon Draper, using initiative to make considered judgements when juggling the demands placed on his busy schedule.
- Organise efficiently the arrangements for meetings, including international teleconferencing/skype, and arranging appropriate catering for meetings held in the office and other venues as appropriate.
- Identifying priority items of business on behalf of Prof Draper and allocate tasks to staff accordingly.
- Reply to a range of issues on behalf of Prof Draper.
- Undertake complex travel arrangements for UK and international travel, including accommodation, conference bookings and visa arrangements for Professor Draper and also assist Draper Group members with their UK and international travel.
- Prepare and circulate papers, agendas, minutes and following up on actions points for Draper Group meetings.
- Prepare reports or papers for senior staff within the Draper group to efficiently share knowledge about University and/or Institute processes.
- Provide full administrative support on financial matters; for example, the management of travel, subsistence and other expenses and allowances; and assisting with the management of the Group’s non-project accounts using Oracle and Excel databases.
- Contribute to the induction of new staff and students into the research group and Institute, making sure they have the necessary access to the University IT and Financial systems.
- Arranging payment of publication fees and advise on depositing accepted articles in ORA. Keep publications lists up to date.
- Maintain, and improve as appropriate, record-keeping and filing systems.
- Develop successful working relationships with academic and support staff colleagues across the department and in the wider University.
- Sit on Institute committees as required to share information, provide feedback from the research group and/or exchange best practise.

The tasks listed above may not be exhaustive. The duties may have to be varied to meet the changing needs of the Groups, but will remain in keeping with the general profile of the post.
Pre-employment screening
All offers of employment are made subject to standard pre-employment screening, as applicable to the post.
If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.
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/).

Additional security pre-employment checks
This job includes duties that will require additional security pre-employment checks:
- A satisfactory enhanced Disclosure and Barring Service check

Selection criteria
Essential selection criteria
- Previous PA/administrative experience including diary management, making complex travel arrangements (UK and International) and all aspects of meeting arrangements.
- Experience of managing the office of a senior member of staff within an organisation.
- The ability to draft correspondence and to produce well-presented reports.
- Excellent interpersonal skills with the ability to deal effectively with a wide range of people, to work as part of a team, and to liaise with colleagues where work interests overlap.
- A high level of organisation skills including the ability to manage and prioritise a varied and busy workload whilst working to deadlines.
- Excellent communication skills including the ability to draft correspondence and to produce well-presented reports.
- A high standard of numeracy; the ability to manage finances and keep track of expense claims.
- A self-motivated and flexible approach to work, who enjoys problem solving and is keen to manage their own workload with minimal supervision.
- Good computer skills including: email, Word, Excel, the internet and website management and the ability to learn new systems and technologies as and when required.
- Experience of working on confidential matters; tact and discretion.
- Reliability, accuracy and a good attention to detail.
Desirable

- Proficient in audio/touch typing.
- Experience of using financial information systems (e.g. Oracle Financials).
- Previous experience of working in a research environment.
- Experience of events organisation.
- An interest in and/or educational qualifications in the biological or medical sciences.

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) ... 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: 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.

For more information please visit: department website http://www.jenner.ac.uk/

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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 http://www.ox.ac.uk/about_the_university/jobs/research/ http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/ http://www.ox.ac.uk/about_the_university/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 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 department(s).
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 receive an automated email from our e-recruitment system to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.

Important information for candidates

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/universitypolicyon dataprotection/.

The University’s policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. 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+/

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

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. 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 staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See www.welcome.ox.ac.uk. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

The University has excellent childcare services, including 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/.

Disabled staff

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

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/.

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 settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.