Job title | Receptionist / Administrative Assistant
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Division | Medical Sciences
Department | Wellcome Centre for Human Genetics
Location | Roosevelt Drive, Headington, Oxford, OX3 7BN
Grade and salary | Grade 3: £19,612 - £23,067 with a discretionary range to £24,461 per annum
Hours | Full-time with daily hours of 10:15 to 18:15
Contract type | 2 year fixed term
Reporting to | Facilities Administration Officer
Vacancy reference | 143796
Additional information | Funded by the Department

The role

The reception desk provides cover to the centre from 08.00 to 18:00 and is divided into two separate shifts comprising of 07:45 to 15:45 and **10:15 to 18:15**. You will be called upon as required during times of absence to cover these shifts (we will always endeavour to provide as much notice to you as possible). You will deal with enquiries and requests from visitors and staff and have responsibility for elements of the day-to-day functioning of the building e.g. access control, CCTV monitoring, critical alarms and health & safety monitoring. Full training will be provided.

Responsibilities

You will;

- Be the first point of contact for staff and visitors to the Centre.
- Receive all visitors to the Centre, enter their details onto our systems and arrange for them to be collected by their host or to provide access via the electronic access control system.
- Monitor and respond to reception e-mails, phone calls and deal with room booking requests.
- Maintain the internal staff contact list.
- Maintain and update Facilities pages on the intranet and access control system.
- Book parking using Planon and record on internal systems.
- Issue access cards to visitors and contractors in accordance with Centre policy.
- Use Oracle and departmental credit card to order products and supplies.
• Issue internal keys to authorized staff and maintain the key security cabinets in accordance with Centre policy.
• Sort incoming and outgoing post.
• Assiist with monitoring of CCTV and alarm systems in the reception area.
• Communicate with the Facilities team using the internal radio system.
• Allocate and follow up on helpdesk queries/tasks/emails/jobs. Training will be provided.
• Ensure the reception area, notice boards, meeting rooms, restaurant and all other public areas of the building are maintained.
• Assist the Building and Facilities team with other administrative tasks commensurate with the grade e.g. assigning lockers, organizing exhibitions, topping up first aid stations.
• Provide holiday and sickness absence cover for Reception at times other than those stated above, subject to availability. Core reception hours are 08:00 to 18:00 Monday to Friday.
• Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.

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/.

Hazard-specific / Safety-critical duties
This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service (OHS), and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:
• Lone Working

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
• University security screening (eg identity checks)

Selection criteria

Essential selection criteria
• Educated to GCSE standard or equivalent (with grade C or above in English and Maths)
• Friendly and professional manner
• Excellent verbal and written communication skills with the ability to communicate with a wide range of people.
• Experience of Microsoft Word and Excel
• Good organisational skills with an ability to prioritise
• Flexible and adaptable approach to work including the ability to work independently and as part of a team.
• Respect confidentiality
• Good attention to detail

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/.

**Wellcome Centre for Human Genetics (WHG)**

In the first decades of the 21st century, researchers are beginning to understand in detail how our genetic inheritance makes us who we are. At the Wellcome Centre for Human Genetics, our aim is to extend that understanding in order to gain a clearer insight into mechanisms of health and disease. Looking across all three billion letters of the human genetic code, we aim to pinpoint variant spellings and discover how they increase or decrease an individual’s risk of falling ill.

The WHG is a research institute of the Nuffield Department of Medicine at the University of Oxford, funded by the University, the Wellcome and numerous other sponsors. It is based in purpose-built laboratories on the University of Oxford’s Biomedical Research Campus in Headington, one of the largest concentrations of biomedical expertise in the world.

With more than 400 active researchers and around 70 employed in administrative and support roles, the WHG is an international leader in genetics, genomics and structural biology. We collaborate with research teams across the world on a number of large-scale studies in these areas. Our researchers expend close to £20m annually in competitively-won grants, and publish around 300 primary papers per year.

For more information please visit: [http://www.well.ox.ac.uk/home](http://www.well.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/.

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/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. 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](http://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](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 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](http://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/](http://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/](http://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/](http://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](http://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/](http://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](http://www.newcomers.ox.ac.uk).