

Job Description



DEPARTMENT OF CHEMISTRY

Job title	Personal Assistant
Division	Mathematical, Physical and Life Sciences
Department	Department of Chemistry
Location	Initially Chemistry Research Laboratory, Mansfield Road, Oxford
Grade and salary	Grade 6: £29,176 - £34,804 per annum
Hours	Full time (37.5 hours per week)
Contract type	Fixed-term (up to 5 years)
Reporting to	Professor Christopher Schofield
Vacancy reference	
Additional information	



The role

This post will play a key role in the successful establishment and subsequent growth of the new **INEOS Oxford Institute of Antimicrobial Research (IOI-AMR)**. The IOI-AMR was created on 1 January 2021, and is closely linked with both the Department of Chemistry and the Department of Zoology (the latter will become the Department of Biology in 2022). Bespoke lab and office space for the IOI-AMR will be designed into the new Life and Mind Building, due to open in 2024.

You will provide dedicated PA support for Prof Chris Schofield, one of the Principal Investigators and founders of the IOI-AMR. You will manage his communications, his diary, and assist him in organising and structuring his workload. Prioritising and preserving a strong relationship with donors will be crucial. You will attend and minute meetings, both formal and informal, and will provide general assistance to Prof Schofield as and when required.

The working pattern is negotiable, but the nature of the work will require flexibility around working hours and there will be some evening and weekend work (reimbursed with time off in lieu).

Responsibilities

- Managing the diary of Professor Chris Schofield, using initiative to make considered judgements when juggling the demands placed on the schedule
- Assist Prof Schofield with his communications, including replying to a range of issues on his behalf, and with assessment and prioritisation of his workload
- Devising and implementing office administrative systems and procedures
- Researching and preparing reports or briefing papers for Prof Schofield
- Assist with the management of Prof Schofield's research group and provide administrative support for the group's research and public engagement output
- Organising efficiently the arrangements for meetings, events and conferences held at the Institute as appropriate (online and in person)
- Making complex travel arrangements for UK and international travel, including making arrangements for visas where necessary
- Coordinate committee work, including organising business, preparing agendas, writing minutes and ensuring business is dealt with in a timely manner. Identify actions and ensure decisions are effectively implemented
- Providing administrative oversight on routine financial matters such as the management of travel, subsistence and other expenses and allowances, invoices for subscriptions
- Developing successful working relationships with academic and support staff colleagues across the Institute, the Department and in the wider University

Selection criteria

Essential

- Excellent communications and interpersonal skills, in person and in writing
- Experience of managing the office of a senior member of staff
- Experience of diary management, including making complex travel arrangements
- The ability to draft correspondence and to produce well-presented reports
- Proficient in audio/touch typing
- Excellent computer skills including: email, Word, Excel, PowerPoint and the internet
- A high standard of numeracy; the ability to manage finances
- Experience of working on confidential matters; tact and discretion
- The ability to manage and prioritise a varied and busy workload and work to deadlines
- Attention to detail and high level of accuracy

Desirable

- Experience of using financial information systems (e.g. Oracle Financials)
- Experience of events organisation

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/.

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.

Chemistry Department

Oxford has one of the largest and most successful chemistry departments in the world with over 70 research groups comprising around 900 active researchers including 400 graduate students. The undergraduate intake is approximately 190 students a year reading for a 4-year MChem degree. Recent rankings by QS and ARWU place the Department in the top 10 Chemistry departments internationally and the Chemistry undergraduate course is rated either first or second in the UK according to three national newspaper league tables.

In the national Research Excellence Framework (REF) 2014, the Department had the:

- highest 'power rating'
- highest number of 4* (internationally recognised) papers
- best research environment (joint with Cambridge)

of any UK university in the Chemistry Unit of Assessment. The success of the Department is recognised not only by its position in national and international league tables, but also by the many prizes and awards given to its individuals, both academic staff and students. It also has a strong record for generating spin-outs and IP. The Chemistry Head of Department is Professor Mark Brouard.

The vision for Oxford Chemistry is as follows:

Our vision is to be a world leading department of Chemistry in scholarship, research, teaching and learning as reflected in external recognition, rankings and measures. We aim to be an outward-looking Department engaging with other disciplines, with industry and with a range of other external stakeholders from alumni to government. We also aim to be a thriving academic community in which all staff and students enjoy a stimulating, respectful and congenial working environment that is sympathetic to their individual needs and enables them to make the most of their talents and abilities.

The University of Oxford is a member of the [Athena SWAN Charter](#) and holds an institutional Bronze Athena SWAN award. The Department was awarded a **Silver Athena SWAN Award** in September 2015. Athena SWAN recognises the Department's commitment to addressing gender inequalities, tackling the unequal representation of women in science, and to improving career progression for female academics. This charter was extended in 2015 to include women in all areas of academia.

Research in Chemistry

As might be expected for a department of its size, Oxford has world class research across a very broad range of chemistry and at its interfaces with other disciplines. In all areas the department seeks to advance fundamental science and knowledge with the expectation that such advances will lead to a step change of impact in applications and commercial exploitation, as has been demonstrated in many recent instances. Activity can be roughly grouped into a number of broad 'themes', although there is much overlap, and many academics work in more than one area.

- **Chemistry at the interface with biology and medicine**
- **Sustainable energy**
- **Catalysis**
- **Advanced functional materials and interfaces**
- **Innovative measurement and photon science**
- **Synthesis**
- **Theory and modelling of complex systems**
- **Kinetics, dynamics and mechanism**

The Department's research strategy is to build on strength in these areas, encouraging collaboration that is not limited by sectional or departmental boundaries.

Oxford Chemistry collaborates with departments across the University, from Engineering to Geography, from Plant Sciences to Oncology and Cardiovascular Medicine, and with local hospitals and with facilities such as Diamond and MRC Harwell, and has close links with academia and industry in the UK, Europe and the rest of the world. The total value of Oxford Chemistry's external research grant portfolio is currently in excess of £100m. The main sources of funding include the following:

- UK Research Councils (EPSRC, BBSRC, STFC and MRC),
- European Research Council (ERC),
- Cancer Research UK,
- Royal Society,
- British Heart Foundation,
- Leverhulme Trust, and
- NIH.

There is also research funding and partnerships with:

- the King Abdulaziz City for Science and Technology (KACST),
- AstraZeneca UK,
- Johnson Matthey,
- GlaxoSmithKline,
- BP,
- Unilever,
- Siemens,
- SCG Chemicals (Thailand),
- Galapagos SASU,
- UCB Celltech,
- Eli Lilly,
- Pfizer,
- Oxford Nanopore Technologies Ltd and
- Oxford Medical Diagnostics, among many others.

The Department has two EPSRC funded doctoral training centres in Theory and Modelling of Chemical Systems and in Synthesis for Biology and Medicine.

Many grants are held in collaboration with researchers from other University departments, including Biochemistry, Physics, Engineering and the Structural Genomics Consortium.

The Department seeks to continue to increase and diversify its research income taking advantage of the breadth of such potential income sources for the discipline of Chemistry, and of its potential for very strong interdisciplinary interactions.

Chemistry Research and Teaching Facilities

Oxford Chemistry occupies three major buildings in the University's science area, including a modern RIBA award-winning dedicated research facility. Continuing to update the teaching and research facilities across the Department is a high priority, and plans are well advanced for another new research building and new teaching labs. The Department has an unrivalled range of spectroscopic and analytical equipment across all the disciplines of chemistry.

For more information please visit: <http://www.chem.ox.ac.uk/>

Chemistry Support Services

To support the Teaching and Research in the Department, there are a number of administrative functions including Finance, Human Resources, Facilities, Information Technology, Student Administration, Health and Safety, Communications and Alumni Relations.

MPLS Division

The academic administration of the University is conducted through four divisions (Humanities, Social Sciences, Mathematical, Physical and Life Sciences, and Medical Sciences). The Mathematical, Physical and Life Sciences Division consists of ten constituent departments: the Department of Chemistry, the Department of Computer Science, the Department of Earth Sciences, the Department of Engineering Science, the Department of Materials, Mathematical Institute, the Department of Physics, Department of Plant Sciences, Department of Zoology and the Department of Statistics. The division provides a framework for interdisciplinary teaching and research. There are also links with the Medical Sciences Division.

For more information please visit: <http://www.mpls.ox.ac.uk/>

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 / three** 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). *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 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/](http://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.

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.