

Summary

Job title	Research and Administration Assistant
Division	Medical Sciences Division
Department	Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences
Location	Botnar Research Centre, Windmill Road, Oxford, OX3 7LD
Grade and salary	Grade 4: £22,417-£25,941 per annum
Hours	Full time
Contract type	Fixed-term (for 2 years)
Reporting to	OCTRU CTU Manager
Vacancy reference	149645

The role

This is an exciting and varied role, so you will be a pro-active and enthusiastic individual who enjoys working in a fast-paced environment. You will report directly to the CTU Manager and will take direction on overall work priorities but should manage your time and prioritise day-to-day tasks without close supervision. However, you will also work closely with the leads of the Statistics and Quality Assurance teams to provide administrative support to these individuals.

A key aspect of this role is supporting practical activities and trial activities within the Oxford Clinical Trials Research Unit (OCTRU). Working alongside the group's academics, senior team and quality assurance team, you will be responsible for managing the administration activities of the senior clinical trial unit team.

Responsibilities:

Administrative support

- Main point of contact for the CTU – this involves being primarily responsible for the unit telephone and email account
- Arrange and book travel and accommodation as required.



- Photocopying research/teaching materials
- General diary management
- Main person within the group to process orders and invoices in conjunction with the University processes and systems (Oracle R12 system)
- Working in conjunction with the programming team, add and remove users to our Quality Assurance system, and ensure the user guide is kept up to date with any features added to the system
- To contribute to the posting on the CTU Twitter account
- To update mailing lists as requested
- To book meeting rooms, prepare agendas and take minutes at meetings as requested
- To provide general administrative support to the CTU manager
- To provide general clerical assistance as required (e.g. printing, collating, mailmerges and mailings as required)

Training provision support

- To ensure delivery of the programme of training provided by the CTU
- Room booking, room preparation, and training handout provision
- Lead training programme bookings and certification of attendance
- Liaise with external speakers for OCTRU seminars

Quality Assurance team support

- Undertake tasks and potentially systems audits as requested and overseen by the QA team in OCTRU

Statistics team support

- Liaising with the Lead Statistician to assign training and working with the QA team on certain aspects of statistical compliance

Administrative and other duties

- Assist with any event organisation duties as required.
- Order equipment and supplies as required.
- Take part in the Department's Professional Development Review process
- Any other duties that are appropriate to the post.

Selection criteria

- Excellent literacy (English language) and numeracy – minimum a GCSE at C grade or equivalent in both English language and Mathematics
- Proven experience of planning and scheduling to ensure complex activities are coordinated.
- Experience of supporting or coordinating projects or activities.
- High level administrative and organisational skills with good attention to detail.
- Ability to use initiative to solve problems in a proactive and calm manner.
- Excellent organisational skills, the ability to manage multiple work streams and prioritise as necessary
- Demonstrate the ability to work under pressure, meeting strict deadlines and maintaining excellent attention to detail.
- Excellent written and verbal communication skills, able to communicate clearly and appropriately at all levels, including with senior staff across the University.
- Proven flexible approach to workload and time management.

- Strong IT skills, including MS Office (Word, Excel, Powerpoint, Outlook), databases and the ability to learn specialist software
- Ability to grow the role and willingness to learn new skills and undertake training
- Previous experience of working as part of a team
- Demonstrate an ability to follow departmental guidance in handling sensitive and personal information, including complying with current data protection legislation.
- Demonstrate an understanding of data protection and other statutory requirements and professional guidelines, such as “ICH Good Clinical Practice guidelines.

Desirable selection criteria

- Experience of working in a Clinical Trial Unit
- The ability to create audio-visual & print media using Adobe Creative Suite or similar.
- Experience of working with a diverse team
- Experience of purchasing equipment and knowledge of Oracle.
- Experience of providing support as a personal assistant
- Experience of working within the University of Oxford

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) 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 for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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 Division

The Medical Sciences Division is an internationally recognised 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 Orthopaedics, Rheumatology and Musculoskeletal Sciences

The Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences (NDORMS) is part of the Medical Sciences Division and is the largest European academic department in its field, running a globally competitive programme of research and teaching.

Our mission is to discover the causes of musculoskeletal and inflammatory conditions to deliver excellent and innovative care that improves people's quality of life. Our highly skilled teams have expertise in a broad range of areas, including orthopaedic surgery, inflammation, immunology, rheumatology, medical statistics, epidemiology, and clinical trials.

We currently have 460 staff, 100 students and have a grants portfolio worth over £148 million, and an annual turnover in excess of £38 million.

The **Botnar Research Centre** enables and encourages research and education into the causes of musculoskeletal disease and their treatment.



The Centre provides world-class facilities for scientists in the field of musculoskeletal research. It takes a multidisciplinary approach, encompassing orthopaedic, rehabilitation and rheumatology clinical scientists, bone oncologists, laboratory scientists, epidemiologists, engineers and statisticians. The Botnar also hosts the Oxford Clinical Trials Research Unit (OCTRU) and the Centre of Statistics in Medicine (CSM), providing excellent statistical support to all aspects of clinical research.

The Botnar opened in 2002, with a large annex completed in 2013. The Botnar is now home to around 300 staff and postgraduate students enjoying the international and friendly atmosphere of this workplace and benefits from the vast knowledge of leading experts in the field of musculoskeletal research.

To accommodate its rapid growth, the Centre will open another wing in 2021. This will provide research space for the new Professor of Biomaterials. The new space will include 1000m² of office and 1000m² of laboratory space. The laboratory space includes a GMP clean room facility suitable for the manufacturing of biomaterials for human implantation.

Sharing the site of the Nuffield Orthopaedic Centre, the largest specialist academic musculoskeletal hospital in the UK, puts the Botnar in a unique position to foster the collaboration between basic scientists and clinicians, which is essential to success in medical research.

The **Kennedy Institute of Rheumatology** is world famous for its discovery of anti-TNF therapy for the treatment of chronic inflammatory diseases like rheumatoid arthritis, which has established the current standard of care and heralded the wider use of biologic drugs to treat chronic disease. The Institute carries out fundamental research in the areas of immunity and microbiome, inflammation biology and tissue remodelling and regeneration, with the long-term objective of 'translating' this research into clinical application. The major diseases of interest are rheumatoid arthritis, osteoarthritis, inflammatory bowel disease and cancer. The Institute provides space to house close to 200 researchers and support staff.

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

Athena Swan

The Athena SWAN Awards specifically recognise success in developing employment practices to further and support the careers of women in science, technology, engineering, maths and medicine (STEMM) departments in academia. In May 2015 the charter was expanded to recognise work undertaken in arts, humanities, social sciences, business and law (AHSSBL), and in professional and support roles. Within NDORMS, we feel that we have an established culture of equality but are using the process to spur on-going improvement that benefits everyone involved in the Department. Our on-going progress was rewarded in May 2014 with an Athena Swan Bronze Award and in October 2015 with a Silver Award. Our development in this area has resulted in a number of commitments to our staff, central to which are:



- establishing an open, supportive and family-friendly research environment
- supporting career progression through teaching programmes, personal development reviews and mentoring
- proactive communication of support policies such as flexible working, provision of leave, promotion and career support schemes

NDORMS aims to actively promote the implementation of the University's family-friendly policies to help foster a family friendly working environment, including provision of family leave (such as policies for maternity, paternity, parental, carers and adoption leave), flexible/part-time working and scheduling inclusive meetings.

The University's childcare services support staff with a Childcare Voucher Scheme to help staff save tax and national insurance on childcare costs, offer information on nursery providers and a nursery fee Salary Sacrifice Scheme, work in partnership with playscheme providers to help support families during school holidays and signpost staff to parenting, local authority and other organisations that help support families and parents.

The Department is also committed to ensuring that staff undertaking part-time or flexible working receive the same access to benefits and entitlements as full-time staff, including the same opportunities for training and promotion, a pro-rata entitlement to leave including bank holidays and careful consideration of requests to work part-time (particularly for those by staff returning from maternity leave).

For more information please visit: <http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/> and <http://www.admin.ox.ac.uk/personnel/during/flexible/>

We are also actively working to uphold the University's aim of providing an inclusive environment and equal career opportunities by promoting equality, valuing diversity and maintaining a working, learning and social environment in which the rights and dignity of all staff are respected. Separate University policies are also in place to ensure race, disability and gender equality.

For more information, please visit: <http://www.admin.ox.ac.uk/eop/>

Oxford Clinical Trials Research Unit (OCTRU)

OCTRU is one of 50 UKCRC registered Clinical Trials Units. OCTRU is a collaboration between the Centre for Statistics in Medicine and three of Clinical Departments: Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Science, Nuffield Department of Surgical Sciences and Nuffield Department of Oncology.

The vision is to build on existing excellence in design, conduct and reporting in both early and later phase clinical trials in surgery, musculoskeletal sciences and oncology. OCTRU is a flexible and responsive organisation that is capable of identifying the most important questions for clinical trials, ensuring excellence in design, securing funding, and conducting trials within budget and on time. We expect our research to make a significant impact on patient care and to be world class in standard.

Oxford Trauma

Oxford Trauma is a sub-theme within NDORMS and the Oxford BRC. It is one of the largest musculoskeletal trauma research groups in the world, delivering a full spectrum of clinical effectiveness studies including randomised trials, observational studies and big data projects. The group has close links to basic and translational scientists at the Kennedy Centre and Botnar Research Institute. The Oxford Trauma Group based in The Kadoorie Centre, on the John Radcliffe site providing a unique setting in which researchers interact with practising clinicians and have access to patients with the full range of traumatic injuries. The Kadoorie Centre provides facilities for approximately 60 research staff, with a clinical skills centre and lecture theatre. Clinical academic leadership is provided by Professor Matt Costa, Professor of Orthopaedic Trauma, Professor Keith Willett, Professor of Orthopaedic Trauma, Professor Sallie Lamb, Professor of Trauma Rehabilitation, Mr Xavier Griffin; Associate Professor of Orthopaedic Trauma, Mr Dan Perry; Associate Professor of Paediatric Orthopaedic Trauma and Mr Steve Gwilym, Honorary Senior lecturer in Orthopaedic Trauma. The team is supported by a full team of academic-related staff under Oxford Trauma's Research Manager, Dr Juul Achten.

For more information please visit: www.ndorms.ox.ac.uk

Critical Care, Trauma and Rehabilitation (CCTR) Trials Group

The CCTR Trials Group is one of the trial groups that are part of OCTRU. Professors Keith Willett and Sallie Lamb head up several major orthopaedic and physiotherapy-based rehabilitation multi-centre clinical trials running across the UK. In addition, Drs Duncan Young and Peter Watkinson lead late phase research in critical care and general medicine. Currently the development of track and trigger across medicine is at the forefront of their research.

The group also consists of post-doctoral fellows, medical doctors, surgeons, research nurses and research physiotherapists alongside a group of qualitative researchers. Additional operational staff includes trial managers, trial coordinators and administrative staff.

Centre for Statistics in Medicine

The Centre for Statistics in Medicine (CSM) (Director: Professor Sallie Lamb) in Oxford is committed to providing collaborative statistical support for the design, analysis and reporting of clinical research, carries out a methodological research programme and runs training courses.

One of several teams within CSM, the Statistical Support Team of 13 statisticians collaborates in clinical trials and other research within the University, with local and regional NHS trusts and with academic and charitable organisations throughout the UK. It also forms the statistical section of the cancer stream of Oxford Clinical Trials Research Unit (OCTRU), one of the UKCRC registered clinical trials units. In addition the team provides statistical support for the Research Design Service, South Central. Our current portfolio includes 50 local, national and international trials.

The CSM also has 5 statisticians working primarily on a programme of methodological research relating to studies of prognosis; a team of Biomedical Research Centre (BRC) funded statisticians; hosts the EQUATOR initiative; and carries out a programme of work aiming at improving the reporting of health research. Members of all groups within the CSM participate in occasional training activities.

Further details of the activities of the wider CSM can be found here: <https://www.csm.ox.ac.uk/>

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two / three referees and indicate whether we can contact them now.

Include the paragraph below if you are asking candidates to submit a CV and supporting statement. If you are using the application form with in-built supporting statement, there is no facility for applicants to attach documents so this paragraph should be removed.

You will 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)

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. For advice on setting up the post in CoreHR read the [HRIS How-to guidance](#)*)

All applications must be received by **midday** UK time 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).

If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>
If you require any further assistance please email recruitment.support@admin.ox.ac.uk.

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: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

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: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

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 <https://hr.admin.ox.ac.uk/staff-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 <https://www.sport.ox.ac.uk/>.

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 <https://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 <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

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 <https://hr.admin.ox.ac.uk/my-family-care> 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 <https://childcare.admin.ox.ac.uk/>

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 <https://edu.admin.ox.ac.uk/disability-support>

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 <https://edu.admin.ox.ac.uk/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.