

Job Description
Medical Sciences Division



Summary

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| Job title | Global Health Executive Assistant |
| Division | Medical Science Division |
| Department | Medical Science Division |
| Location | Medical Science Division Office, JR Hospital, Headley Way, Oxford, OX3 9DU |
| Grade and salary | Grade 6: £32,332 - £38,205 per annum |
| Hours | Full time |
| Contract type | Fixed-term (1 year) |
| Reporting to | Global Health Facilitator |
| Vacancy reference | 167939 |
| Additional information | <i>Secondments Considered</i> |

This new role will support the establishment of the Oxford Global Health initiative at the University of Oxford and its inaugural Director. The Oxford Global Health Executive Assistant primarily provides executive assistant support for the Director and additionally, administrative support for Oxford Global Health events and projects.

The Director of Global Health will operate a busy, demanding and complex schedule, requiring you to provide active support in helping them conduct their business in a timely and efficient manner. This will include dealing with and progressing a wide range of matters, often with high profile contacts requiring you to exercise judgement about the course of action required, especially when the Director is unavailable.

Together with the Global Health Facilitator, you will contribute administrative support to the establishment and running of a series projects to further the aims of Oxford Global Health, for example administrative support for the establishment of a network and organising events.

This role provides the opportunity to work in a new, busy, challenging and fast-moving environment supporting the ultimate aim of improving global health. We are looking for an experienced administrator who enjoys being part of a dynamic, high-performing team. To succeed in the role, you must have experience as a senior personal assistant, excellent interpersonal and organisational skills coupled with sound judgement, great attention to detail and the ability to prioritise, backed up with great IT skills.

In this role, you will regularly interact with senior offices across the University (Vice-Chancellor, Pro-Vice Chancellors, Heads of colleges, divisions and departments and senior academics and senior professional



staff) and externally (governments, research councils, charities, corporations, donors, health organisations and agencies).

Oxford Global Health is a University-wide initiative to deliver global health interdisciplinary partnerships, funding, output, visibility, impact and better connections between global health activity across all academic divisions of the University. To drive this activity, a new academic Director of Global Health has been appointed in September 2023. Oxford Global Health is supported by a core Directorate consisting of the Director, the Global Health Facilitator, the Research Communications Officer, and the Oxford Global Health Executive Assistant. Oxford Global Health is hosted and supported by the Medical Sciences Division and this role will participate as part of the Research Strategy and Funding Team in the Medical Sciences Divisional Office. However, Oxford Global Health is charged with progressing the global health research across all academic disciplines, and drive Oxford's place at the forefront of global health and innovation and so the postholder will operate across the full breadth of the University.

Responsibilities

Executive Assistant for the Director of Global Health

- Responsibility for the Director's diary and meeting schedules, including all domestic and international travel. Acquire the knowledge required to quickly assess and prioritise demands on the Director's time to ensure their time is deployed in the most efficient and productive manner. This will include communication and negotiation on the Director's behalf with internal and external contacts and offices of the most high-profile nature.
- Ensure that briefings in support of the Director's travel and meetings are produced in a timely manner and communicated to colleagues and contacts as appropriate.
- Manage incoming correspondence, emails and meeting requests, progressing matters as appropriate. Identifying priority items of business for immediate attention, taking action where possible or drafting responses for the Director. Making judgements about which items need to be dealt with by the Director and which can be more appropriately dealt with by other staff or members of Directorate.
- Carry out research and producing briefings, reports or presentations, as required by the Director (e.g. producing biographies of guests, researching contacts, summarising related news items for a presentation).

Administrative support for Oxford Global Health

The Global Health Administrator and Executive Assistant provides core support to Oxford Global Health and ensures its smooth and effective running.

- Support hosting events and meetings, including drafting correspondence, coordinating logistical arrangements, booking venues and catering, arranging travel, undertaking or commissioning briefings, receiving senior visitors and providing assistance during visits
- Provide committee support, including writing minutes and managing and disseminating paperwork for the termly meetings of the Global Health Strategy Board, Global Health Management Board and other groups
- Support the Global Health Facilitator with project management, including identifying and tracking actions and ensuring they are carried out
- Carry out project work as directed by the Global Health Facilitator
- Develop and implement filing procedures and processes
- Manage invoices and expense claims through Oracle Financials, advise the team about eligible expenses within the University regulations and obtain reimbursement from external bodies as necessary.

- Ensure the Oxford Global Health website is up to date, in liaison with the Research Communications Officer
- Manage the Oxford Global Health Enquiries mailbox, answering queries or redirecting to colleagues as required.

Other

- Participate and contribute as part of the wider Research Strategy and Funding Team
- You may be called upon to perform other duties, commensurate with the grade of the post, as assigned by the Global Health Facilitator

Selection criteria

Essential selection criteria

- Substantial experience of acting as an executive assistant or senior personal assistant in a large and complex organisation
- Excellent interpersonal skills, including written and verbal communication skills
 - Able to write clearly and effectively, with experience of drafting correspondence and minutes
 - Well-developed diplomacy skills, with the ability to communicate clearly, effectively and tactfully with a wide range of stakeholders including individuals of the highest profile
- Strong organisational skills
 - Experience of managing a detailed and busy diary
 - Ability to organise complex travel and meeting schedules
 - Experience organising events
- Sound judgement and the ability to prioritise demands
- Able to work with great accuracy and attention to detail
- Able to organise own workload effectively and flexibly, and manage deadlines
- Excellent skills in Microsoft 365, including Outlook, Word, Teams, Excel and PowerPoint

Desirable selection criteria

- Experience working within the higher education sector
- Experience processing invoices and travel expenses

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 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: <http://www.medsci.ox.ac.uk>

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. Most departments within the Medical Sciences Division hold Silver Athena SWAN awards.

How To Apply

Applications are made through our online recruitment portal. Information about how to apply is available 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.

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.

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

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to 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 online recruitment portal 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 very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, 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 other grades 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 dependants. 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 the Work+Family Space, 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 dependants and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

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.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.