

## Summary

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| <b>Job title</b>              | Part-time Research Administrator PERL Group and PA to Professor Catherine Harmer |
| <b>Division</b>               | Medical Sciences   |
| <b>Department</b>             | Psychiatry   |
| <b>Location</b>               | Department of Psychiatry, Warneford Hospital, Oxford OX3 7JX                     |
| <b>Grade and salary</b>       | Grade 5: £28,759-£33,966 (discretionary range to £37,099) per annum pro rata     |
| <b>Hours</b>                  | Part time (60% FTE), ideally over 4 or 5 days                                    |
| <b>Contract type</b>          | Fixed-term (funded to 31 March 2026 in the first instance)                       |
| <b>Reporting to</b>           | Professor Catherine Harmer   |
| <b>Vacancy reference</b>      | 168127   |
| <b>Additional information</b> |  |

## The role

The post-holder will provide comprehensive administrative support for Professor Catherine Harmer's Psychopharmacology and Emotion Research Group (PERL) including dealing with a wide range of matters, sometimes of a highly confidential nature, on behalf of Professor Harmer. The post-holder will be the point of contact for internal and external visitors for the PERL Group and will take responsibility for a broad range of processes across a number of research studies.

## Responsibilities

- Provide administrative support to the PERL Research Group and be a key point of knowledge and advice to other administrative staff and researchers. This will include applications for honorary contracts, setting up workspaces and ensuring all necessary information is conveyed appropriately.
- Assisting with the recruitment of new staff, carrying out inductions, implementing new HR policies, keeping records of staff training, arranging probationary reviews and annual appraisals.

- Coordinate the diary and replying to a range of inquiries and issues on behalf of Professor Catherine Harmer, using initiative to make considered judgements when juggling the demands placed on the schedule.
- Coordinate meetings and committee work, including emailing attendees, preparing agendas, writing minutes and ensuring business is dealt with in a timely manner.
- Organise the arrangements for meetings (including video and tele-conferences), events and conferences held at the University and other venues as appropriate. Where required, organise catering, compile agendas, take meeting minutes and follow-up on action points to ensure that they are completed.
- Maintain email mailing lists and organise lab meetings and journal club meetings, including inviting and coordinating arrangements with speakers
- Assist with project management and planning for the group including through monitoring project budgets and metrics in close liaison with lead researchers and the Departments' finance teams, and preparing reports for funders.
- Place orders for consumables using Oracle Financials (iProcurement). Request POs, assist with processing invoices and compile expense claims for the group.
- Assist in the preparation and submission of grant applications. This may include co-ordinating CVs for the applicants, completing parts of the application (e.g. applicant details, publications, budget, data management plans etc).
- Coordinate the PERL Group's social media and keep the group's webpage up to date.
- Assist in the production of presentations and papers. This will involve obtaining the necessary information for completion, reference management, accurate proof-reading, formatting of documents and submission on web-based systems. It will also involve following the relevant open access processes, depositing publications in the Oxford Research Archive and recording outputs of research appropriately.
- Take responsibility for the professional and effective management of visits to the group, including those of overseas researchers. This will involve planning itineraries, arranging travel and accommodation and providing on-site support during the visits.
- Making complex travel arrangements for UK and international travel, including making arrangements for visas where necessary.
- Devise and implement office administrative systems and procedures. Provide administrative project management support to research projects.
- Assist in setting up and maintaining effective paper and electronic data management systems efficient systems which comply with relevant research guidelines and regulations and are readily accessible by other team members.
- Undertake other general administrative and support tasks as required

## Selection criteria

### Essential selection criteria

- Educated to A Level standard or equivalent.
- Experience of managing the administration and/or diary of a senior member of staff.

- Experience of diary and meeting management, including making complex travel arrangements.
- Excellent communication skills – both written and verbal with the ability to draft correspondence and to produce well-presented reports.
- Excellent computer skills including email, Microsoft Office and the Internet.
- A high standard of numeracy; the ability to manage finances.
- The ability to manage and prioritise a varied and busy workload and work to deadlines.
- Previous experience of working in a medical/academic/research environment or managing research team operations and administration
- Being flexible and having a proactive and collaborative attitude.
- Attention to detail and high level of accuracy.

#### Desirable selection criteria

- Experience of using financial information systems (e.g. Oracle Financials).
- Experience of organising meetings and events
- Experience of submitting grant applications to funders and manuscripts to scientific journals.
- Experience in liaising with external/international institutions (i.e. academic institutions, international organisations).
- Experience of working on confidential matters; tact and discretion.
- Knowledge of legal issues about data confidentiality and data sharing agreements.

## 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](http://www.ox.ac.uk/about/organisation).

## Department of Psychiatry

The Department of Psychiatry based on the Warneford Hospital site in Oxford has an international reputation for excellence. The Head of Department is Professor Belinda Lennox. The Department has a substantial research programme, with major funding from Medical Research Council (MRC), Wellcome Trust and National Institute for Health Research (NIHR) and provides highly rated medical training in psychiatry. There are approximately 220 staff including 33 principal investigators leading research groups investigating applying a wide range of approaches from translational neuroscience, experimental medicine, epidemiology, clinical trials and health services research to developmental disorders, mood disorders, cognitive disorders and self-harm and suicide. There are strong links with other departments and institutes both within and outside Oxford: these links ensure that we can apply the best scientific methods to psychiatric and cognitive disorders. The Department has an annual turnover approaching £10 million with more than 130 research grants.

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

**The Department of Psychiatry holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.**

## Medical Sciences Division

For more information please visit: <https://www.medsci.ox.ac.uk/>

## 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 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.

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## 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).

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## 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 the recruiting department directly

[vacancies@psych.ox.ac.uk](mailto:vacancies@psych.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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**, which with effect from 1 October 2023 will be 30 September before the 70<sup>th</sup> 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](http://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 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 dependents 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](http://www.newcomers.ox.ac.uk).