

Job title	Events Officer
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Pandemic Science Institute, Old Road Campus Research Building, Roosevelt Drive, Headington, Oxford, OX3 7DQ
Grade and salary	Grade 6: £32,332 - £38,205 with a discretionary range to £41,732 per annum
Hours	Full time or Part time (0.7 FTE) can be considered
Contract type	Fixed-term contract for 24 months Funding is provided by the AstraZeneca donation
Reporting to	Sarah Nelson, Head of Communications
Vacancy reference	168280

Additional information	Due to the nature of events management, there may be a requirement to work flexibly over event periods.
About us	<ul style="list-style-type: none"> University of Oxford - www.ox.ac.uk/about/organisation Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk Unit - https://www.psi.ox.ac.uk
What we offer	https://hr.admin.ox.ac.uk/staff-benefits <ul style="list-style-type: none"> An excellent contributory pension scheme 38 days annual leave A comprehensive range of childcare services Family leave schemes Cycle loan scheme Discounted bus travel and Season Ticket travel loans Membership to a variety of social and sports clubs A welcoming and diverse community

The role

The Pandemic Sciences Institute at the University of Oxford is looking for a professional Events Officer to deliver an exciting programme of internal and external events, including the Institute's flagship International Pandemic Sciences Conference in July 2024.

Our ideal candidate will be highly motivated and creative, with excellent communication and organisational skills and an exceptional attention to detail.

You will be passionate about using events to support the Institute's ambitious mission, by building global partnerships, encouraging research collaboration and promoting pandemic sciences research.

PSI's new events programme is aimed at a global audience of researchers, policymakers, industry and civil society representatives, alongside colleagues in the Pandemic Sciences Institute and across the University of Oxford.

Our inaugural International Pandemic Sciences Conference attracted over 480 delegates in 2023 from 42 countries for a hybrid event over two days. We now hope to build on this success in July 2024. Find out more about the 2023 conference on the PSI website.

In addition to the international conference, you will contribute to the development of seminars and workshops, staff events and webinars. There is also potential to support events delivered by our global research programmes too.

Reporting to the Head of Communications, you will work closely with researchers and professional services colleagues within the Institute, our host department of the Nuffield Department of Medicine and across the University. The role is also part of a wider supportive network of events and communications professionals across the University of Oxford.

Responsibilities

You will:

- Plan, organise and deliver the International Pandemic Sciences Conference 2024, ensuring the conference meets agreed objectives, runs smoothly and is delivered on budget.
- Work closely with Head of Communications, Science Writer and Business Manager to develop and plan a programme of smaller events - such as seminars, online events and staff away days - that creatively support the Institute's objectives.
- Coordinate the Institute's scientific conference committee of senior academics, including arranging meetings, circulating agendas, writing minutes and reports.
- Conduct event marketing, including managing our events platform, drafting digital content (emails and social media) and maintaining our events database in line with UK regulations.
- Manage speakers and presenters from initial invitation through to briefing and follow-up, and manage logistics such as travel and accommodation as required.
- Ensure a smooth event experience for all delegates before, during and after events, responding to telephone and email enquiries efficiently and in a professional manner.
- Develop good working relationships with colleagues across the Institute and University, understanding their roles and encouraging involvement in the planning of events as appropriate.



- Have active involvement in the set-up, coordination and operational delivery of events, mobilising teams of colleagues and volunteers.
- Develop and maintain relationships with suppliers (e.g. caterers, venues).
- Working with the Business Manager, manage financial processes, ensure value for money and prepare regular reporting against agreed budgets.
- Evaluate the effectiveness of events against objectives, making recommendations for improvement.
- 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.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

Selection criteria

Essential

- Hold a degree in any subject with a significant professional experience in events management, planning, organisation and delivery.
- Excellent project management and organisational skills, with high attention to detail. Proficient with Microsoft Office applications.
- Excellent oral and written communications skills, with the ability to pass on clear and accurate information to a range of audiences.
- Excellent interpersonal and customer service skills, including diplomacy and discretion, and experience of liaising effectively with colleagues, delegates and external contractors.
- Experience preparing marketing materials and managing digital platforms such as email marketing and event websites.
- A hard-working problem solver, with experience of working in fast-moving and demanding environments, working to deadlines and with a positive attitude.
- Ability to maintain a calm, friendly and polite manner when dealing with difficult situations.
- A proven team player, committed to working collaboratively and supportively with colleagues and stakeholders in a dynamic environment
- Financial management experience, including planning and monitoring budgets.

Desirable

- Experience of delivering scientific or academic conferences.
- Experience of livestreaming, and understanding and experience of setting up audio visual equipment.
- First aid training and knowledge of Health and Safety legislation.



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>

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>.

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.

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). 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. Please note using a long file name may prevent you from uploading your documents.

- http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/

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 the recruiting department directly recruitment@ndm.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**, which with effect from 1 October 2023 will be 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.

