

MEDICAL SCIENCES DIVISION

Job title	Assistant Registrar (Graduate School)
Division	Medical Sciences Division
Department	Medical Sciences Graduate School, MSD Education Section
Location	John Radcliffe Hospital, Headington, Oxford
Grade and salary	Grade 9: £52,815 to £61,198 per annum with a discretionary range to £66,857 per annum
Hours	Full-time
Contract type	Permanent
Reporting to	Head of Education Policy and Planning, Medical Sciences Division
Vacancy reference	169060

The role

You will be the senior officer responsible for the operation and development of the Medical Sciences Graduate School. Working with the Academic Director of the Graduate School, the Head of Education Policy and Planning, and a supporting Executive Group of senior academics, you will be required to be proactive and innovative in the development of future strategic plans, to identify and recommend priorities for the Graduate School, and to lead the delivery of the wide range of Graduate School objectives and projects. You will make a strong contribution to the development of policies relating to graduate matters at both Divisional and University level, and will manage the implementation of such policies within the Division.

The post also entails overall management responsibility for the Graduate School administrative team. The team delivers support for graduate student administration across the Division as well as handling graduate admissions for several clinical departments. Additionally, the team is involved in the delivery of Graduate School events and projects, the continued development and maintenance of the Graduate School website; and the administration of the Graduate School Studentship Competition and other scholarship competitions. This post involves the provision of leadership and direction to the team, setting goals and standards, and taking overall responsibility for the quality of the services delivered.

You will act as Secretary to the Division's Graduate School Committee, one of the major committees of the Medical Sciences Board, which develops policy, oversees this graduate activity, and which has responsibility for ensuring that high standards of teaching, supervision, examination and administration are maintained. You will undertake all regular duties of a committee secretary and will act as a point of reference for enquiries by academic staff, administrative staff and students on graduate studies matters.



You will also be the Divisional officer responsible for leading the investigation into applicant and student casework of a complex and sensitive nature and managing these cases through to resolution.

Liaising closely with the Division's Finance Team, you will be responsible for the management of Medical Research Council (MRC) studentship funding (in excess of £1.87M per annum). You will also oversee: the delivery of the annual Graduate School Studentship Competition, which incorporates this MRC funding and has a total budget of ~£7M per annum; the award of other Research Council funding; and the award of other trust fund scholarships.

This is a challenging post requiring significant expertise in the field of graduate education, both nationally and internationally. You will require excellent skills in the areas of strategic planning; policy development and implementation; committee servicing; overseeing the management of operational matters; written and oral communication; budget management; as well as a firm understanding of academic administration. You will be working largely independently, and will need to relate well to staff at all levels. You will be expected to provide expert guidance to senior academic officers and academics on a wide variety of academic policy matters relating to graduate studies, as well as making a significant contribution to the development of strategic plans and administrative policies for the Medical Sciences Graduate School and taking overall management responsibility for the Graduate School administrative team. You will be expected to be influential in representing the Division and the Graduate School, both internally and externally, and to use your expertise to contribute to the development of University-wide policy. In fulfilling these responsibilities, you will engage with colleagues from across the University, building and sustaining effective networks.

Responsibilities

1. With the Academic Director of the Graduate School and an Executive Group of senior academics, and the Head of Education Policy and Planning:
 - develop a long-term vision and strategic plan for the future of the Graduate School;
 - identify and pursue ways to raise the profile of the Graduate School and Oxford science both nationally and internationally;
 - prepare for consideration by the Divisional Graduate School Committee and other committees/groups as appropriate in relation to the development of the Graduate School: strategy papers; funding proposals; project proposals; business cases; project reviews – and present such papers at the relevant committees, using your knowledge and expertise to make a strong and influential contribution to committee discussion;
 - lead the delivery of Graduate School objectives and projects;
 - provide solutions to any operational and strategic difficulties which may arise in the delivery of discrete projects and in the development and administration of the Graduate School as a whole.
2. Have overall management responsibility for, and provide leadership and direction to, the Graduate School administrative team - comprised currently of the Graduate School Officer (Grade 8), the Researcher Development and Training Officer (Grade 7), two Medical Sciences Doctoral Training Centre Administrators (Grade 6), two Graduate School Support Officers (Grade 6), the Skills Training Co-ordinator (Grade 5) and three Graduate School Assistants (Grade 5). This post line manages the Graduate School Officer, the Researcher Development and Training Officer, and the Medical Sciences Doctoral Training Centre Administrators. The Graduate School Officer line manages the Graduate School Support Officers and the small team of Graduate School Assistants, while the Researcher Development and Training Officer line manages the Skills Training Co-ordinator. This post is

responsible for overseeing the work of the team as a whole and is expected to set the goals, standards and overall direction for the team, as well as managing their development. This post takes overall responsibility for the services the team delivers, for ensuring that their procedures comply with changing requirements, both internal and external, and for managing recruitment to the team when required.

3. Act as Secretary to the Division's Graduate School Committee, presenting matters for consultation on key University and Divisional policy and procedural matters for their consideration, and ensuring that their decisions are implemented and communicated. Contribute expertise to committee discussion, providing advice on regulations, procedures and policies and on relevant Divisional, University, national and international developments and how these should impact upon, or inform, graduate studies activities.
4. Act as the University's administrative lead for Medical Research Council (MRC) studentship funding, with responsibility (with the Academic Director of the Graduate School) for the delivery of the MRC-Oxford Doctoral Training Partnership including industrial collaborative funding, the fulfilment of reporting requirements to the MRC and UKRI, and the provision of proposals and management information to the Divisional Graduate School Committee (and other boards/committees as required) about the utilisation of MRC doctoral training funds.
5. Provide advice to the Academic Director of the Graduate School, the Executive Group supporting the Academic Director, the Chair of the Divisional Graduate School Committee and other senior officers and academic staff, for example Heads of Administration and Finance and Directors of Graduate Studies. Brief new Academic Directors, Executive Group members, Graduate Studies Committee Chairs and members, and Directors of Graduate Studies as required and provide continuity of management and expertise. A thorough knowledge of divisional and central University policies, procedures and regulations is required.
6. Represent the Division at University-wide level on University Committees and on other working groups as required, including the University's Graduate Admissions Committee. You will be expected to play a leading and influential role, bringing your significant expertise to the table and contributing to the shaping of University-wide policy.
7. Have oversight of graduate admissions across the Division, including monitoring of performance against targets, interpreting and implementing graduate admissions policy, and undertaking a detailed annual review of the admissions round and making recommendations for the future where appropriate.
8. Monitor the progress of graduate students across the Division and proactively manage the Division's overall progression, submission and completion rates for research degrees, in partnership with departments and the Divisional Graduate School Committee.
9. Ensure timely communication concerning graduate studies matters with appropriate staff in the departments that comprise the Division and provide guidance, briefing, support and advice to them on policies, procedures and regulations. Facilitate, where appropriate, communication between these departments and the University's central teams. In addition to regular communication throughout the academic year, co-chair the Annual Meeting of Directors of Graduate Studies and convene regular meetings of graduate studies administrators from across the Division.
10. Act as the Division's lead officer on complex and sensitive applicant and graduate student casework – investigating, providing expert guidance, identifying solutions and working closely with those involved to ensure resolution. This involves extensive communication with applicants, students, administrators, academics, Graduate Admissions, Student Fees &

Funding, Education Policy Support, the University's Legal Services Office and the University Proctors. Sound judgement, discretion and sensitivity are required in handling such cases.

11. Prepare key documentation relating to scholarship and academic administration. This will include, for example:
 - Agreements with major funders (besides UKRI, there are active collaborations at present with e.g. the Wellcome Trust, Cancer Research UK, the British Heart Foundation, the US National Institutes of Health, and several industrial partners);
 - Divisional responses to internal and external consultation papers;
 - Detailed analysis of data (such as the Annual Programme Statistics) for monitoring purposes and to inform policy development;
 - Papers for and communications on behalf of the Divisional Graduate School Committee and other groups/committees as appropriate.
12. Liaising with other divisions as required, oversee the day-to-day administration of other Research Council funding allocated to the Division (for example, Biotechnology and Biological Sciences Research Council (BBSRC) or Engineering & Physical Sciences Research Council (EPSRC) funding) and maintain an overview of those Divisional trust funds which are relevant to graduate studies.
13. Maintain an oversight of graduate studies developments locally, nationally and internationally, with a view to identifying key trends, opportunities and challenges, and recommend appropriate responsive action.
14. Seek out and identify funding opportunities, from all relevant sources, including but not limited to colleges, research councils, charities, industry, governments, and the EU. In consultation with key stakeholders, this will include identifying opportunities for future funding for the programmes within the Medical Sciences Doctoral Training Centre. Identify ways to develop and strengthen relationships with existing and potential funders, promoting collaboration and engagement.
15. Support the development of academic collaborations, both new and existing, and provide expertise to facilitate the development of supporting divisional procedures and guidelines.
16. Oversee and contribute to the development of skills and training opportunities for graduate students throughout the division. This will be in close collaboration with the Divisional Director of Skills Training and Researcher Development and the Divisional Researcher Development and Training Officer.
17. Oversee the Doctor of Medicine (DM) degree programme, providing advice to the Director and DM Committee, and contributing to the development of policy and procedures in relation to the degree.
18. Prepare the annual budget for the MSD Education Section (including the Graduate School, the divisional skills training portfolio, teaching awards, and financial assistance to students) reporting to the Head of Education Policy and Planning who is the budget holder. This will include monitoring performance on an on-going basis and preparing quarterly forecasts.
19. Deputise for the Head of Education Policy and Planning in his/her absence.
20. Any other duties commensurate with the grade, as directed by the Head of Education Policy and Planning or Divisional Registrar and Chief Operating Officer.

Selection criteria

Essential

1. An honours degree or equivalent experience and evidence of very strong intellectual and analytical skills.
2. Experience of administration and management at a senior level
3. The ability to work well and exercise sound judgement under pressure and to prioritise and handle the competing demands of a wide-ranging portfolio of work.
4. The ability to be highly effective in contributing to strategic thinking and policy development and implementation in a large and complex organisation.
5. The ability to communicate effectively and gain the confidence of a wide range of people, both within and outside the University including academic staff, senior University officers, and all grades of administrative and support staff, as well as visitors, prospective students, and potential donors.
6. Well-developed negotiating skills and the ability to demonstrate a diplomatic and consensual approach to problem-resolution.
7. Excellent interpersonal skills with an understanding of highly sensitive areas – for example, change management.
8. Excellent oral and written skills.
9. Advanced numeracy skills coupled with demonstrated ability in managing budgets.
10. Excellent committee servicing skills, with experience of committee servicing at a senior level including experience of providing advice on both strategic and operational matters.
11. Proficient user of MS Office applications (Word, Excel, Outlook), with experience of using databases to record, manage and interrogate information.

Desirable selection criteria

1. An understanding of the issues surrounding Medical Sciences subjects in the current educational climate.
2. Experience of administration and management at a senior level within a Higher Education setting

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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 recognized centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford. It includes 11 clinical departments, 5 non-clinical departments and two Institutes/Centres.

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.

The Medical Sciences Division is one of the four academic divisions within the University, (Humanities Division, Social Sciences Division, Mathematical, Physical and Life Sciences Division, and the Medical Sciences Division). Each division has its own academic Head of Division and a divisional secretariat, led by the Divisional Secretary. The division is responsible for academic oversight of the teaching and research of its various departments, for strategic and operational planning, and for personnel and resource management. Much of the discussion and decision-making is undertaken by the divisional board and its principal committees. The Divisional Office for Medical Sciences is based at the John Radcliffe Hospital. The administrative and

secretarial staff of the Divisional Office is formally part of the Academic Administration Division of the University administration, and report to the Divisional Secretary.

For more information please visit www.medsci.ox.ac.uk

Education Section

The Education section provides a focus for the Division's strategy and activities in respect of educational policy development and implementation, new educational developments, standards, and operational arrangements across undergraduate, postgraduate taught and postgraduate research degrees in Medical Sciences. The section is led by the Head of Education Policy and Planning, with the Educational Policy Officer and this post having oversight of undergraduate/graduate taught degrees and graduate research degrees respectively. The section discharges the Division's educational responsibilities through a variety of committees and operational activities. The Graduate School forms a distinctive part of the Education section and both work closely with divisional and departmental academic leads and administrators on a daily basis, as well as University officers.

Graduate School

The Medical Sciences Graduate School aims to drive forward the development of graduate studies in the Medical Sciences Division. The Graduate School has taken the lead in providing training for graduate students and early career researchers in transferable, research, and academic skills and has also created an admissions and funding programme designed to ensure that the best graduate applicants receive full funding, particularly those working in strategically important areas. It also hosts the Medical Sciences Doctoral Training Centre (MSDTC), which is home to a number of structured doctoral programmes. The Graduate School currently has over 1,500 full-time graduate students, the majority of whom are research students and form part of the thriving research culture of the Division.

For more information please visit: www.medsci.ox.ac.uk/study/graduateschool

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.

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.

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 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.

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.

