

## Job description

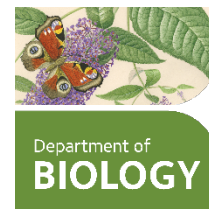
Post	Section Administrator
Department	Biology
Division	Mathematical, Physical and Life Sciences Division (MPLS)
Location	11a Mansfield Road, Oxford, OX1 3SZ Moving to the Life and Mind Building in 2024
Grade and salary	Grade 6: £32,332 - £38,205 p.a. pro-rata
Hours	Part time (30 hours / 80% FTE)
Contract type	Permanent
Reporting to	Day to day reporting to the Section Head, with formal line management by the Executive Officer
Application deadline	12 noon on Tuesday 5 December 2023
Vacancy reference	169605
Recruitment contacts	recruitment@biology.ox.ac.uk

## The role

The Department of Biology has five Sections that represent communities of research staff grouped around research themes. The purpose of the sections is to support research activity and encourage collaboration.

Each Section is supported by a Section Administrator, with day-to-day reporting to the Section Head and formal line management by the Executive Officer. The Section Administrator assists the Section Head and provides general administrative support for the sections.

As dedicated administrative support for a Section, you will ensure a welcoming, inclusive environment and will act as a crucial link between Section members and the Department's administrative staff by explaining processes and directing people to the right member of the admin team or the right intranet page when they need advice. You will deal with a wide range of matters on behalf of the Section Head, and will help organise Section business, liaising closely and effectively with administrative staff in HR, IT, Building Services, Finance, Academic Administration, the Field Station team and the HoD's office. You will help foster a collegial, team atmosphere within the Section and a major part of the role will be promoting the research of the Section and raising the public profile of Section researchers, enhancing the impact of our science.



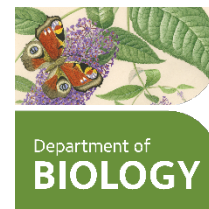
You will also support the academics in your Section in facilitating PER (public engagement in research) activities, such as through events and activities that contribute to objectives of the Outreach committee. As well as liaise with the communications team on opportunities to publicise their Section's research outcomes.

You may, on occasion, be called upon to provide dedicated admin support to a member of the Section to assist with a time-limited project. Such requests will be considered by the Section Head to ensure your workload remains manageable at all times.

Your duties only include work that is integral to Departmental business: work to support specific grants (e.g., project-related conferences) must be carried out by staff funded by that project.

## Responsibilities

- Liaise with HR and Academic Administration to supplement the on-boarding of new staff and graduate students and departure of staff/students and carry out Section-specific inductions for new members (including showing them around Section-relevant space) and introducing them to Section members. Refer all new starters who will be based at the Field Station to the Field Station Admin Manager who will ensure they receive a full site induction.
- Act as the first point of contact for visitors, including those arriving via the formal Visitors scheme liaising with HR appropriately. If Visitors will be based at the Field Station, liaise with the Field Station Admin Manager
- Promote and support inclusivity and wellbeing within the Section, in line with the objectives of the ED&I committee and contribute to the ongoing sustainability drive in the Department, in line with the objectives of the sustainability committee.
- Contribute to the gathering and preparing of website content and social media content alongside the Communication & Engagement team, helping to promote and publicise research achievements of the Section.
- Assist the Section Heads to organise a calendar of events and opportunities for your Section, such as Section meetings, seminars and social / networking gatherings. As well as Section-specific training for Section DPhils and early-career researchers, ensuring all social events are inclusive (event organisation is limited to key Section business, and does not include additional events such as workshops or conferences). Ensure all events are carefully coordinated with Field Station events (liaising with the Field Station Admin Manager) and with events in other Sections (liaising with other Administrators)
- Maintain communication channels unique to your Section's membership, liaise with the Communications & Engagement team on appropriate modes of communication to publicise larger department-relevant events within your section.
- Organise interview panels for DPhil candidates within the Section, liaising with Graduate Administration who lead on admissions and the Section Head who is responsible for academic panel membership.



- Assist the Section Head in maintaining oversight of non-Field Station resource allocation (including space) for DPhil students, ensuring fair distribution and that all students have what they need to carry out their research (noting all Field Station resource allocation is managed by the Field Station team)
- In conjunction with the Section Head, manage the small budget assigned to the Section and authorise small amounts of expenditure in line with Departmental finance policy.
- Liaise with external stakeholders such as seminar speakers and people with research interests aligned with those of the Section, as requested by the Section Head
- Promote awareness of, and help emphasise the importance of health and safety at work (including work undertaken in the field), when necessary, liaising with the Field Station Admin Manager who leads on this at the Field Station
- Organise and minute formal Section meetings, sharing papers promptly (via SharePoint) and archiving them in accordance with Departmental governance policy and support.
- Direct Section staff and students to the right member of Departmental administrative staff when they have queries / need support and advise accurately on Departmental administrative processes.
- Be a first point of contact for graduate students and staff in the Section, listening actively when they have queries / concerns and using judgement to signpost them to the most appropriate source of support (noting some concerns may be of a highly sensitive nature)
- Administer the Section's equipment pool if one is created, tracking use and identifying items that may/not be useful for the Section to own. Note the Field Station equipment is managed by the Field Station team.
- Support Section's REF preparations as required.
- Provide dedicated, effective and professional administrative support for the Section Head including carrying out (administrative) research and preparing reports.
- Meet regularly with, and work closely and effectively with other Section Administrators and the Field Station Manager to share best practice and ideas, and attend regular team meetings as organised by the Executive Officer
- Work closely and effectively with administrative colleagues in the Department and with students, researchers and academics
- Embed the principles of mutual respect, equality, diversity, inclusivity and sustainability in all aspects of your work; undertake training as and when asked to do so.

### Impact and Public Engagement with Research (PER)

- Support Section impact and PER (public engagement with research) work, including gathering content and recording events and working with both researchers and the Communications & Engagement team to publicise outreach work and events.
- Support researchers (including graduate students) to engage the public, policymakers, industry, etc. with their science.
- Support with developing and drafting impact case studies and news stories for the Departmental and Section web pages

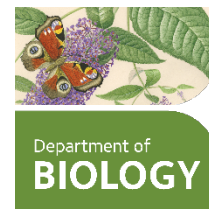
### Selection criteria

#### Essential selection criteria

- A strong focus on customer service and a flexible, can-do attitude
- Outstanding interpersonal skills and the ability to work effectively with people at all levels.
- Demonstrable commitment to and awareness of ED&I and the importance of mental and physical health and safety at work
- The ability to write clear, concise text for reports, website content and emails.
- Strong IT competency including Outlook/Teams, OneDrive, SharePoint, Word, Excel and PowerPoint
- Experience of working on confidential matters; tact and discretion and demonstrable evidence of good judgement when making decisions
- Experience of organising events online and in person
- The ability to support PER including the ability to develop a very basic layperson's understanding of the Section's research.
- The ability to manage and prioritise a varied and busy workload and work to deadlines.
- Attention to detail and high level of accuracy.
- An awareness of and dedication to equality, diversity and inclusivity in the workplace

#### Desirable selection criteria

- An interest in biology, and a passion for supporting the subject.



## 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).

## The Department of Biology

You will be joining the Department of Biology at an exciting time. The Department established from August 2022 as a result of a merger between the Departments of Zoology and Plant Sciences and is preparing to move into the new state-of-the-art Life and Mind Building in two to three years' time.

The Department of Biology is recognised internationally for its research in a wide range of fields spanning all levels from molecules to ecosystems and tackling global challenges through fundamental



bioscience research. Over time, the research interests of the Department have been focused on five primary themes: Behaviour & Biomechanics; Ecology & Conservation; Evolutionary Biology; Microbiology & Infectious Disease; and Molecular Plant Biology. Research is conducted in all spheres from laboratory and in silico analysis to theoretical and field-based research.

At all times we seek to reinforce the connections between research and our education offering, at both graduate and undergraduate level. The Department teaches a four-year undergraduate degree MBiol course in Biology, with fourth-year students undertaking a Masters-level research project. It also supports a variety of graduate placements and hosts the University's DPhil in Biology.

External research income to the Department is derived from over 50 different funding agencies, with the principal current funders being the European Research Council, the Royal Society, the Wellcome Trust, BBSRC and NERC. The Department has a significant record in integrating broader societal impacts of its research, including the provision of policy to government at the highest level, as well as supporting the commercialisation of research through spin-out companies and licensing arrangements that have generated hundreds of millions' worth of innovation.

The Department is located in the University's Science Area at two sites, and will move into the new £200m Life and Mind Building in 2024 that will include extensive laboratory provision with controlled environment rooms, glasshouses and an imaging suite. The Department also benefits from extensive facilities at the John Krebs Field Station at Wytham, with Wytham Woods nearby, as well as partnerships with organisations in the area such as the Oxford Botanic Gardens and Oxford Natural History Museum.

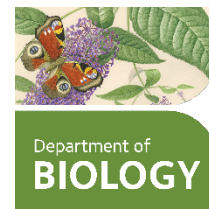
For more information please visit: <https://www.biology.ox.ac.uk>

## About the Mathematical, Physical, and Life Sciences (MPLS) Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University, alongside the Humanities, Social Sciences and Medical Sciences Divisions. It is led by an academic Head of Division (Professor Sam Howison) and an administrative Divisional Registrar (Dr Tracy Gale) and comprises nine of the University's academic departments – Biology, Chemistry, Computer Science, Earth Sciences, Engineering Science, Materials, the Mathematical Institute, Physics, and Statistics – as well as Begbroke Science Park, the multidisciplinary Ineos Oxford Institute for Antimicrobial Research and an interdisciplinary Doctoral Training Centre.

The disciplines within the MPLS Division regularly appear at the highest levels in rankings, including the Times Higher Education and QS world rankings. Nationally, the quality of the Division's research outputs and environment, and the resulting impact, was recognised through strong performances in the UK Research Excellence Framework in both 2014 and 2021.

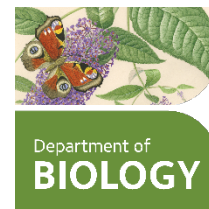
MPLS is proud to be home to some of the most creative and innovative scientific thinkers and leaders in academia, whose interdisciplinary research is tackling major societal and technological challenges, from new energy solutions or improved cancer treatments to understanding climate change processes



and helping to preserve biodiversity, tackling antimicrobial resistance, advancing AI and quantum technologies and space exploration, and much more. The quality and impact of our work have been recognised by successive rounds of the national Research Excellence Framework and Teaching Excellence and Student Outcomes Framework exercises, and our departments frequently top the major higher education league tables. We teach around 7,300 students (including around 3,400 graduate students) and are playing a key part in training the next generation of leading scientists.

Divisional activity is co-ordinated and represented by the MPLS Divisional Office based at 9 Parks Road, in the heart of Oxford's Science Area. The Divisional Office, which is led by the Divisional Registrar, has around 55 dedicated members of staff, as well as a number of colleagues who are embedded in divisional teams but based in central University services (e.g., in Finance, HR and Development).

To find out more, please visit: [www.mpls.ox.ac.uk](http://www.mpls.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

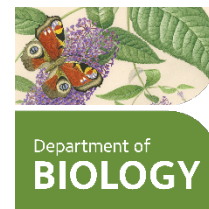
Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly at [recruitment@Biology.ox.ac.uk](mailto:recruitment@Biology.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 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](http://www.newcomers.ox.ac.uk).

