

### Job Description and Selection Criteria

<b>Job title</b>	Business Manager
<b>Division</b>	Medical Sciences Division
<b>Department</b>	Cardiovascular Medicine (CVM), within the Radcliffe Department of Medicine (RDM)
<b>Location</b>	John Radcliffe Hospital site, Headington OX3 9DU (with flexibility for some remote working, appropriate to the role, to be agreed)
<b>Grade and salary</b>	Grade 9: £52,815 - £61,198 per annum with discretionary points to £66,857 per annum
<b>Hours</b>	Full-time (37.5 hours per week)
<b>Contract type</b>	Permanent
<b>Reporting to</b>	<ul style="list-style-type: none"> <li>• Head of Cardiovascular Medicine (Prof Stefan Neubauer)</li> <li>• Head of Administration and Finance (HAF), RDM (Dr Jane Sherwood) (line manager)</li> </ul>
<b>Line management responsibilities</b>	<ul style="list-style-type: none"> <li>• HR Manager</li> <li>• Grants and Finance Manager</li> <li>• Laboratory Manager</li> <li>• Head of Clinical Research Operations and Governance</li> <li>• Matrix ('dotted line') management of a small number of other professional service leads, as shown on the organisation chart</li> </ul>
<b>Vacancy reference</b>	170043
<b>Additional information</b>	Interviews are expected to be held on Monday 19 February 2024

### Overview of the role

The post of Business Manager in the Division of [Cardiovascular Medicine \(CVM\)](#) is one of five key Business Manager posts in the large and multidisciplinary Radcliffe Department of Medicine (RDM), which comprises five academic units and an overarching Strategic team. The CVM Business Manager works closely with the academic Head of CVM, who is responsible for the academic management of the research, teaching and clinical activities hosted within CVM. CVM's Head and Business Manager are both members of RDM's Senior Leadership Team and work closely with the RDM Head of Department and Head of Administration and Finance, developing and aligning CVM's research and teaching goals, and supporting resources with those of the wider Department. Along with the Head and Deputy Head of Division, you will form the CVM leadership team, meeting together on a weekly basis to plan and execute the the Division's strategy, and develop new initiatives. These could include strategies for



financial sustainability, optimised operational performance, recruitment and retention, new teaching structures, divisional branding, interaction with clinical services and others. You will also be a member of the Division's Management Committee whose membership comprises senior academic colleagues.

As Business Manager for Cardiovascular Medicine, you will advise the Head of CVM and the RDM Head of Administration and Finance of potential operational and strategic challenges, offer sound solutions and implement the resulting decisions. You will work closely with your peer Business Managers in the other four RDM divisions to ensure sharing of best practice and consistency of approach across RDM, and will respond flexibly to the evolving needs of RDM in terms of its scientific strategy and supporting professional services.

This post offers an excellent opportunity to work across a wide-ranging portfolio, demonstrating your strong business and managerial ability. This includes leading on: personnel management of all academic-related and non-academic support staff; financial management and administration of research support activities; non-academic support for undergraduate and postgraduate students; maintenance of the division's space and facilities; and ensuring that CVM conforms to relevant legislation and University policies and procedures. To achieve this, you will be supported by the Research and Grants team, the HR team, the Clinical Research Operations and Governance team, the Laboratory Manager (who takes the lead on operational facilities and health and safety management), and the Operations Manager based in each of the three scanning research and clinical facilities within CVM, namely the [Oxford Centre for Clinical Magnetic Resonance Research](#) (OCMR), the [Cardiovascular Clinical Research Facility](#) (CCRF), and the [Acute Multidisciplinary Imaging and Interventional Centre](#) (AMIIC). You will also support the division's clinical activities, which include the cardiac MRI service in OCMR, the multidisciplinary CT (computerised tomography) and interventional services in AMIIC, the delivery of a range of cardiac non-invasive investigations and support of the hypertension services in CCRF and others.

Working in this wide-ranging role means that you will have an excellent opportunity to engage across different areas of the University and the OUH Trust and therefore learn and further develop a broad range of skills and knowledge. To support your development and ensure your success in this role, you will be encouraged and supported to take part in the wide range of training courses that the University has to offer its staff, and benefit from mentoring.

## Responsibilities

### ***Leadership, Strategy, Operational Planning and Delivery***

1. Play a key role as a member of RDM's Senior Leadership Team to review and act on strategic and operational developments across the full range of RDM's activities, especially in relation to CVM.
2. Work closely with the Head of CVM, manage the implementation of the RDM five-year strategic plan, developing relevant business cases.
3. Provide informed advice to the Head of CVM across all aspects of departmental administration, drawing on knowledge of University practices and procedures.
4. Lead and take overall responsibility for all professional services in CVM comprising finance, HR, research facilitation, academic administration, research/project administration, clinical services, communications, ICT, buildings and facilities management, safety and general administration. Ensure that there is effective co-ordination and communication with services provided by both the Medical Sciences Division and the central University functions.
5. Lead and develop the CVM professional services team, line managing senior administrative and operational staff.
6. Continuously improve CVM's administrative systems and procedures within University and divisional frameworks to ensure that they are aligned with, and in support of, both the current and future needs of CVM and RDM.
7. Work with the Head of CVM to ensure good governance within the division.

### ***Human Resources***

8. Take the lead on the management of personnel matters where appropriate, including advising staff and ensuring good management systems are in place. Maintain a good understanding of University personnel policy and procedures, liaising with the Divisional Office and University Personnel Services as necessary.
9. Be responsible for and oversee all matters relating to the employment life cycle, from recruitment

- through to the end of contracts, delegating to the HR Manager.
10. Assist in the recruitment of academic staff as required, liaising with the Medical Sciences Divisional HR team where appropriate.
  11. Support staff in their career development, including annual personal development reviews, and in doing so ensure that CVM retains skills that are key to supporting divisional activity.
  12. Manage and support staff conduct and performance matters, in conjunction with the HR Manager, including providing advice on the management of complex personnel matters, including disciplinary and grievance procedures and including employment tribunals; take and implement advice from the central University HR Business Partners where appropriate.

#### ***Financial and Research Grants Management and Forecasting***

13. Maintain a good working knowledge of best financial practices, with a strong understanding of University financial regulations, policies and procedures.
14. Build, maintain and proactively develop excellent working relationships with the RDM Finance Manager, Medical Sciences Division and central finance teams, and external funding bodies, ensuring that necessary reports and returns are provided on behalf of CVM.
15. Be responsible for the CVM budget, taking the lead on budget preparation and submission for each financial year, and monthly and quarterly reviews and forecasts through the year. Provide management information for the Head of CVM and other budget holders.
16. Provide active input into the negotiation of all contracts and procurements, in liaison with the University's Finance Division, Legal and Research Services, Central Purchasing, and Oxford University Innovation as appropriate. Ensure that proposals are costed and priced in accordance with the University's full economic costing (FEC) requirements and sponsor guidelines.
17. Analyse the external research funding portfolio in collaboration with the CVM finance and grants team, to ensure funds are used with maximum efficiency, within their stipulated terms and conditions, that departmental costs are recovered wherever possible, and that the CVM finance and grants team provides financial information to research group leaders to empower them to run their research awards/grants effectively.
18. Liaise with Oxford University Innovation and other bodies as appropriate regarding knowledge and technology transfer.
19. Work with the academic and operational leads of CVM's three clinical and research scanning facilities to develop robust business plans with appropriate costing and charging models.
20. Take the lead on the preparation and submission of financial business cases relating to the recruitment of departmentally funded staff, adhering to any university protocols and working closely with the Head of CVM where academic input is required.
21. Regularly explore and propose opportunities for new funding avenues for the division/department.

#### ***Estates/Facilities Management, Health and Safety, and Governance***

22. Be responsible for CVM business continuity planning, working closely with the Laboratory Manager to implement any actions relevant to CVM space and health and safety.
23. Maintain accountability for all estate and buildings matters in liaison with the Laboratory Manager, ensuring maintenance in accordance with University policy and procedures, and interactions with the University Estates Directorate and NHS Estates management as required. Ensure divisional space is allocated so as to maximise the quality of scientific output whilst minimising cost.
24. Negotiate with the University Estates Directorate and if required, appropriate NHS management and internally between users on the allocation of space to meet CVM plans.
25. Provide administrative and strategic input to the planning and implementation of any capital projects, alterations, repairs and refurbishments, including financial advice.
26. Be responsible for the ongoing identification, assessment and management of risks and ensuring accurate reports are produced about mitigation strategies in accordance with University and RDM policies, procedures and processes.
27. Work with the University central Information Governance Team to manage the implementation, review and updating of IT, Information Security and Information Governance systems, processes and procedures to ensure compliance with statutory, University, Medical Sciences Divisional and RDM policies.

### **Other duties**

28. Provide non-academic support for: the recruitment, admission, and support of postgraduate students in CVM; the organisation of courses; laboratory and field work as appropriate.
29. Work closely with RDM's Head of Administration and Finance and the other Business Managers across RDM, sharing cross-departmental best practice and knowledge.
30. Work flexibly within RDM, to ensure resilience and the delivery of mission-critical activities in the Department. Take part in reviewing the use of staff and resources and recommending or trialling alternative approaches to support RDM's evolving scientific strategy and the best organisation of professional services to support this.
31. Work across RDM, especially with the EDI Academic Lead and the EDI Facilitator, to deliver the principles and practices of Athena Swan and other equality, diversity and inclusion matters.
32. Any other duties requested by the Head of CVM or the HAF, commensurate with the grade of the post.

### **Selection criteria**

#### Essential

1. Intellectual capacity, reasoning and analytical skills of a graduate or equivalent
2. Proven ability to think strategically and analytically and to contribute effectively to policy discussions and decision-making at different levels
3. Significant experience as a team leader, committed to the creation, management and development of a high-performing team
4. Substantial experience in a large and complex organisation, with proven skills in operational management and overseeing effective service provision
5. Significant experience of personnel management including recruitment and selection of staff, retention, performance management and staff development
6. Advanced numeracy skills coupled with demonstrated ability in financial management and analysis
7. Strong interpersonal skills with a proven ability to lead, to manage change, and to encourage a team-based approach
8. Sound judgement under pressure, able to think laterally and creatively, and take and implement important and complex decisions
9. The ability to take a pragmatic and flexible approach while ensuring that policies and processes are applied with consistency and fairness
10. Experience of change management, with the ability and willingness to embrace change and lead others through change.
11. Strong organisational skills together with the ability to prioritise, delegate effectively and meet deadlines
12. Excellent written and verbal communication skills, confident in engaging and influencing stakeholders, both internal and external, at all levels, and able to deploy tact and diplomacy as required.
13. Confidence in using complex enterprise level software packages e.g. Oracle Financials, PeopleXD, X5 (the University's research project costing tool), the Budgeting and Forecasting Tool (BFT) or similar (training will be provided)
14. Excellent IT skills including Microsoft Office, especially Excel.

#### Desirable

1. Experience within a Higher/Further Education, public sector or other large and complex organisation
2. Knowledge of research grant award and student fees systems plus the major academic and research fund awarding bodies

There is a one-year probationary period for appointees from outside the University of Oxford.

## 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).

### Cardiovascular Medicine (CVM)

The Division of Cardiovascular Medicine is home to an internationally leading academic programme in cardiology and cardiovascular medicine, and aims to achieve the highest standards in research, clinical care and teaching. Researchers seek to understand the broad range of mechanisms underlying cardiovascular disease and to use this to focus on translational research (spanning from molecular biology through to clinical application). This requires a multi-disciplinary approach involving biologists, clinicians, medicinal chemists, physicists, computer scientists and statisticians. CVM employs a headcount of some 113 FTE academic staff (including 16 Associate Professors and 14 Full Professors) and 45 professional services staff (overall approx. 145 FTE). A number of the academic staff hold honorary consultant contracts with the NHS and provides a clinical service. There are some 55 students studying for a DPhil/PhD and the Division is working to introduce its first Master's course. The annual turnover is c. £16.5 million. Activity is based in several across the John Radcliffe Hospital (on levels 5 & 6 of the West Wing, and on levels 0, 1, 2 and 4 of the main part of the JR Hospital), and the Wellcome Centre for Human Genetics on the Old Road Campus, with the overall space occupied being 2,362 sq.m. CVM runs three research facilities focussed on imaging and AI (OCMR, AMIIC, CCRF), and has close working relations with the Oxford University Hospitals NHS Foundation Trust.

For more information please visit [www.cvm.ox.ac.uk](http://www.cvm.ox.ac.uk).

### Radcliffe Department of Medicine (RDM)

The Radcliffe Department of Medicine (RDM) within the Medical Sciences Division is one of the largest departments in the University of Oxford. Headed by Professor Keith Channon, RDM is a multi-disciplinary

department which aims to tackle some of the world's biggest health challenges by integrating innovative basic biology with cutting edge clinical research. The Department was formed in 2012 and comprises:

- The Division of Cardiovascular Medicine (CVM)
- The Investigative Medicine Division (IMD)
- The Nuffield Division of Clinical Laboratory Sciences (CVM)
- The Oxford Centre for Diabetes, Endocrinology and Metabolism (OCDEM)
- The majority of research groups from the MRC Weatherall Institute of Molecular Medicine (WIMM)

The Department has internationally renowned programmes in a range of areas, including cardiovascular sciences, diabetes and endocrinology, immunology, haematology and pathology. Our work is underpinned by excellence in molecular medicine, stem cell biology, genomics and clinical laboratory science.

The Department employs in the region of 530 staff, has around 140 postgraduate research students and has an annual turnover of around £63m of which £42m is externally funded grants and contracts.

RDM supports a culture that is inclusive and supportive of all members, including those with caring responsibilities and those who work flexibly for other reasons. We are proud to be a [family friendly department](#), and are committed to creating a working environment that offers opportunities for working parents/carers to achieve their professional goals and develop their careers without having a detrimental effect on family life. To support this, we have a range of family friendly policies and practices including maternity, paternity and adoption leave, shared parental leave and unpaid parental leave, flexible/part-time working and aiming to schedule meetings within core hours (9.30 a.m. - 2.30 p.m.). Many of our staff work flexibly, with arrangements managed informally or formally.

The University of Oxford is a member of the Athena Swan Charter and holds an institutional Silver Athena Swan award. RDM holds a departmental Silver Athena Swan award in recognition of our efforts to introduce organisational and cultural practices that promote gender equality to create a better working environment for both men and women.

## 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>

## 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 and email [hr@CVM.ox.ac.uk](mailto:hr@CVM.ox.ac.uk) to notify us of your application.

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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 [hr@CVM.ox.ac.uk](mailto:hr@CVM.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).