



Job Description



Summary

Job title	Graduate School Officer
Division	Medical Sciences
Department	Medical Sciences Divisional Office (Education Section)
Location	John Radcliffe Hospital, Headington, Oxford, with the option of an element of remote working
Grade and salary	Grade 8: £45,585 - £54,395 per annum
Hours	Full time Flexible / hybrid working options available for this position.
Contract type	Permanent
Reporting to	Assistant Registrar (Graduate School)
Vacancy reference	170319

The role

The Graduate School Officer has day-to-day responsibility for marketing and recruitment, for graduate admissions, funding and on-course administration matters in the Medical Sciences Graduate School, for line-managing a team of graduate studies administrators, and for the delivery of projects in support of the Graduate School's strategic aims, including the tactical development of the University's Doctoral Training Partnership (DTP) with the Medical Research Council (MRC). The postholder uses specialist knowledge and experience to make a significant and sustained contribution to the development of the Graduate School, involving input to policy and strategy, and to the planning and management of major studentship funding awards. The Graduate School Officer reports to the Assistant Registrar (Graduate School), who has overall responsibility for the operation and development of the Graduate School.

This role requires expertise in the field of graduate education, excellent presentational skills, expertise in service delivery, line management, financial management and committee servicing, and excellent written and oral communication skills. The postholder will work largely independently, and will need to develop successful working relationships with staff at all levels. The postholder will be expected to advise senior



academic officers, academics, and administrative staff on a wide variety of matters relating to graduate studies administration.

The postholder will line-manage five staff (at Grades 5 and 6), with full responsibility for their performance and career development, as well as supervise the work of other temporary staff on graduate student administration and funding matters.

This is a varied post which would be suitable for candidates with good knowledge and experience of postgraduate education and an appreciation of the wider issues in Higher Education, particularly with regard to the funding of postgraduate research students.

This post is permanent and available on a full-time basis with flexible / hybrid working options available.

The University offers a generous annual leave allowance of 38 days' annual leave per year (inclusive of bank holidays, and increasing with long service). The post holder will normally be expected to minimise annual leave taken during the three 8-week full terms each year (term dates available here: [Dates of Term | University of Oxford](#)), but outside these periods there is considerably more flexibility.

Responsibilities

1) Graduate School projects

The postholder will work closely with the Assistant Registrar (Graduate School), the Director of the Graduate School, the Director of the MRC DTP, the Chair and Vice-Chairs of the Graduate School Committee, Graduate Studies Administrators, and Directors of Graduate Studies and other senior staff on the development, implementation and review of Graduate School initiatives. The postholder will be expected to liaise with colleagues across the collegiate University and with contacts in external organisations. They will be expected to prepare reports and deliver presentations about Graduate School projects, both for the Divisional Graduate School Committee (GSC) and for other audiences as appropriate. They will also be expected to undertake review and analysis of processes; this will involve the collation, manipulation and analysis of data, and will require the ability to summarise and present the outcomes to a wide variety of audiences.

2) Medical Research Council Doctoral Training Partnership

In addition to the specific duties detailed in the sections below, the postholder will provide dedicated administrative support to the Director of the Oxford-MRC DTP, and to the MRC DTP Steering Group chaired by the Director which includes the senior leadership team for the DTP. The postholder will act as Secretary to the MRC DTP Steering Group, undertaking all regular duties of a committee secretary, presenting matters for consultation, contributing expertise to committee discussions, and ensuring actions are followed up in a timely manner. The MRC is the single largest funder of doctoral training in the Division and the DTP currently provides over £1.87m p.a. for both MRC DTP and iCASE awards.

The postholder will facilitate the tactical development of the MRC-DTP, under the leadership of the Director and the Steering Group, including contributing specialist knowledge to applications to the MRC

and other partners for renewal and expansion of the partnership, managing a programme of induction events, cohort-building activities and annual symposia. They will be expected to generate innovative solutions to problems through the application of specialist knowledge, to define standards, and make decisions on these workstreams, ensuring the successful delivery of projects. They will line-manage the Graduate School Support Officer (UKRI funding), whose duties include day to day responsibility for the detailed administration of DTP welcome events, symposia and careers sessions (booking and liaising with exhibitors and speakers, booking venues, advertising, arranging staffing, arranging refreshments, etc).

3) Marketing and recruitment

- Promote Oxford biomedical sciences research training to prospective students (and to prospective studentship funders); this will involve developing, implementing and maintaining a responsive marketing strategy for the Graduate School as a whole, with the support of the Divisional communications team, evaluating competitor institutions' strategies, co-ordinating the most effective use of promotional materials, web tools and social media, organising Oxford recruitment activities, and organising Oxford's presence at graduate open days and other events across the UK. This will also involve benchmarking the structural organisation, level of provision and underpinning support for graduate studies in the biomedical sciences at Oxford with other institutions, and making proposals for the development of the Graduate School.
- Oversee the maintenance and development of the Graduate School's online resources for students and staff, including the outward-facing website (www.medsci.ox.ac.uk/graduateschool) and resources for prospective students, and internal resources / repositories for key policies and procedures (presently four Canvas sites), in liaison with the Divisional communications team. Day to day maintenance work, including writing copy, sourcing images and liaising with contributors, will to a large extent be undertaken by the Graduate School Support Officer, whilst the postholder will have primary responsibility for quality control and content management, and for ensuring that the resources are accurate, up to date, and consonant with Divisional and University policy and with other relevant internal and external resources (for example the University's graduate admissions and funding pages, examination regulations, education policies and procedures, or UKRI studentship terms and conditions). This will require a thorough understanding of the regulatory framework governing graduate research study, and of the relative roles of the departments, colleges and Division in providing for graduate students.
- Oversee the development and delivery of pan-Divisional events along research theme lines for graduate students, and of cohort-focused events for e.g. MRC-funded students which are complementary to those run for Doctoral Training Centre students. Day to day planning and organisation of events will be undertaken by the Graduate School Support Officer; the postholder is expected to play a leading role in co-ordinating the tone and focus of events across the Division, in securing the necessary resources for their successful delivery, and by attending events in a supervisory capacity.
- Oversee the delivery of the Graduate School's annual welcome and induction event, which is attended by 400+ new graduate students each year. Day to day planning and organisation will be undertaken by support staff; the postholder will provide senior expertise and active support wherever necessary, for example in liaising with senior speakers and service providers, and by attending the event.

4) Graduate admissions and on-course administration

- Responsible for the management of a dedicated team of specialist support staff who handle the administration of graduate admissions and visa applications for the majority of clinical departments in the Division, and the administration of formal graduate studies processes (including doctoral progression through transfer and confirmation of status to submission and examination) for all departments in the Division, and the Divisional administration of student records in SITS eVision. This team currently comprises three (2.6 FTE) Graduate Studies Assistants (Grad 5), supervised by a second Graduate School Support Officer (Grade 6). The postholder formally line-manages both the Support Officer and the Assistants. The postholder, with the Support Officer, will plan the work of the team as a whole and review performance, providing advice, arranging training and contributing to the identification of development needs, and developing new protocols for members of the team to follow where appropriate.
- Responsible for 40 SharePoint sites to facilitate the sharing of information across the Division. Responsible for the quality of service provided by this team, developing intelligent monitoring systems, reviewing process efficiency, and recommending improvements to the administrative processes for on-course graduate studies, admissions, and in relation to student systems (e.g. eVision). This will involve regular liaison and collaboration with officers in the other academic Divisions, and in relevant parts of the central University administration, including Examination Schools, Student Registry, Student Systems, Graduate Admissions and Recruitment, and Student Fees and Funding.
- The postholder will represent the Division at regular meetings of the Graduate Studies Administration and Procedures Group, the Summer Steering Group for admissions, and other bodies where appropriate, bringing their expertise in graduate administrative processes to the table and contributing to the development of University-wide policy.

5) Studentship and funding administration

- Act as Secretary to the Divisional Funding Panel with responsibility for delivering the Divisional Graduate School Studentship Competition (GSSC). The competition awards studentships from multiple prestigious sources (to the value of ~£7M) through a single competitive process. It has been designed to ensure that top applicants are fully funded regardless of their nationality or the programme of study they wish to undertake, and that the administrative burden falls in the Divisional Office, rather than in departments.
- Manage the delivery of the GSSC, with support from the Graduate School Support Officer. This will include: arranging for the assessment of applications; providing advice to the Funding Panel regarding the assessment process, and the number of awards that may be made within budget; allocating sources of funding as appropriate across a ranked list of candidates in a cost-efficient and strategic manner; maintaining budget spreadsheets and monitoring expenditure; liaising with departments, colleges, Graduate Admissions, and Student Fees and Funding as necessary; preparing annual reports for relevant bodies on the use of the funds; and making recommendations for changes of process or criteria to GSC or other bodies. It will also include management of supplementary or ad hoc funding competitions, for example to allocate flexible supplements or additional studentships awarded by the MRC.
- Manage the work of the Graduate School Support Officer with regard to the set-up and day to day administration of Research Council funding allocated to the Division; this work includes the set-up of new studentship projects, maintenance of student data within the Je-S Student Data Portal (and its successor system), monitoring studentship expenditure on a quarterly basis,

ensuring spend is in accordance with planned budgets and in compliance with funder expectations, and liaising with departmental finance colleagues as required.

- Manage the work of the Graduate School Support Officer with regard to studentship and funding administration duties, for example responsibility for administering Divisional student awards from a variety of trust funds including the Christopher Welch Scholarships, the Goodger and Schorstein Scholarships and the Beaconsfield Prize.
- Support the Assistant Registrar (Graduate School), the Director of the Graduate School and the Director of the MRC DTP in fundraising for studentships, including developing collaborative schemes with overseas institutions.

6) Other duties

- Act as Secretary to the Division's Graduate Joint Consultative Committee, supporting the Chair and undertaking all regular duties of a committee secretary, presenting matters for consultation with student representatives on key University and Divisional policy and procedural matters for their consideration, contributing expertise to committee discussion and ensuring actions are followed up in a timely manner.
- Organise and attend periodic meetings of graduate studies administrators from across the Division. The purpose of these meetings is to foster effective communications between the Divisional Office and administrators in departments, and to discuss educational policies, procedures, systems and resources affecting graduate courses.
- Assist the Assistant Registrar (Graduate School) and the Head of Educational Policy and Planning as and when required in the investigation and resolution of applicant and student casework of a complex and sensitive nature, providing expertise, identifying solutions, and working with a wide range of colleagues across the collegiate University, deploying sound judgement, discretion and sensitivity in the handling of such cases.
- Any other duties commensurate with the grading of the post, including undertaking other aspects of the work of the Divisional Office, as directed by the Assistant Registrar (Graduate School) or the Head of Educational Policy and Planning.

Selection criteria

Essential selection criteria

1. An honours degree or equivalent qualification and evidence of strong intellectual and analytical skills
2. Experience of managing postgraduate student administration processes
3. Excellent standard of computer literacy, including word-processing, manipulating spreadsheets and working with databases
4. Experience of managing and developing staff
5. Ability to evaluate and improve service delivery in an educational environment
6. Effective decision-making, planning, and organisational skills, with the ability to prioritise and handle competing demands whilst maintaining accuracy and quality
7. Strong interpersonal skills with the ability to work independently and as part of a team, with people from different backgrounds and at all levels of seniority (across the collegiate University), and with tact and discretion with respect to sensitive issues
8. A flexible and pro-active approach, including the ability to understand and assimilate large and/or complex issues, to identify challenges, and to present solutions
9. Ability to engage in policy development and implementation in a large and complex organisation
10. Experience of committee servicing at a senior level, including experience of providing advice on both strategic and operational matters, and strong presentational skills
11. Excellent oral and written skills

Desirable selection criteria

1. An understanding of SharePoint permissions and Oracle reporting
2. Experience of webpage editing and previous use of Content Management Systems.
3. A good understanding of MRC expectations for postgraduate training provision

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

All of the Division's departments are in receipt of Athena SWAN awards that recognise advancement of gender equality: representation, progression and success for all.

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

Medical Sciences 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 a new 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 1,900 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

All of the Division's departments are in receipt of Athena SWAN Silver awards that recognise advancement of gender equality: representation, progression and success for all.

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 Chris Higham (christopher.higham@medsci.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** 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.