

Nuffield Division of Clinical Laboratory Sciences

Job Description and Selection Criteria

Job title	Deputy Business Manager
Division	Medical Sciences Division
Department	Radcliffe Department of Medicine (RDM) – Nuffield Division of Clinical Laboratory Sciences (NDCLS)
Location	John Radcliffe Hospital, Oxford, OX3 9DU
Grade and salary	Grade 7: £36,024- £44,263 per annum
Hours	Full time 37.5 hours per week, part-time may be considered (upwards of 0.8 FTE)
Contract type	Permanent following successful completion of one-year probationary period.
Reporting to	NDCLS Divisional Administrator
Vacancy reference	170430

The role

The Deputy Business Manager holds a key role in the administrative structure of the Nuffield Division of Clinical Laboratory Sciences (NDCLS), one of five Divisions situated within the Radcliffe Department of Medicine (RDM).

The role is designed to support the Divisional Business Manager in proactively and efficiently managing the operational needs of NDCLS across a wide range of business functions, such as personnel management for academic and non-academic support staff, financial management, administration of research support activities, student support, and overseeing the division's space and facilities.

The post holder will assume a high degree of independent responsibility. This involves regularly handling complex matters that require you to influence a wide range of internal and external stakeholders. You will play a pivotal role in maintaining and overseeing regular reporting; ensuring that crucial metrics and performance indicators are consistently monitored and reported. You will actively contribute to the efficient operation of the department by implementing sound management practices and fostering a cohesive work environment. With a keen eye for detail and a proactive approach, you will work towards streamlining processes, identifying areas for improvement, and promoting overall organisational effectiveness. This multifaceted role demands a



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comprehensive understanding of business operations and a commitment to maintaining high standards in reporting and management, in compliance with relevant legislation and University policies and procedures. You will be flexible and comfortable with adapting to change. Deputising for the Business Manager and managing delegated matters during their absence will be within your purview.

This role offers an excellent opportunity to leverage and develop your strengths across a wide-ranging portfolio and to engage across different areas of the University. 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.

The Deputy Business Manager will work closely with, and under the direction of, the Business Manager in the following responsibilities:

Human Resources

- Manage the recruitment process from beginning to end, with operational support from the HR Officer. This may include the investigation and resolution of complex and sensitive matters such as personal grievances, performance issues, and disciplinary procedures.
- Support staff with HR matters throughout the employee life cycle and proactively liaise with relevant staff regarding HR planning, training requirements, etc.
- Oversee and contribute to the development of all HR processes, implementing programs of change where necessary.

Financial Management

- With support from the Finance Officer/s, assist with financial reporting requirements, internal and external, and assist with coordinating the quarterly forecasting exercise. This includes providing detailed explanations of variance against targets, and adjusting business plans in response.
- Ensure budgeting and forecasting accurately reflect operational needs.
- Ensure overhead income is accurately projected and General Cost Centres are effectively managed and projected.
- Provide timely monthly reports, as appropriate, to satisfy month-end processes.
- Execute authorising responsibility where appropriate, for example, expense claims, and non-standard orders up to £10,000.

Grants and Research Administration

- With support from the Finance Officer/s, be responsible for the end-to-end management of costing and submitting grant applications; ensuring that proposals are costed within the University's full economic costing (FEC) requirements and sponsor guidelines.
- Be aware of the internal and external funding arena for the appropriate areas of research and proactively enable Investigators to take appropriate advantage of opportunities.



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- Liaise with officers of grant awarding bodies and Research Services to clarify terms and conditions as associated with particular streams of funding.
- Provide a regular forward look at requirements arising from grants starting and ending, to assist the Business Manager with planning strategically for recruitment, space utilisation, and other resources.
- Ensure Principal Investigators receive regular, detailed financial reports for their grants.
- Liaise with other University departments and stakeholders over the distribution and reporting of joint awards and reimbursement of costs incurred.
- Ensure all pre and post-award requirements are met in a timely fashion.
- Manage associated reporting requirements and any audits incurred on the research grants.

Other

- Maintain a good working knowledge of, and ensure that, Departmental, Divisional, and University policy and procedures regarding HR, finance, grants administration are always adhered to.
- Be a key point of contact for NDCLS, triaging tasks and providing confidential support to staff, students, and visitors, as required.
- Consult with the NDCLS Health, Safety, and Facilities Manager on any issues that affect health and safety in NDCLS.
- Ensure robust monitoring, control, and recording keeping.
- Contribute as appropriate to relevant working groups and forums across the collegiate university.
- Undertake mandatory training as required by the University, Division, and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.
- You may be required to deputise for the Business Manager, holding the authority to line manage staff and make decisions, as required and as appropriate.
- Additional duties and ad hoc projects, as appropriate for the grade, including providing targeted support to units within RDM across various functional and administrative areas.

Selection criteria

Essential

- Be educated to degree level or have equivalent experience.
- Experience of finance and personnel administration.
- Experience of PeopleXD or other HR Information Systems.
- Have experience and current knowledge in personnel legislation and procedures.
- Have a high level of personal discretion, tact and judgement and the ability to work effectively with a wide range of people in a confident, friendly and considerate manner.
- Be able to demonstrate excellent written and verbal communication skills, with the proven ability to gain the confidence of people at all levels.
- Proven organisational skills; the ability to organise their own work effectively, to work autonomously and without close supervision.



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- Proficient in IT and have a good working knowledge of Microsoft Office programmes, including Word, Excel and Outlook.
- The ability to work efficiently and effectively under pressure and to prioritise competing demands.
- Have experience of Oracle Financials and marketplace.
- Have experience of using a costing tool such as X5.
- Have experience and current knowledge of personnel management.
- A positive attitude and a genuine desire to provide a service to the department.

Desirable

- Have experience of University administration and related procedures.
- Have knowledge relevant to the scientific environment, the grant funding system and of the major grant funding bodies.



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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.

Nuffield Department of Clinical Laboratory Sciences (NDCLS)

The original Nuffield Departments date from Lord Nuffield's original benefaction to the Oxford Medical School in 1938. Led by Professor Deborah Gill, the Nuffield Division of Clinical Laboratory Sciences brings together all of the clinical laboratory-based disciplines within the Oxford Medical School (Microbiology, Genetics, Cellular Pathology, Haematology and Clinical Biochemistry).

As well as the teaching of Undergraduate and Clinical Medical Student courses, NDCLS has an active research programme, holding more than £5.3m per annum (£25m in total) of research grants from Research Councils and charities.

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



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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 (NDCLS)
- 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 650 staff, has around 150 postgraduate research students and has an annual turnover of around £59m of which £38m 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 scheduling 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 Bronze 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 in SET to create a better working environment for both men and women.

For more information on the Department please visit: www.rdm.ox.ac.uk.



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The 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 three referees and indicate whether we can contact them now. The University will assume that it is free to approach your referees at any stage unless your application specifies otherwise. You should also contact these three referees to ensure they are aware of your application and of the requirements for the post, and to ensure that they would be content to write a reference for you for this post, if asked.

You will be asked to upload the following documents as part of your application:

(1) Full CV (2) A supporting statement (2 pages max) should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment and education. 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-fags>. 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



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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 all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>. For **existing** employees, 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 **grades 1–7** 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.



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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 dependents. 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 and the University of Oxford Newcomers' Club

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 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.

