

Job Description



MEDICAL SCIENCES DIVISION

Job title	Academic Assistant (Years 3 and 4)
Division	Medical Sciences Division
Department	School of Medicine and Biomedical Sciences
Location	School of Medicine and Biomedical Sciences Undergraduate Studies Office, Medical Sciences Teaching Centre, South Parks Road, Oxford
Grade and salary	Grade 5: £28,759 p.a. - £33,966 p.a.
Hours	Part time: 0.6 – 0.8 FTE (21.9 – 29.2 hours per week)
Contract type	Permanent
Reporting to	Senior Academic Administrator (Admissions, Years 3 and 4)
Vacancy reference	170829

The role

The mission of the School of Medicine and Biomedical sciences is to deliver four interdepartmental undergraduate programmes: Pre-Clinical Medicine, Clinical Medicine, Graduate-entry Medicine, and Biomedical Sciences.

Professional services staff for the School are situated in two main locations: the Clinical School Office at the John Radcliffe Hospital, and the Medical Sciences Teaching Centre, in the University's science area. The postholder will become part of the Undergraduate Studies administration team, based at the Medical Sciences Teaching Centre.

The postholder will assist the Senior Academic Administrator (Admissions, Years 3 and 4) and Academic Administrator (Admissions, Years 3 and 4) with administrative work in support of:

- The course of study for Years 3 and 4 Pre-Clinical Medicine and Biomedical Sciences students taking the Final Honour School/Final Honour School
- Examinations for Pre-clinical Medicine and Biomedical Sciences students, taken as part of the Final Honour School in Medical Sciences and the Final Honour School (Years 3 and 4) in Biomedical Sciences
- Admissions and outreach activities for Medicine and Biomedical Sciences



These are large and complex operations, involving academic staff based in a large number of departments from across the Medical Sciences Division and beyond.

Information about the undergraduate programmes is available at:

<https://www.medsci.ox.ac.uk/study> .

Responsibilities

- Assisting in the administration of the course of study for the Final Honour School in Medical Sciences and the Final Honour School (Years 3 and 4) in Biomedical Sciences, which will include:
 - Preparation of the teaching timetable for Biomedical Sciences students in Michaelmas Term of their fourth year. Liaison with individual members of academic staff; room-booking; managing conflicts and late changes to the timetable.
 - Assisting with the collection of students' option choices and maintaining records of these.
 - Assisting with the coordination of students' review, project and essay registrations, helping to coordinate arrangements for approval, communicating decisions and information to students and supervisors/advisors of these.
 - Updating course handbooks, guidelines and information on the Virtual Learning Environment for students and academic staff.
 - Organising student consultation sessions, taking notes and writing a report of the issues raised and agreed actions.

- Assisting the Senior Academic Administrator (Admissions, Years 3 and 4) and Academic Administrator (Admissions, Years 3 and 4) with administration of examinations for the Final Honour School in Medical Sciences and the Final Honour School (Years 3 and 4) in Biomedical Sciences, which will include:
 - The organisation of Exam Board meetings
 - The production of the examination papers by the set deadline
 - Coordinating arrangements for students to submit coursework
 - The organisation of oral examinations and poster presentations
 - The distribution of examination scripts and coursework to examiners/assessors for marking
 - The processing of exam marks and results

- Assisting with administrative activity for the admissions process and outreach activities for Medicine and Biomedical Sciences, which will include:
 - Assisting with the organisation of Open Days (three per year) and outreach activities such as the UNIQ summer school.

- *Student records*: the post-holder will be responsible for updating and maintaining student records and student mailing lists. The post-holder will be expected to become fully conversant with the University's student records system and local systems.

- The post-holder may be required to assist with other comparable tasks in the Undergraduate Studies Office when required and to offer training to other staff in aspects of own work in order to ensure adequate back-up of skills within the unit.
- The exact duties and responsibilities may change from time to time according to changes of circumstances and in consultation with the post-holder.
- The post-holder will be supervised by and will report to the Senior Academic Administrator (Admissions, Years 3 and 4). However, in the areas of work for which they have their own responsibility, they will be expected to work with minimal supervision.

Selection criteria

Essential

1. Excellent level of achievement in school and Further Education qualifications.
2. Ability to work systematically and to a high level of accuracy, with excellent attention to detail, even when working under pressure.
3. Excellent administrative, organisational and analytical skills; ability to manage a broad workload in an efficient manner and willingness to take a flexible approach to workload and hours as appropriate. A high standard of personal organisation.
4. Willingness and ability to work harmoniously as a team member within a culture of academic leadership, as well as to work independently and to take the initiative to find solutions to problems, or to progress key tasks.
5. Recent experience of academic administrative work.
6. Ability to understand and interpret complex regulations and conventions, in order to provide guidance to students and members of academic staff.
7. Excellent written and oral communication skills; excellent interpersonal skills; a high level of personal discretion and judgement, especially when dealing with sensitive and confidential information; a mature and responsible attitude.
8. Excellent level of numeracy: ability to handle numerical data with confidence and accuracy.
9. Ability to provide a high level of customer service.
10. Excellent standard of computer-literacy: ability to type, proficiency in the use of software including Microsoft Word, Access, and Excel. Willingness and ability to learn to operate new systems (training will be provided where required).

Desirable

1. Experience of working in a Higher Education environment, and a general interest in higher education.
2. A knowledge and/or understanding of medical education.

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.

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 and indeed bigger than many other UK Universities.

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: www.medsci.ox.ac.uk

School of Medicine and Biomedical Sciences Undergraduate Studies Office

The Medical Sciences Divisional Secretariat is in general responsible for the academic administration of the Division and in particular supports the work of the Medical Sciences Board, its committees and their sub-committees. The Divisional Secretary (Mr Chris Price) is based at the John Radcliffe Hospital, along with most of the Secretariat.

The Faculty of Physiological Sciences Undergraduate Studies Office is located in the Medical Sciences Teaching Centre, in the University's science area. The team of staff based in this office is currently responsible for the administration of three undergraduate programmes Pre-Clinical Medicine, Biomedical Sciences, Graduate-entry Medicine, and physiology teaching for students reading Experimental Psychology and Psychology / Philosophy / Linguistics (PPL). This includes the co-ordination of student admissions, teaching, and examinations.

The Medical Sciences Teaching Centre was purpose-built in 2002, and the Undergraduate Studies Office is situated on the first floor of the building, with superb views over the University Parks.

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly

divoff.jobs@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 e-recruitment system 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 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 My Family Care, 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.