

Summary

Job title	Divisional Office PA (Maternity Cover)
Division	Medical Sciences Division
Department	Medical Sciences Divisional Office
Location	John Radcliffe Hospital, Headington, Oxford
Grade and salary	Grade 5: £28,795 - £33,966 per annum
Hours	Full time 36.5 hours per week with hybrid working options available.
Contract type	Fixed-term maternity cover of up to 12 months
Reporting to	Executive Assistant to Chief Operating Officer
Vacancy reference	170839

The role

This role will ideally suit a highly motivated and experienced PA or Executive Assistant with sound administrative and project management experience. A positive and flexible attitude is important, together with a proactive approach to the role supporting a senior manager with a busy and complex workload.

You will be responsible for providing high quality, effective administrative and secretarial support with an exceptional level of organisational ability, efficient time management skills, and must be confident in making decisions and using your judgement throughout the working day.

Flexibility, organisational skills, and the ability to work well in a team environment as well as having the competence and confidence to work independently will be key in this role.

Supporting our Head of Education and the wider team, this is a role in which we would hope to support you to grow and develop as you learn more about this interesting area of work: [Jane Dale — University of Oxford, Medical Sciences Division](#)

This post is to cover the absence of the substantive postholder, who is taking a period of maternity leave. The post is available for up to 12 months or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.



Responsibilities

- Communicate effectively and professionally with internal and external stakeholders, recognising the highly confidential nature of the correspondence and documentation and treating it appropriately.
- Manage complex diary arrangements, ensuring efficient use of time and factoring in travel time, remote meetings and different work locations. This will include checking availability, confirming attendance or offering replacements/alternatives as required and making sure that any meeting papers have been received and circulated.
- Be responsible for organising correspondence, identifying and prioritising items of business, referring these to the correct member of staff as appropriate; initiating correspondence according to instructions, including some typing of general correspondence; and liaison with other secretarial/PA support staff.
- Fully support the Head in all of their day-to-day activities, including committee work and ensure appropriate support is given at all times and that deadlines are met.
- Undertake training and development activities in order to effectively carry out the role.
- Take a proactive approach in suggesting, developing and implementing systems to increase the efficiency of the administration.
- Organise meetings; book venues, arrange catering and AV requirements, send electronic invitations, collate responses, prepare documentation, meeting materials and agendas, maintain email distribution lists and take minutes.
- Coordinate complex travel arrangements when required, including booking flights and accommodation, obtaining visas, setting up meetings.
- To maintain comprehensive records, including filing of documents, typing up notes, action points and minutes, ensuring that any follow-up action is recorded and taken forward.
- To liaise with a broad range of people, from scientists and research institutions, to university departments, clinicians and senior national and international figures.
- To field telephone calls and emails, and deal with incoming enquiries.
- To liaise with internal and external visitors; meeting, greeting and catering for their requirements (e.g. accommodation, pre-meeting preparation, directions and parking).
- To collate and format agendas, reports and slides.
- To trouble shoot and solve IT problems in partnership with the Head, pre-empting and supporting their IT needs.
- Work as part of a small and efficient team of administrators who help, support and train one another, providing cover where necessary.
- Carry out other duties appropriate to the post.

Selection criteria

Essential selection criteria

- Evidence of significant experience of acting as a personal or executive assistant in a large and/or complex organization including planning and organisation skills developed through a range of experiences in different teams.
- Experience of complex diary management, minute-taking, preparation of papers for meetings, and the ability to research, coordinate and organise travel arrangements, including obtaining visas where necessary.
- Evidence of excellent interpersonal skills; you should be comfortable liaising with people at all levels and with very senior personnel, in particular, both inside and outside of the University.
- Demonstrate a high level of literacy and excellent communication skills, including the ability to draft all forms of correspondence, take minutes, and generate summary documents.
- Demonstrate excellent time-management and organisational skills, ability to deal with sudden challenges in a cool and competent manner; able to work unsupervised and plan/manage a variety of complex tasks in parallel, with meticulous attention to detail.
- Proven ability to solve problems; work calmly under pressure; respect confidentiality.
- Demonstrable ability to exercise a high degree of personal responsibility, discretion, good judgement and initiative, with a positive, proactive and highly flexible approach.
- Evidence of high levels of computer literacy; proficiency in the use of Microsoft Office (in particular Outlook, Word and Excel) and confidence in using databases.
- Ability to solve IT problems in partnership with others
- Confidence to work independently and effectively as part of a team

Desirable selection criteria

- Previous experience of working in a higher education or NHS/Health environment.
- Familiarity with scientific and medical terminology.
- Experience of minute taking or supporting committee work.
- Experience of using financial information systems (e.g. SAP Concur, Oracle Financials)
- Experience of using or administering online meetings using Teams, Zoom, OneDrive or SharePoint.
- Experience of organising events.

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

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. 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.

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.

The University of Oxford is a member of the [Athena SWAN Charter](http://www.athenaswan.org) holds an institutional Silver Athena SWAN award.

For more information, please visit 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.

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 via email – 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 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, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>