

Summary

Job title	Executive Assistant to the Head of Medical Sciences Division
Division	Medical Sciences
Department	Medical Sciences Divisional Office
Location	John Radcliffe Hospital, Oxford
Grade and salary	Grade 6: £32,332-£38,205 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Executive Assistant to Medical Sciences Chief Operating Officer
Vacancy reference	170841
Additional information	Internal and External applicants welcome

The Role

This is a senior support position to the Head of the Medical Sciences Division. In this role, you will regularly interact with senior officers across the University (Vice-Chancellor, Pro-Vice Chancellors, Heads of colleges, divisions and departments and senior academics and senior professional staff) and externally (governments, research councils, charities, corporations, donors, health organisations and agencies).

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.

You will be responsible for providing high quality, effective administrative and secretarial support with an exceptional level of organisational ability, efficient time management and must be confident in making decisions.

The role would ideally suit a highly motivated and experienced Executive Assistant with administrative and project management experience who enjoys an organisational challenge within an international academic environment. A positive and flexible attitude is important, together with a proactive approach to the role.

Responsibilities

- Fully support the Head of Division and ensure appropriate support is given at all times and that deadlines are met.
- 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.



- Communicate effectively and professionally with internal and external stakeholders, recognising the highly confidential nature of the correspondence and documentation and treating it appropriately.
- Manage a complex diary, ensuring efficient use of time. This will include checking availability, confirming attendance, or offering replacements/alternatives as required and making sure that any meeting papers have been received/created and circulated.
- 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 (international and domestic), including booking flights and accommodation, obtaining visas, setting up meetings.
- Maintain comprehensive records, including filing of documents, typing up notes, ensuring that any follow-up action is recorded and taken forward.
- To liaise with a broad range of stakeholders, from scientists and research institutions to university departments, clinicians, and senior national and international figures.
- To field telephone calls and emails, and promptly 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.
- Where necessary cover for colleagues and supervise team members when the needs arise.
- Carry out other duties appropriate to the post and the needs of the Medical Sciences Divisional Office.

Selection criteria

Essential selection criteria

- Evidence of significant experience of acting as a Personal or Executive Assistant in a large and/or complex organisation.
- Experience in 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 both inside and outside of the University, including the senior leadership and Senior University Officers.
- 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 packages (in particular Outlook, Word, Teams and SharePoint) and confidence in using databases.
- Experience of supervising/mentoring others including staff and apprentices

- Confidence to work independently and as part of a team.

Desirable selection criteria

- Familiarity with scientific and medical terminology.
- Previous experience as an Executive Assistant.
- Previous experience of working in a higher education environment.
- Previous experience of working with or for the NHS.

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](https://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, 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.