

MEDICAL SCIENCES DIVISION

Summary

Job title	Head of Technology (Medical Sciences Division)
Division	Medical Sciences
Department	Medical Sciences Divisional Office
Location	John Radcliffe Hospital, Headington, Oxford
Grade and salary	Grade 10: £61,198 -£70,918 per annum
Hours	Full time
Contract type	Secondment or Fixed Term Contract
Reporting to	Deputy Divisional Registrar
Vacancy reference	171392
Additional information	<p>Internal secondment or fixed-term contract (2 years)</p> <p>Whilst this is a full-time post, we welcome applications from candidates who wish to work part-time (minimum 30 hours/0.8 FTE and/or flexibly).</p> <p>The postholder may also agree a pattern of remote working with their line manager.</p>

The role

The Head of Technology (Medical Sciences Division) role arises from the recommendations of the IT Infrastructure Service Review conducted in 2022/23 and recognises that the ambition of the review's outcomes (especially the focus on the culture and practicalities of shared service delivery), if they are to be fully realised, requires senior management leadership both within the Medical Sciences Division and across the Division and IT Services. Therefore, the Head of Technology role has responsibility for coordinating and influencing significant change within the Division and responsibility for working together with other heads of technology (and similar roles) under the aegis of the Shared Infrastructure Services Programme to identify, prioritise, develop, and oversee the implementation of shared services. The post



will drive cultural change as much as technical change in order to fulfil the vision of one federated IT infrastructure delivery organisation.

The Head of Technology, together with the Director of Infrastructure Services (IT Services), Chief Information Security Officer, and the Enterprise IT Architect, form the Technology Leadership Group. The Technology Leadership Group, reporting to the Programme Board, is responsible for ensuring a coordinated approach for the transition to a new shared service delivery model for infrastructure services in the University. The Group sets standards, defines shared services, leads on prioritising continual service improvements, and makes recommendations, and reports to, the Shared Infrastructure Services Programme Board.

Responsibilities

- Take ownership of developing the strategy for new shared service provision and use within the Medical Sciences Division working together with stakeholders, including MSD IT Services, and IT colleagues across the broader University, to develop shared services that meet the needs of the Division and wider University.
- Work alongside existing teams of IT professionals in a matrix management structure, with a view to influencing culture and promoting best practice, as may be agreed with Medical Sciences Division
- The postholder is expected to lead in the formation of a skills matrix, intra-university career pathways and mobility, and resolution of recruitment and retention issues both within and outwith their division, for the benefit of the University more generally.
- Enabling and driving organizational change by promoting the vision, goals, and benefits of the shared IT delivery model to stakeholders at all levels within the Division and departments.
- Overseeing the implementation of the Shared Infrastructure Services Programme within Medical Sciences Division working closely with the Programme Manager, the Associate Head of Division for Information and Digital, the Director of MSD IT Services, departmental IT support staff.
- Making recommendations to Division, relating to significant changes to IT delivery arising from the Programme, and providing strategic leadership and supportive guidance for IT delivery in the Division and its constituent departments/faculties. Including representing the Division's views and needs to central committees and groups.
- Acting as an effective channel of communication between the departments, the Division, MSD IT Services and the central IT Services, ensuring that each party understands the needs and perspectives of the other and fostering an environment in which the combined resources of the parties are most effectively coordinated.
- Contributing as a senior leader to the Technology Leadership Group, including as chair, and engaging with other heads of technology, IT Services and information and digital governance bodies, as may be required, to realise the benefits of the Programme and to identify further opportunities for consolidation and shared services, and develop business cases for exploiting these.
- Fostering a culture of continuous improvement and innovation amongst IT teams within the context of shared service delivery.
- Working with, and supporting the Division, (including SD IT Services) to ensure that areas of IT risk are addressed, distinctive IT requirements are represented to the Programme, and opportunities for shared IT services exploited, within the context of the strategic priorities of the individual departments and the division as a whole.
- Undertaking, or participating in, service reviews and the development of a service catalogue and roadmaps to identify and prioritise opportunities for shared service delivery whilst meeting user requirements and offering value for money.

- Representing the Programme, and its implementation within the Division, to governance bodies, both within the Division and within the University's IT governance structure.
- Providing aggregated IT financial and resourcing reports as may be required by governance bodies from time to time.
- Participating in networks of experts and keeping abreast of current and developing trends in service provision at comparable institutions.
- Taking advantage of appropriate training opportunities as these arise, in order to keep up to date with relevant skills and developments and participating in a regular Personal Development Review.
- Undertaking such other duties as may be assigned in the light of the post-holder's knowledge and experience.

Selection criteria

Essential selection criteria

- Degree-level education and/or substantial relevant work experience;
- Demonstrable understanding of the challenges and requirements of IT service provision in a large, federated organisation, and experience of supporting effective shared service solutions;
- Significant experience in delivering IT infrastructure services and technology change initiatives, gained at a senior level, whether in a commercial, public sector or higher education environment;
- Proven ability to think and plan strategically and possess the creativity required to identify, scope and implement solutions to support the business requirements of a complex organisation;
- Demonstrable experience of leading and developing teams comprising technical professionals;
- Ability to develop and maintain effective working relationships with members of the division and constituent departments, senior stakeholders within the University, and third-party providers, and to work collaboratively with peers to develop shared solutions;
- Strategic knowledge of emerging and best practice methodologies, technologies and standards for the delivery of IT services and their continuous service improvement;
- Experience of developing successful business cases for funding;
- Excellent communication and negotiation skills, with the ability to enthuse and convey complex topics to staff at all levels of the collegiate University, recognising the demands of an academic environment and the specific challenges that these present;
- Demonstrable experience of organising a busy and varied workload requiring self-motivation and good time management skills.

Desirable selection criteria

- Experience of financial management, in particular, budget oversight, service costing and pricing, procurement, and developing and maintaining supplier relationships;
- Technical leadership experience in one or more of the following areas: security by design for IT infrastructure; identity and access management; network services (wired/wireless); public, private or hybrid cloud infrastructure; cross-platform endpoint device management platforms; research computing.
- Familiarity with service or product management methodologies, such as ITIL, Scaled Agile, together with programme and project management methodologies, tools, and techniques such as PRINCE2 or MSP.

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.

About Medical Sciences Division

The Medical Sciences Division is an internationally recognised 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 and 5 non-clinical departments. 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.medisci.ox.ac.uk

All the Division's departments are in receipt of Athena SWAN 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 the recruiting department directly to the Recruitment Team at 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.