

<b>Job title</b>	Programme Officer
<b>Division</b>	Medical Sciences
<b>Department</b>	Nuffield Department of Medicine
<b>Location</b>	Pandemic Science Institute, Old Road Campus Research Building, Roosevelt Drive, Headington, Oxford, OX3 7DQ
<b>Grade and salary</b>	Grade 6: Salary in range £32,332 - £38,205 per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term contract for 3 years with the possibility of extension Funding is provided by the Mastercard Foundation donation
<b>Reporting to</b>	Philippa Johnstone, Senior Programme Manager
<b>Vacancy reference</b>	171480

<b>Hybrid working arrangements</b>	<b>The successful person will need to work on site for a minimum of 3 days per week</b>
<b>About us</b>	<ul style="list-style-type: none"> <li>University of Oxford - <a href="http://www.ox.ac.uk/about/organisation">www.ox.ac.uk/about/organisation</a></li> <li>Nuffield Department of Medicine (NDM) - <a href="https://www.ndm.ox.ac.uk">https://www.ndm.ox.ac.uk</a></li> <li>Unit - <a href="https://www.psi.ox.ac.uk/">https://www.psi.ox.ac.uk/</a></li> </ul>
<b>What we offer</b>	<a href="https://hr.admin.ox.ac.uk/staff-benefits">https://hr.admin.ox.ac.uk/staff-benefits</a> <ul style="list-style-type: none"> <li>An excellent contributory pension scheme</li> <li>38 days annual leave</li> <li>A comprehensive range of childcare services</li> <li>Family leave schemes</li> <li>Cycle loan scheme</li> <li>Discounted bus travel and Season Ticket travel loans</li> <li>Membership to a variety of social and sports clubs</li> <li>A welcoming and diverse community</li> </ul>

## The role

The Pandemic Sciences Institute (PSI) in the Nuffield Department of Medicine is seeking a Programme Officer to support a high-profile strategic initiative delivered in partnership with Science for Africa Foundation, based in Nairobi, and Mastercard Foundation. This is a new role with significant opportunity to add value and to develop over time.

PSI was established in 2021 as a multidisciplinary, University-wide initiative to build upon the model of innovation, collaboration and agility that yielded critical breakthroughs for COVID-19. Through academic excellence and equitable global partnerships PSI aims to safeguard health and economic stability for future generations. PSI enjoys productive partnerships with academia, industry and public health organisations and hosts researchers with diverse expertise including vaccinology, genomic surveillance, infectious disease epidemiology, clinical trials, public policy, and ethics. Its research portfolio is supported by a wide range of funders.

PSI, Science for Africa (SFA) Foundation and Mastercard Foundation have recently launched a bold and collaborative initiative, funded at around \$45 million, to establish networks of scientific excellence in epidemic and pandemic research, preparedness and response across Africa. This initiative will also include a substantial portfolio of policy engagement, knowledge exchange and capacity-strengthening activities (workstreams) over a six-year period.

The initiative is complex and multi-faceted, and you will be a critical member of the team, providing operational and administrative support for a wide range of activities. Responsibilities will include financial administration, travel management, document management, event coordination, and servicing meetings. There may also be the opportunity to contribute to strategy development. The role would suit a proactive and adaptable individual with an interest in global health and/or programme management, and with well-developed interpersonal and administration skills.

You will report to Philippa Johnstone, Senior Programme Manager. You will work closely with other colleagues at PSI including the Business Manager, Deputy Business Manager, the Communications team, members of the PSI Policy and Practice Research Group, and with Professional Services staff across the wider Nuffield Department of Medicine. You will also be required to build productive working relationships with the SFA Foundation team in Nairobi. The role may involve occasional overseas travel to attend meetings and events in Africa.

## Responsibilities

You will:

- Work closely with the Senior Programme Manager and with key stakeholders at PSI and SFA Foundation to support the smooth and effective operational and financial management of the initiative.
- Assist in managing the programme plan and risk register by recording, tracking and following up on actions and maintaining detailed notes.
- Manage overseas travel arrangements for PSI colleagues and collaborators, liaising with other relevant administrative staff as required.
- Undertake financial administration including processing and following up expense claims, managing the programme credit card statements, recording expenditure, processing purchase orders and invoices, and analysing financial data for reporting purposes.
- Help to manage shared documentation platforms and folders, ensuring adequate version control and confidentiality and offering ideas for improvements where appropriate.
- Arrange meetings and calls, producing agendas and minutes where required.



- Draft, coordinate and maintain programmatic documents for senior stakeholders.
- Support the preparation of financial and narrative reports to Mastercard Foundation.
- Support the Senior Programme Manager and the SFA Foundation team with the strategic development and implementation of programme workstreams as required.
- Escalate issues as required to the Senior Programme Manager, and deputise for them on occasion.
- Provide logistical support to the organisation and delivery of international meetings.
- Undertake any other reasonable duties appropriate to the role and grade. This may, on occasion, include providing administrative and logistical support to other programmes and initiatives.
- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- 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.

## Selection criteria

### Essential

- Educated to degree level in any subject.
- Experience of administration or project management in a large organisation.
- Experience in supporting stakeholders, using tact, sensitivity and discretion to build effective relationships at all levels and anticipate the needs of different individuals.
- Experience working within an international and multicultural environment.
- Excellent problem-solving skills, with the ability to identify potential issues and suggest solutions.
- Excellent IT skills for creating and managing information, including experience of using Microsoft Office Suite, particularly Word, Excel and PowerPoint, and the ability to learn new systems.
- Experience in servicing meetings or committees.
- A systematic, thorough and well-organised approach to work with the ability to meet deadlines and prioritise tasks.
- High levels of accuracy, attention to details and ability to work independently where required.
- Excellent numeracy skills and confidence in dealing with financial data.
- Excellent written and verbal communication skills, with the ability to adapt communication style as needed.

### Desirable

- Experience working with institutions in resource-limited settings.
- Experience working with high-profile stakeholders.
- Experience with SharePoint or similar documentation platforms.



# 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>

## Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Travel outside of Europe or North America on University Business



## 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>.

If you would like to apply, **click on the Apply Now button** on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

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

Please upload all documents **as PDF files** with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

- [http://www.ox.ac.uk/about\\_the\\_university/jobs/professionalandmanagement/](http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/)

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 [recruitment@ndm.ox.ac.uk](mailto:recruitment@ndm.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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**, which with effect from 1 October 2023 will be 30 September before the 70<sup>th</sup> 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.