

Summary

Job title	Executive Assistant to Professor of Orthopaedic Trauma Surgery and the Oxford Trauma and Emergency Care Research group (Maternity Cover)
Division	Medical Sciences Division
Department	Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences
Location	Oxford Trauma, Kadoorie Critical Care Research Centre, John Radcliffe Hospital, Oxford, OX3 9DU
Grade and salary	Grade 6: £32,332-£38,205 per annum
Hours	Full time (Part time 0.8 FTE considered)
Contract type	Maternity leave cover for 12 months
Reporting to	Professor Matthew Costa / Dr Juul Achten
Vacancy reference	172029
Additional information	This vacancy can be offered as a secondment opportunity to internal candidates.



The role

The Executive Assistant is a key part of the Oxford Trauma and Emergency Care research team network and will facilitate communication within, and contribution to, the work of various research and professional teams. The workload in the office is demanding and diverse, requiring first class judgement, personal organisation and flexibility as well as an ability to work to deadlines. The full range of administration and personal assistant skills will be required.

The role is varied and includes administration support for the clinical trial delivery teams, facilitating a Patient and Public Involvement group, advising on calendar availability for multiple senior staff members, and designing/implementing system improvements to the administrative systems.

As well as working with the wider research team, the Executive Assistant will support the Professor of Orthopaedic Trauma, Professor Matthew Costa. Professor Costa operates to a busy and demanding schedule as a consultant trauma surgeon, clinical academic, chair of several committees and member of various other research boards, and as Lead Investigator for our research group focused on musculoskeletal trauma surgery and rehabilitation.

The Executive Assistant will carry responsibility for the effective day-to-day management of Professor Costa's business and travel and will work closely with the team Administrator and members of the department's senior management team, with professional colleagues in University administration as well as with members of Professor Costa's diverse and complex professional network. In addition, the post-holder will be expected to provide support for other senior academics within the research group.

The post-holder will play a key role in helping Professor Costa to conduct business in a timely and efficient manner. This will include direct support for Professor Costa, dealing with and progressing a wide range of matters, often confidential, sensitive, and/or urgent, and exercising judgement about the course of action required, especially when Professor Costa is unavailable.

Applicants must be able to show that they have a good command of written and spoken English, which is essential for drafting letters, taking minutes and proof-reading, as well as attention to detail. The post-holder will be the first point of contact in Professor Costa's office:

- for people outside the University, e.g. for directors of national funding boards and programmes, members of charities, charitable foundations and donors, both UK and overseas, academics of other universities, or for the numerous other people external to the University for whom Professor Costa's office is the appropriate point of contact.
- for senior members of the University – e.g. the Vice-Chancellor's offices, heads of colleges, divisions and departments, directors of institutes and their administrative staff, and senior academics.

The Executive Assistant therefore plays a key role in representing Professor Costa's different roles externally, as well as within the University. They will also play a pivotal role within the team. The person appointed should have (or quickly acquire) a general understanding of the structure of the collegiate University, and of the aims and purpose of Professor Costa's research activities including an understanding of the legislation and governance requirements of clinical trials.

Maternity (or other family) leave cover post

This post is to cover the absence of the substantive postholder, who is taking a period of maternity leave. The post is available for 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

Key Duties

- Provide high level administrative support to the Oxford Trauma and Emergency Care group, and to Prof Matthew Costa, Professor of Orthopaedic Trauma.
- Provide administrative research support to the Professor of Orthopaedic Trauma's clinical research projects.

- Provide guidance to the team Administrator on complex administrative queries
- As required, liaise with NHS and academic contacts within the University of Oxford, Oxford University Hospitals NHS Trust, and external organisations.
- Responsible for the management of the Musculoskeletal Patient and Public Involvement group. In particular, facilitating the wellbeing of individuals in this group ensuring that they have the right information at the right time, feel involved and are paid correctly. This involves email contact and telephone calls, listening to them and ensuring they feel a valued member of the research team, arranging meetings for the group and producing newsletters.

Other Main duties and responsibilities

Provide high level administrative support

- Alongside the Administrator, managing a high volume of incoming correspondence, emails and telephone calls, progressing matters as appropriate, in particular identifying priority items of business for immediate attention, taking action where possible and making judgements about which need to be dealt with by him and which can be more appropriately dealt with by other staff.
- Responsible for the management of Professor Costa's emails, diary and meeting schedules, including all domestic and international travel. This requires very close attention and an understanding of the competing demands on Professor Costa's time.
- Managing and developing successful working relationships across the University, the Oxford University NHS Trust Hospital, external collaborators and organisations in support of Professor Costa's activities. This includes working closely with other Departmental teams (e.g. HR, Communications, Accounts Payable, Information Governance).
- Ensuring that any follow-up action is identified, logged and taken forward, prompting Professor Costa's about action needed, and co-ordinating such action with colleagues within the office.
- Maintaining and improving, as appropriate, record keeping and filing systems for Professor Costa as an individual to comply with Good Clinical Practice, good regulatory and legal guidelines including data protection and archiving.
- Effective communication and liaison with health care professionals, researchers, and administrative staff in support of Professor Costa's research.
- Alongside the Administrator, organising the arrangements for meetings, seminars and conferences both held and attended by Professor Costa's (nationally and internationally).
- Preparation and circulation of papers, agendas, minutes and briefing notes as appropriate.
- To support the Administrator in delivering an external communications strategy, inputting or leading on the development of promotional materials, websites and similar in liaison with departmental IT Manager.
- To have a proactive approach to suggesting, developing and implementing systems to increase efficiency of Professor Costa's time.
- Develop and review office procedures to meet the growing needs of the research teams.

Provide administrative research support to Professor Costa's clinical research projects

- The post holder should have experience of providing administrative support to complex projects and be able to plan their own workload whilst working within a team context.
- As required, to liaise with designated contacts at funding bodies, sponsors, etc.
- To liaise with the administration, HR and finance team of NDORMS in the preparation and costing of grant applications, recruitment, interviewing and appointment of staff, staff contracts, etc.

- Liaise with the Hub Manager of OCTRU and other CTUs on strategic initiatives related to Clinical Research in Oxford.
- To perform literature and scientific background searches using public databases.
- Assist with the preparation of grant applications in liaison with the Grants team.
- To assist in the drafting and submission of manuscripts to research journals.
- To undertake other duties as may be required from time to time that are commensurate with the grade and responsibilities of the post.

Many of these responsibilities will have to be completed to tight deadlines or in the absence of detailed information, the post-holder will need a proactive and considered approach.

Selection criteria

Essential selection criteria

- Experience of providing support to professional staff
- A university degree or equivalent professional experience.
- Ability to organise and prioritise own work and that of others, including coping with unpredictable volumes of work and busy periods showing flexibility and self-motivation.
- Sound judgement and the ability to acquire quickly the knowledge necessary to assess and prioritise demands on Professor Costa's time.
- Ability to secure trust and influence others.
- Excellent skills in office IT systems, including Email, MS Office applications (in particular Word, Excel, PowerPoint), internet literacy and ability to use the internet for administrative research.
- Meticulous attention to detail in all matters, including working on reports, correspondence, management of complex travel arrangements, minute taking and transcribing etc.
- Experience in planning and arranging meetings/training days for large groups.
- Ability to deal effectively with a wide range of people, to work as part of a team, and to liaise with colleagues where work interests overlap.
- Excellent communication and organisation skills.

Desirable selection criteria

- Experience of providing administrative support to academic/research staff
- Experience of publication and editorial support.
- Knowledge of travel and financial systems used in academic settings (e.g. Key travel, Oracle Financials).

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 to a successful outcome of this assessment.

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

- Lone Working
- Driving on University business

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 recognised centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford.

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

Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences

The Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences (NDORMS) is part of the Medical Sciences Division and is the largest European academic department in its field, running a globally competitive programme of research and teaching.

Our mission is to discover the causes of musculoskeletal and inflammatory conditions to deliver excellent and

innovative care that improves people's quality of life. Our highly skilled teams have expertise in a broad range of areas, including orthopaedic surgery, inflammation, immunology, rheumatology, medical statistics, epidemiology, and clinical trials.

We currently have 480 staff, approximately 120 post-graduate students and have a grant portfolio worth over £180 million.

The **Botnar Research Centre** enables and encourages research and education into the causes of musculoskeletal disease and their treatment.



The Centre provides world-class facilities for scientists in the field of musculoskeletal research. It takes a multidisciplinary approach, encompassing orthopaedic, rehabilitation and rheumatology clinical scientists, bone oncologists, laboratory scientists, epidemiologists, engineers and statisticians. The Botnar also hosts the Oxford Clinical Trials Research Unit (OCTRU) and the Centre of Statistics in Medicine (CSM), providing excellent statistical support to all aspects of clinical research.

The Botnar opened in 2002, with a large annex completed in 2013. The Botnar is now home to around 300 staff and postgraduate students enjoying the international and friendly atmosphere of this workplace and benefits from the vast knowledge of leading experts in the field of musculoskeletal research.

To accommodate its rapid growth, the Centre has opened another wing in early 2022. The new space provides additional 1000m² of office and 1000m² of laboratory space. The laboratory space includes a GMP clean room facility suitable for the manufacturing of biomaterials for human implantation.

Sharing the site of the Nuffield Orthopaedic Centre, the largest specialist academic musculoskeletal hospital in the UK, puts the Botnar in a unique position to foster the collaboration between basic scientists and clinicians, which is essential to success in medical research.

The Kennedy Institute is a biomedical research centre uniquely bringing together discovery science and early-stage clinical research, to develop transformative new therapies for chronic inflammatory and musculoskeletal conditions.



Broadly focused on the thematic areas of immunity and microbiome, inflammation biology and tissue remodelling and repair, the Institute's research is relevant for a range of common diseases such as arthritis, inflammatory bowel disease, fibrosis and cancer.

The Institute has capacity for up to 260 staff and students who work collaboratively across 25 research groups. This enables a multidisciplinary approach of molecular and cellular biology, combined with analysis of disease models, patient tissue samples and longitudinal clinical data. Collectively, these studies seek to uncover the biological processes that maintain tissue health and how these pathways break down in disease.

Research at the Institute is supported by a suite of core technology platforms, as well as through strategic partnerships with other basic and clinical research centres in Oxford, across the UK and internationally. These state-of-the-art technologies include the Oxford-Zeiss Centre for Excellence and other advanced microscopy and imaging facilities, mass and flow cytometry, as well as capabilities for microbial genomics and functional microbiome studies made available through the Oxford Centre for Microbiome Studies.

Complementing a strong programme of lab-based research, the Institute has established a core of expertise and technologies in data science including single cell genomics, statistical genetics, computational biology, and research informatics. A recent extension to the Institute building with a new third floor creates additional space purposely designed for computationally intensive research.

A true trendsetter in innovative and transformational research, the Kennedy also boasts a relaxed and friendly atmosphere, revolving around its bright and airy atrium that provides a space for colleagues to meet over coffee and tea to talk about their research and beyond throughout the day.

For more information please visit: <http://www.kennedy.ox.ac.uk>

Athena Swan

The [Athena SWAN Awards](#) specifically recognise success in developing employment practices to further and support the careers of women in science, technology, engineering, maths and medicine (STEMM) departments in academia. In May 2015 the charter was expanded to recognise work undertaken in arts, humanities, social sciences, business and law (AHSSBL), and in professional and support roles. Within NDORMS, we feel that we have an established culture of equality but are using the process to spur on-going improvement that benefits everyone involved in the Department. Our on-going progress was rewarded in May 2014 with an Athena Swan Bronze Award and in October 2015 with a Silver Award.

Our development in this area has resulted in a number of commitments to our staff, central to which are:

- establishing an open, supportive and family-friendly research environment



- supporting career progression through teaching programmes, personal development reviews and mentoring



- proactive communication of support policies such as flexible working, provision of leave, promotion and career support schemes

NDORMS aims to actively promote the implementation of the University's family-friendly policies to help foster a family friendly working environment, including provision of family leave (such as policies for maternity, paternity, parental, carers and adoption leave), flexible/part-time working and scheduling inclusive meetings.



The University's childcare services support staff with a Childcare Voucher Scheme to help staff save tax and national insurance on childcare costs, offer information on nursery providers and a nursery fee Salary Sacrifice Scheme, work in partnership with playscheme providers to help support families during school holidays and signpost staff to parenting, local authority and other organisations that help support families and parents.



The Department is also committed to ensuring that staff undertaking part-time or flexible working receive the same access to benefits and entitlements as full-time staff, including the same opportunities for training and promotion, a pro-rata entitlement to leave including bank holidays and careful consideration of requests to work part-time (particularly for those by staff returning from maternity leave).

For more information please visit: <http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/> and <http://www.admin.ox.ac.uk/personnel/during/flexible/>

We are also actively working to uphold the University's aim of providing an inclusive environment and equal career opportunities by promoting equality, valuing diversity and maintaining a working, learning and social environment in which the rights and dignity of all staff are respected. Separate University policies are also in place to ensure race, disability and gender equality. For more information, please visit: <http://www.admin.ox.ac.uk/eop/>

Oxford Trauma

The role will be based in The Kadoorie Centre which is a purpose-built research and education facility at the John Radcliffe Hospital. Oxford Trauma and Emergency Care is one of the largest research groups in this field in the world, delivering a full spectrum of clinical effectiveness studies including randomised trials, observational studies and big data projects. The group has close links to basic and translational scientists at the Kennedy Centre and Botnar Research Institute. The Kadoorie Centre provides facilities for approximately 60 research staff, with a clinical skills centre and lecture theatre.

Oxford Trauma and Emergency Care is a sub-theme within NDORMS and the Oxford BRC. It is one of the largest musculoskeletal trauma research groups in the world, delivering a full spectrum of clinical effectiveness studies including randomised trials, observational studies and big data projects. The group has close links to basic and translational scientists at the Kennedy Centre and Botnar Research Institute. The Oxford Trauma and Emergency Care Group is based in the Kadoorie Centre on the John Radcliffe site, providing a unique setting in which researchers interact with practising clinicians and have access to patients with the full range of traumatic injuries. The Kadoorie Centre provides facilities for approximately 60 research staff, with a clinical skills centre and lecture theatre. Clinical academic leadership is provided by Professor Matt Costa (Professor of Orthopaedic Trauma), Professor Dan Perry (Associate Professor of Paediatric Orthopaedic Trauma), Professor Steve Gwilym (Associate Professor of Orthopaedic Trauma) and Professor Simon Graham (Associate Professor of Orthopaedic Trauma Surgery). The team is supported by a full team of academic-related staff under Oxford Trauma and Emergency Care's Research Manager, Dr Juul Achten.

For more information please visit: <https://www.ndorms.ox.ac.uk/Oxford-Trauma-and-Emergency-Care>

Critical Care, Trauma and Rehabilitation (CCTR) Trials Group

The CCTR Trials Group is one of the trial groups that are part of OCTRU. Professors Keith Willett and Duncan Richards head up several major orthopaedic and physiotherapy-based rehabilitation multi-centre clinical trials running across the UK. In addition, Drs Duncan Young and Peter Watkinson lead late phase research in critical care and general medicine. Currently the development of track and trigger across medicine is at the forefront of their research.

The group also consists of post-doctoral fellows, medical doctors, surgeons, research nurses and research physiotherapists alongside a group of qualitative researchers. Additional operational staff includes trial managers, trial coordinators and administrative staff.

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

hr@ndorms.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**, which with effect from 1 October 2023 will be 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 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.