

# Job Description



## MEDICAL SCIENCES DIVISION

<b>Job title</b>	Senior Academic Administrator (Year 5 / GE3)
<b>Division</b>	Medical Sciences
<b>Department</b>	School of Medicine and Biomedical Sciences
<b>Location</b>	(Clinical) Medical School Office, John Radcliffe Hospital, Headington. Model of working: mostly on site (with occasional remote working or up to 20% regular remote working).
<b>Grade and salary</b>	Grade 7: £36,024 - £44,263 per annum (pro-rata for part-time)
<b>Hours</b>	Full time (37.5 hours per week) or 0.8 FTE
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Clinical School Administration Manager
<b>Vacancy reference</b>	172260

## The role

The mission of the School of Medicine and Biomedical Sciences is to deliver four interdepartmental undergraduate programmes: Pre-clinical Medicine, Clinical Medicine, Graduate-entry Medicine, and Biomedical Sciences.

The support staff for the School are situated in two main locations: the (Clinical) Medical School Office at the John Radcliffe Hospital, and the Medical Sciences Teaching Centre in the University's science area. The postholder will become part of the Clinical School administration team which is based at the John Radcliffe Hospital.

The postholder will have lead responsibility for administering the second year of the University's Clinical Medicine programme (Year 5 of the standard 6-year Medicine programme and Year 3 of the Graduate-entry Medicine programme). This will involve allocating students to clinical rotations, monitoring the progression of students, and acting as the lead administrator for the end-of-year examinations.

There are approximately 155-160 Year 5 and 35-40 Year GE3 students on the course each year, and teaching and examining is provided by a large number of academic and/or clinical staff, drawn from clinical and non-clinical departments across the division. Students also attend clinical placements in partner NHS Trusts, and in primary care settings. As the responsibility for teaching and examining is shared across multiple departments in the Division, as well as the partner NHS trusts and primary care providers, the organisation of the course is more complex than for most other undergraduate programmes in the university.

The postholder will also have operational responsibility for the incoming Electives programme. Under this programme, the School welcomes medical students from other UK universities and



from overseas for periods of 4-10 weeks. This will involve receiving applications, managing the selection process, allocating students to attachments, and putting arrangements in place for the students' arrival.

The School has a small team of academic and/or clinical staff who hold academic responsibility for different sections of the programmes. The postholder will work closely with the Director of Clinical Studies (Dr Catherine Swales) and the Associate Director of Clinical Studies (Year 5 Curriculum and Assessment) (Dr Kate Saunders).

The post holder has Line Management responsibilities for the Academic Administrator (Year 5 / GE3), who assists with the responsibilities and duties listed here, as well as having responsibility for administering the Educational Supervisors' Programme.

The postholder will be involved in the formation of policies and regulations, as well as their implementation. The post-holder will be expected to manage these activities with minimal supervision, reporting to the Clinical Course Administration Manager.

## **Responsibilities**

1. Administering the course followed by Clinical Medicine students in Year 5 and Graduate-entry Medicine students in Year GE3:
  - Allocation of Year 5 / GE3 students to clinical placements, and communicating allocations to students and NHS providers. Liaising with staff in clinical departments, NHS partner trusts, and primary care settings;
  - Managing the content of the sections of the Virtual Learning Environment (Canvas) for students in Year 5 / GE3, ensuring that content is up to date and accurate; creating new courses as required at the beginning of each academic year;
  - Monitoring student progression during the various rotations; organising and servicing student progression meetings';
  - Drafting and sending routine circulars to staff and students;
  - Maintaining student records (mostly digital);
  - Managing the collection and processing of student feedback; following up on issues and problems raised;
  - Processing NHS Bursary travel/accommodation claims from Year 5 / GE3 students;
  - Administering a number of internal prizes available to Oxford clinical students.
2. Acting as Lead Administrator for the Year 5 / GE3 Assessments in the Second BM:
  - Contributing to the updating of Examination Regulations and Conventions; ensuring these are up to date and accurate;
  - Organising and servicing meetings of the Examiners;
  - Liaising with the Chair of Examiners, internal examiners and assessors, and external examiners;
  - Ensuring that the examinations are conducted in accordance with Examination Regulations and Conventions; advising the Examiners and the Chairs of Examiners on procedural and practical issues;
  - Informing students and examiners of the arrangements and deadlines for the assessments;
  - Managing the content of assessments, including questions for online

assessments; liaising with relevant staff in the MSD Learning Technologies team and at the Examination Schools;

- Managing timetabling and invigilation arrangements, putting examination adjustments in place for students with approved adjustments;
- Organising clinical examinations (OSCE's). This includes organising room and equipment set-up, booking patients/actors, nominating Assessors, leading the team of support staff on the day;
- Receiving and processing Mitigating Circumstances notices (MCE's);
- Processing marks and results and releasing final marks to candidates and College Tutors; providing feedback to candidates where appropriate;
- Drafting the Examiners' Report;
- Managing arrangements for resits for students who have failed assessments at the first sitting.

3. Managing and administering the arrangements for incoming Elective students:

- Updating information about the Electives programme on the Medical Sciences Division's webpages;
- Ascertaining which attachments will be available for incoming students, and liaising with hospital departments and clinicians to maximise the number of attachments each year;
- Processing applications from students;
- Arranging for the selection of students by academic post-holders;
- Allocating successful students to attachments;
- Preparing and compiling information to be sent to incoming students;
- Corresponding with incoming students;
- Managing/confirming Occupational Health screening and DBS checks for incoming students, as necessary;
- Organising name badges, security ID and other practical matters for incoming students.

4. Acting as Secretary to one or more educational committees: arranging meetings, drafting agendas, papers and minutes.

5. Line-managing the Academic Administrator (Year 5/GE3 / Electives / Educational Supervisors):

- Recruiting and inducting new members of staff
- Communicating daily to discuss problems and issues
- Planning work for the team
- Providing cover for absence/illness
- Providing pastoral care and welfare support

6. Providing advice and/or administrative support to members of academic staff, including Director of Clinical Studies and Deputy/Associate Course Directors, teaching staff, College Tutors and Examiners.

7. Deputising for the Clinical School Administration Manager if required in the case of illness/absence.
8. Drafting papers, providing numerical data and other information as may be necessary for reviews by external bodies such as Health Education England and the General Medical Council.
9. Acting as a member of the support staff team on the day for clinical examinations (OSCE's) organised by other members of the office team, e.g. marshalling, timings, registration.
10. Such other duties and responsibilities as may from time to time be required by the Clinical Course Co-ordinator or the Director of Clinical Studies.

## **Selection criteria**

1. An honours degree or equivalent qualification.
2. Recent and direct experience of academic administrative work in Higher Education
3. Ability to provide strategic advice on course and examination matters, and to understand and interpret complex regulations and conventions.
4. Willingness and ability to work harmoniously as a team member within a culture of academic leadership, as well as to work independently and to take the initiative to find solutions to problems, or to progress key tasks.
5. Excellent administrative, organisational and analytical skills; ability to manage a broad workload in an efficient manner and willingness to take a flexible approach to workload and hours as appropriate. A high standard of personal organisation.
6. Ability to draft reports and correspondence.
7. First class written and oral communication skills; excellent interpersonal skills; a high level of personal discretion and judgement, especially when dealing with sensitive and confidential information; a mature and responsible attitude.
8. Ability to work systematically and to a high level of accuracy, with excellent attention to detail, even when working under pressure.
9. Excellent level of numeracy: ability to handle numerical data with confidence and accuracy.
10. Excellent standard of computer-literacy: ability to type and word-process, to manipulate databases and spreadsheets, and familiarity with a variety of software packages including Microsoft Word, Access, and Excel (if necessary, training will be provided in particular software packages).

## **Desirable selection criteria**

1. Recent and direct experience of on-course administration
2. Experience of academic administration in the University of Oxford
3. An understanding of medical education.

## **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.

### **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](http://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](#) holds an institutional Silver Athena SWAN award. For more information on the division, please visit [www.medsci.ox.ac.uk](http://www.medsci.ox.ac.uk).

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## 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. The documents to upload should include your CV and supporting statement/cover letter.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

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## 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).

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## 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 [divoff.jobs@medsci.ox.ac.uk](mailto:divoff.jobs@medsci.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 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](http://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](http://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>