

## Job description

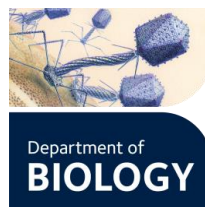
Post	Programme Administrator (Maternity cover)
Department	Biology
Division	Mathematical, Physical and Life Sciences Division (MPLS)
Locations	Sir William Dunn School of Pathology, South Parks Road, Oxford, OX1 3RE Rodney Porter Building Sibthorp Rd, off South Parks Road Oxford, OX1 3QU
Grade and salary	Grade 6: £32,332 - £38,205 per annum
Hours	Full time
Contract type	This is a fixed term post for up to 12 months maternity cover available from June 2024. Secondment applications are welcome.
Reporting to	Ineos Oxford Institute (IOI) Programme C Manager
Application deadline	12 noon (GMT) on 7 <sup>th</sup> May 2024
Vacancy reference	172310
Recruitment contacts	HR: <a href="mailto:hr@biology.ox.ac.uk">hr@biology.ox.ac.uk</a>

## The role

Reporting to the IOI Programme C Manager, you will assist the Science Leads and the Programme Managers to ensure that the general day-to-day programme administration of the IOI work runs smoothly and that University and departmental procedures are followed.

You will already have professional programme management and administrative experience, ensuring that both day-to-day programme administrative activities and ad hoc work are completed to a high standard. You will work closely with research and operational staff in the IOI, as well as with external collaborators at all levels. While this collaborative approach will be a key feature of your role, you will also be required to work independently, taking the lead in initiatives and exercising sound judgement and discretion in a complex environment. You will be able to handle a demanding and varied workload, managing your time and prioritising your work effectively. You will be an enthusiastic and committed individual who welcomes the opportunity to engage in a range of activities, contribute effectively to a wider team, and who is able to respond positively to new challenges.





The post holder is expected to foster a culture of one-team approach in achieving research and project delivery excellence, high customer service and professional standards, compliance with statutory, regulatory and legislative compliance, as well as providing best practice support and guidance.

### **Maternity leave cover post**

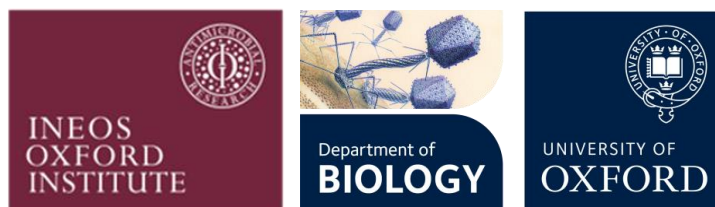
This post is to cover the absence of the substantive postholder, who is taking a period of maternity leave. The post is available for 12 months.

### **Key accountabilities**

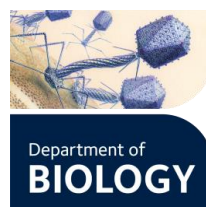
- Organising all administrative activities to facilitate the smooth running of the programmes. Providing project, administrative and logistical support to the Science Lead, Head of Project Management Office (PMO), and staff, as required.
- Identifying, developing and implementing processes to ensure that the administration works effectively, for all staff.
- Co-ordination and updating of the organisation chart, managing all administrative information and the internal communications – disseminating relevant information to staff.

### **Responsibilities**

- Providing assistance to the Science Leads and Head of PMO on all aspects of the programme administration, including the interpretation and explanation of university regulations and procedures and grants' terms and conditions, and fielding general enquiries about the programme and projects from staff, researchers, sponsors and the wider public.
- Supporting the Programme Managers, Finance Manager and Science Leads on the day-to-day financial management of the programme; checking invoices and preparing claims for payment, including claims for reimbursement of travel and subsistence costs, ensuring these are correctly completed, evidenced and approved before forwarding to the IOI Finance Manager; raising purchase requisitions using the University's Oracle Financials system.
- Maintaining reports and records of the programme and project activities and data files, including records of data storage and archiving; ensuring that documents are filed in a timely manner in accordance with IOI requirements; keeping records of country and site visits; compiling agendas and drafting minutes of meetings.
- Drafting reports under the direction of the Programme Manager and Science Leads and supporting the PIs and Leads in preparing grant applications or applications to seek additional funding.
- Liaising and ensuring good communication and working relationship with the administrative staff in the Departments of Biology and Chemistry, MPLS and other areas of Divisional and University administration, as required.



- Supporting the IOI PMO to undertake day-to-day personnel administration for the programme team: this will include supporting the recruitment and onboarding of programme staff; ensuring that all consultants and contractors working on the programme have completed the correct contracts, forms, timesheets, right to work checks etc, as required.
- Arranging travel, accommodation and assisting with visas for the Leads, PI and external visitors to the programme; assisting the PIs and research associates in their research and preparations for travel and work abroad (e.g. liaising with the University Staff Immigration Team, preparing itineraries and drafting risk assessments).
- Assisting the Science Leads, Programme Manager and team in the organisation of meetings, events and conferences and workshops (international and otherwise) associated with the programme, in collaboration with other institutions, including Oxford colleges, where applicable.
- Collecting, compiling and organising reports, programme-related documents and background materials, documents and other materials for meetings, summaries of actions to be taken and ensure necessary follow-up.
- Undertaking any other project-related administrative support required by the Science Lead, Programme Manager and Head of PMO.
- Acting within an integrated administrative function, ensuring that the requirements of senior management, staff, contractors and interims are translated into effective processes and plans.
- Schedule and coordinate meetings with internal/external stakeholders ensuring attendees are invited and their attendance confirmed, book meeting rooms and ensure that appropriate documents (forward planning, agendas, meeting papers, action tracking, etc.) are distributed in a timely manner and necessary ICT and equipment is set up.
- Tracking and producing reports on progress using a SharePoint database and assisting to develop and improve existing electronic information sharing by updating SharePoint.
- Use the information system to accurately input data and look up, maintain, create, or amend computerised records. Follow up/chase missing, late or incomplete records.
- Actively contribute to an inclusive research culture in the Institute that is aligned with best practices relating to Equality, Diversity and Inclusion
- Identifying priority items of programmes A and C and allocating tasks to staff accordingly in conjunction with the milestone plan.
- Researching and preparing reports, such as programme and project dashboards or supporting papers for senior staff (Programme A and C science leads and PMO Lead).
- Actively participating in PMO forum to share information and exchange best practise.



- Embed the principles of mutual respect, equality, diversity, inclusivity and sustainability in all aspects of your work; undertake training as and when asked to do so.
- Commensurate with the grade, undertaking such other duties as may be assigned in light of the postholder's knowledge and experience, including assisting with the coordination between the IOI programmes and others.

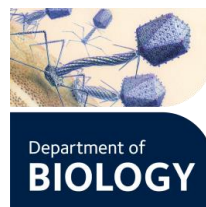
## **Selection criteria**

### **Essential selection criteria**

- Educated to degree level (or equivalent) with excellent attention to detail, organisation and analytical skills.
- Experience in planning and working in an organised way, ensuring the best use of resources to achieve goals and objectives. Prioritises, monitors and reprioritises tasks in a systematic and organised way. Effectively manages multiple activities at the same time
- Strong interpersonal skills with a proven ability to influence change and build equally effective relationships with academic, research, and administrative staff.
- The ability to communicate effectively (both orally and in writing) with a range of colleagues, and the ability to produce high quality and balanced reports/documents which are tailored to the appropriate audience
- Strong problem-solving skills with the ability to think laterally and creatively to resolve issues as they arise and consult as appropriate Recognises and responds to the need for improvements and embraces new ways of working.
- Analyses diverse sources of information to identify key issues, present options and make timely, robust decisions.
- Experience in supporting or coordinating projects; able to quickly build a good understanding of team and organisational priorities and how to translate these into workable objectives.
- Proficient in MS Office packages including Outlook, Word, Excel, PowerPoint and Sharepoint, and an ability to work within a high-performing and evolving team, working to tight deadlines.
- Builds good relationships and co-operates with others outside the team to achieve common goals, demonstrating a commitment to a work environment of mutual respect, where diversity and inclusion is valued

### **Desirable selection criteria**

- Experience of working in a large organisation and/or experience of working in an academic and or research environment
- Project management certification (e.g. PRINCE2, Agile, AMP or equivalent)



- MS Project skills and experience.
- Experience of working internationally with researchers from low- and middle- income countries (LMICs)

## **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.

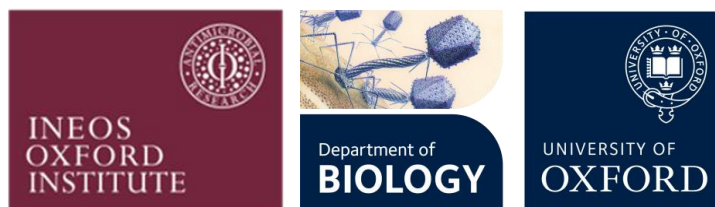
Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

### **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:

- Regular manual handling



## 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).

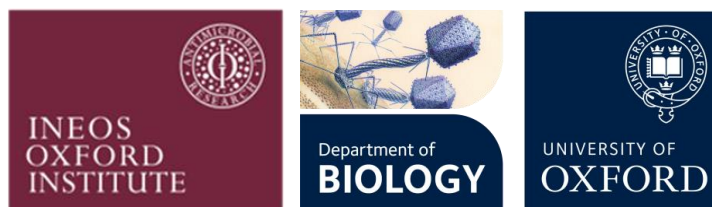
## The Department of Biology

You will be joining us at an exciting time: just as the Departments of Zoology and Plant Sciences have merged to form a new Department of Biology, and two to three years before we move into a major new building dedicated to the science of life and mind.

The Departments of Plant Sciences and Zoology are recognised internationally for our research in a wide range of fields spanning all levels from molecules to ecosystems, and tackling fundamental problems in evolutionary ecology, disease biology, evolutionary mechanisms, conservation biology, biodiversity, evolutionary developmental biology, plant biology and animal behaviour. Over time, the research interests of the department have diversified so that much of the research focusses on bacteria, viruses, animal-plant interactions and global biodiversity as well as more traditional models. Research is conducted in all spheres from laboratory and *in silico* analysis to theoretical and field-based research; at all times we seek to reinforce the connections between research and graduate and undergraduate education. The Departments jointly teach the four-year undergraduate degree course in Biology, with fourth-year students doing a Masters-level research project.

External research income to the Departments is derived from over 50 different funding agencies, with the principal current funders being the European Research Council, the Royal Society, the Wellcome Trust, BBSRC and NERC. The Departments have a significant track record in enabling the broader societal impact of research, including the provision of policy to government at the highest level, as well as supporting the commercialisation of research through spin-out companies and licensing arrangements that have generated hundreds of millions of pounds' worth of innovation.





The main Departments are located in the University's Science Area, and will move into a new £200m building in 2024 that will include extensive laboratory provision with controlled environment rooms, glasshouses and an imaging suite. We will share this building with the Department of Experimental Psychology, opening new avenues for collaboration and exploration of the life and mind sciences. The Departments also have extensive facilities the John Krebs Field Station at Wytham (with Wytham Woods nearby).

For more information please visit: [www.biology.ox.ac.uk](http://www.biology.ox.ac.uk)

## **The Ineos Oxford Institute**

The Ineos Oxford Institute (IOI) was created following a gift of £100 million pounds from INEOS to the University of Oxford. The Institute will rapidly advance research, education and collaboration in search of solutions to the growing threat of antimicrobial resistance (AMR). The IOI will become a centre of world-class scientific talent, working collaboratively with a growing number of bodies focusing on AMR and infection prevention control across the world. It will seek to stimulate innovation and collaboration within academia and with industry and government. Ultimately, it aims to become the world's leading institution for the discovery of novel antibiotics and new approaches to combatting antimicrobial resistance.

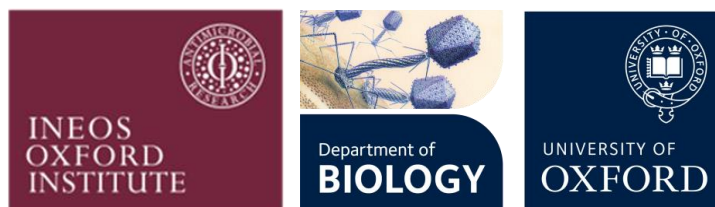
Scientists at the IOI apply state of the art medicinal chemistry and microbiology approaches to antibacterial drug discovery to enable and promote the development of breakthrough new treatments for human bacterial infections. Our science-focused approach is interdisciplinary and highly collaborative, both within Oxford and internationally.

We also undertake international collaborative studies with global surveillance and assessment programmes to understand the impact of antibiotic resistance on low-middle income country health and agricultural structures. We aim to develop important actionable estimates of the AMR burden that will impact global and regional policy decisions.

Addressing antimicrobial resistance requires a global effort. It will be critical to develop the pipeline of talent to undertake research and pursue scientific discovery in the field in the years to come. The IOI are committed to training a cohort of scientists in the fields of antimicrobial resistance and drug discovery. This will include on-going training of laboratory scientists, and a range of opportunities including a PhD initiative, short courses and seminar series.

## **The Mathematical, Physical and Life Sciences Division**

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities. . The disciplines within the MPLS Division regularly appear at the highest levels in world rankings and have been evaluated as conducting world-leading and internationally excellent research in UK research assessments, and Mathematical, physical and life sciences research at Oxford is the best in the country according to the 2014 Research Excellence Framework (REF) assessment exercise carried out by HEFCE.



The MPLS Division is home to the non-medical sciences at Oxford and its 10 departments and 3 interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research tackles major societal and technological challenges – whether developing new energy solutions or improved cancer treatments, understanding climate change processes, or helping to preserve biodiversity, and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

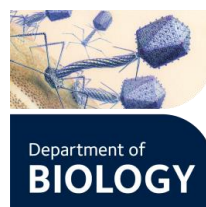
MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours (including Nobel prizes and prestigious titles such as FRS and FREng) and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships. The Division is also the proud holder of ten Athena Swan Awards (5 Silver and 5 Bronze) illustrating our commitment to ensure good practice and to encourage women in science at all levels in the division.

We have around 6,000 full and part-time students (including approximately 1900 graduate students) and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve major mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal ([www.oxfordsparks.net](http://www.oxfordsparks.net)) and a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire is to link our best scientific minds with industry and public policy makers.

For more information please visit: [www.mpls.ox.ac.uk](http://www.mpls.ox.ac.uk)





## 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>.

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.

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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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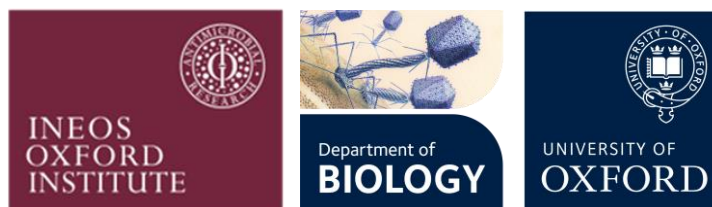
## If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.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 e-recruitment system 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 all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, 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 **grades 1–7** 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.web.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](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/home>.

### 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 [www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/).

### 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 My Family Care, 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/family-friendly-benefits>.

### Childcare

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 [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/).

### 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](http://www.newcomers.ox.ac.uk).

