

Job description

Post	Undergraduate Assistant
Department	Department of Biology
Division	Mathematical, Physical and Life Sciences Division (MPLS)
Location	11a Mansfield Road, Oxford, OX1 3SZ South Parks Rd, Oxford, OX1 3RB
Grade and salary	Grade 4: £25,138 - £28,759 per annum, with a discretionary range up to £31,396
Hours	Full time or part time (minimum 80% of full time, 29.2hrs)
Contract type	Permanent
Reporting to	Undergraduate Studies Administrator
Application deadline	12 noon (GMT+1) Monday 13 May 2024
Interview date:	Friday 24 May 2024
Vacancy reference	172398
Recruitment contacts	recruitment@biology.ox.ac.uk
Additional information	<p>Whilst the role is a grade 4 position, we would be willing to consider candidates with potential but less experience who are seeking a development opportunity, for which an initial appointment would be at grade 3 (£22,681 - £25,138 per annum) with the responsibilities adjusted accordingly. This would be discussed with applicants at interview/appointment where appropriate.</p> <p>This role will not attract sufficient points to obtain a sponsored skilled worker visa under the points-based immigration system, however applications are welcome from candidates who do not currently have the right to work in the UK, but who would be eligible to obtain a visa via another route.</p>



The role

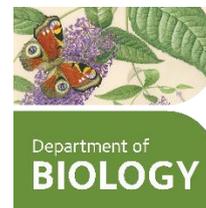
The Academic Administration team supports the Biology undergraduate and graduate courses and plays an important role in enhancing the student experience; working closely with the Directors of studies and University bodies to support the University agenda. This is a fantastic opportunity to be part of the Biology student administration team, supporting our 4-year MBiol course and our DPhil Biology course. You will provide a professional, effective level of support, respecting confidentiality and regulatory processes and contributing to the Department's commitment to inclusivity. You will also help develop and improve processes to make best use of IT solutions and shared working to improve efficiency, and will ensure cohesive team working so everyone is supported during times of peak workload.

The team is led by the Senior Academic Administrator and will be based in the Biology South Parks Road building. You will provide general support for the team, with a strong focus on exam support during Trinity (summer) term.

Responsibilities

General teaching support

- Monitor the shared inbox, responding to queries promptly and accurately, and provide a high level of professional service
- Attend scheduled surgery hours (when students are invited to approach the admin team for advice), both in person and online
- Organise the various undergraduate committees, ensuring membership is recorded, meetings are in diaries promptly in line with the Department's committee schedule and that members have access to papers
- Maintain a list of key college contacts, including Biology College Tutors
- Assist with maintenance and editing of Canvas (our Virtual Learning Environment), adding content, managing access and ensuring outdated information is removed
- Assist with maintenance and editing of the undergraduate areas of SharePoint, including access control
- Contribute to maintenance of the shared student admin calendar
- Maintain detailed and secure student files (electronically) and regularly update eVision
- Work with other members of the team (including dedicated IT support) to review and improve processes, making best use of IT solutions including eVision and ensuring GDPR compliance



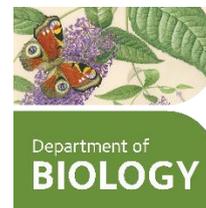
- Work closely alongside other members of the student admin team, share best practice, and support them during busy periods (this will, from time to time, include support for the DPhil programme)
- Delegate effectively and refer work up to the Undergraduate Officer, Senior Academic Administrator or Director of Teaching as appropriate
- Work safely at all times, respecting your colleagues and ensuring you do not place yourself or them at risk
- Undertake training as required to enhance your ability to perform well in your role

Support for Years 2 and 3

- Provide dedicated support for the Undergraduate Officer in all areas of Years 2 and 3 administration, including:
 - Gathering option choices from students for Years 2 and 3 and allocate to courses, including lab practicals
 - Gathering option choices from students for both courses and whether or not to continue to a 4th Year
 - Assisting with the departure of students who complete after Year 3

Support for examinations

- Assist the Undergraduate Officer with all aspects of the year 2, 3 and 4 exams: this workload peaks in Trinity (Summer) term
- Maintain up-to-date knowledge of the relevant exam regulations
- Maintain an awareness of GDPR regulations and ensure no confidential information is sent by email
- Assist in the nomination and appointment of examiners and assessors
- Assist with the preparation of exam papers and mark sheets, and with collating marks and preparing results data for Exam Boards and Exams Sub-Committee
- Provide occasional support for the Year 1 Coordinator who is responsible for Prelims examinations



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 and 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>

Selection criteria

Essential selection criteria

1. Flexible approach to work, with a 'can do' attitude and a strong focus on professional customer service
2. The ability to work as part of a team and to contribute actively to team communication, and to use own initiative to work independently when appropriate
3. Demonstrable ability to work under pressure, meeting strict deadlines and maintaining excellent attention to detail
4. Good organisational skills, the ability to manage multiple work streams and prioritise as necessary
5. Very strong communications skills, in writing and in person, able to communicate clearly and appropriately with staff and students
6. Excellent literacy (English language) and numeracy, and a good level of secondary education
7. Strong IT skills, including MS Office (Word, Excel, Outlook) and the ability to learn specialist software (e.g. eVision), and demonstrable ability to use IT to maximise efficiency
8. The ability to work discretely and manage confidential data in line with GDPR (training will be provided)

Desirable selection criteria

1. Administrative experience in a higher education environment



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.

The Department of Biology

You will be joining the Department of Biology at an exciting time. The Department established from August 2022 as a result of a merger between the Departments of Zoology and Plant Sciences, and is preparing to move into the new state-of-the-art Life and Mind Building in two to three years time.

The Department of Biology is recognised internationally for its research in a wide range of fields spanning all levels from molecules to ecosystems, and tackling global challenges through fundamental bioscience research. Over time, the research interests of the Department has been focused on five primary themes: Behaviour & Biomechanics; Ecology & Conservation; Evolutionary Biology; Microbiology & Infectious Disease; and Molecular Plant Biology. 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 our education offering, at both graduate and undergraduate level. The Department teaches a four-year undergraduate degree MBiol course in Biology, with fourth-year students undertaking a Masters-level research project. It also supports a variety of graduate placements and hosts the University's DPhil in Biology.

External research income to the Department 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 Department has a significant record in integrating broader societal impacts of its 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 Department is located in the University's Science Area at two sites, and will move into the new £200m Life and Mind Building in 2024 that will include extensive laboratory provision with controlled environment rooms, glasshouses and an imaging suite. The Department also benefits from extensive facilities at the John Krebs Field Station at Wytham, with Wytham Woods nearby, as well as partnerships with organisations in the area such as the Oxford Botanic Gardens and Oxford Natural History Museum.

For more information please visit: <https://www.biology.ox.ac.uk>

About the Mathematical, Physical, and Life Sciences (MPLS) Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University, alongside the Humanities, Social Sciences and Medical Sciences Divisions. It is led by an academic Head of Division (Professor Sam Howison) and an administrative Divisional Registrar (Dr Tracy Gale) and comprises nine of the University's academic departments – Biology, Chemistry, Computer Science, Earth Sciences, Engineering Science, Materials, the Mathematical Institute, Physics, and Statistics – as well as Begbroke Science Park, the multidisciplinary Ineos Oxford Institute for Antimicrobial Research and an interdisciplinary Doctoral Training Centre.

MPLS is proud to be home to some of the most creative and innovative scientific thinkers and leaders in academia, whose interdisciplinary research is tackling major societal and technological challenges, from new energy solutions or improved cancer treatments to understanding climate change processes and helping to preserve biodiversity, tackling antimicrobial resistance, advancing AI and quantum technologies and space exploration, and much more. The quality and impact of our work have been recognised by successive rounds of the national Research Excellence Framework and Teaching Excellence and Student Outcomes Framework exercises, and our departments frequently top the major higher education league tables. We teach around 7,300 students (including around 3,400 graduate students) and are playing a key part in training the next generation of leading scientists.

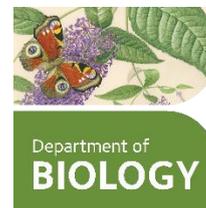
Divisional activity is co-ordinated and represented by the MPLS Divisional Office based at 9 Parks Road, in the heart of Oxford's Science Area. The Divisional Office, which is led by the Divisional Registrar, has around 55 dedicated members of staff, as well as a number of colleagues who are embedded in divisional teams but based in central University services (e.g. in Finance, HR and Development).

To find out more, please visit: www.mpls.ox.ac.uk.

How to apply

If you would like to discuss the role and the department informally, please contact Wendy Yeates, Undergraduate Officer, via email: wendy.yeates@biology.ox.ac.uk

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:

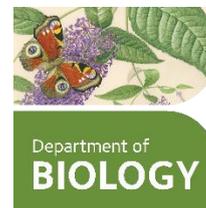
<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly at

Recruitment@Biology.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 dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>



The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

