

<b>Job title</b>	EA to the PSI Saïd Professor of Vaccinology, and the PSI Senior Leadership Team
<b>Division</b>	Medical Sciences
<b>Department</b>	Nuffield Department of Medicine
<b>Location</b>	Pandemic Sciences Institute, Old Road Campus Research Building Roosevelt Drive, Headington, Oxford, OX3 7DQ
<b>Grade and salary</b>	Grade 6: £32,332 - £38,205 with a discretionary range to £41,732 p.a.
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term contract for 3 years in the first instance Funding is provided by the Calleva and AstraZeneca Donations
<b>Reporting to</b>	Lucy Walker, PSI Deputy Business Manager
<b>Vacancy reference</b>	172430

<b>Hybrid working arrangements</b>	<b>The successful person will need to work on site for a minimum of 3 days per week</b>
<b>Additional information</b>	This role does not meet the eligibility requirements for a Skilled Worker Visa Certificate of Sponsorship under UK and Immigration legislation. Therefore, the Nuffield Department of Medicine will not be able to sponsor individuals who require right to work in the UK to carry out this role.
<b>About us</b>	<ul style="list-style-type: none"> <li>University of Oxford - <a href="http://www.ox.ac.uk/about/organisation">www.ox.ac.uk/about/organisation</a></li> <li>Nuffield Department of Medicine (NDM) - <a href="https://www.ndm.ox.ac.uk">https://www.ndm.ox.ac.uk</a></li> <li>Unit - <a href="https://www.psi.ox.ac.uk/">https://www.psi.ox.ac.uk/</a></li> </ul>
<b>What we offer</b>	<a href="https://hr.admin.ox.ac.uk/staff-benefits">https://hr.admin.ox.ac.uk/staff-benefits</a> <ul style="list-style-type: none"> <li>An excellent contributory pension scheme</li> <li>38 days annual leave</li> <li>A comprehensive range of childcare services</li> <li>Family leave schemes</li> <li>Cycle loan scheme</li> <li>Discounted bus travel and Season Ticket travel loans</li> <li>Membership to a variety of social and sports clubs</li> <li>A welcoming and diverse community</li> </ul>

## The role

The role of Executive Assistant is a pivotal position within the Department providing high level PA support to the Saïd Professor of Vaccinology and the wider professional services team when required. We are looking for an experienced, highly organised Executive Assistant for this exciting but challenging role.

The Professor operates to an extremely busy schedule, involving a substantial amount of travel and meetings, and you will play a key role in helping her to conduct business in a timely and efficient manner in this dynamic environment. This will include direct support for her, dealing with and progressing a wide range of matters, often highly confidential, sensitive, and/or urgent, and exercising judgement about the course of action required, especially when she is unavailable.

You will be the key interface with a wide range of internal and external contacts. This demanding and diverse workload requires a strong range of skill sets and an adaptable, proactive approach.

You will create, manage, and develop systems to fully support the administration of the Professor's work. This includes daily operational and communication support. You will have good team skills; ensuring key stakeholders are kept up to date on the many initiatives for which the Professor is responsible. You must be able to show that you have excellent oral and written communication skills, which is essential for drafting letters, briefings and presentations, as well as good attention to detail.

You should have (or be able to acquire) a general understanding of the structure of the Nuffield Department of Medicine and the Pandemic Sciences Institute.

You will be expected to demonstrate a significant degree of independent professional responsibility and provide high quality organisational support to the PSI leadership team, specifically around the PSI governance support. You will manage the administrative office, in support of one or more senior members of staff, including responsibility for a range of processes.

## Responsibilities

You will:

The duties of the role will be the provision of high quality and efficient executive assistance and administrative support to the NDM Head of Innovation and Impact and the PVC for Innovation, in the following areas:

### Support

- Quickly gain a working knowledge of the objectives and aims of the PSI and use this knowledge to effectively manage the Professor of Vaccinology's business accordingly.
- Manage the Professor of Vaccinology's diary in a timely and accurate manner. This is a core activity of the role and requires very close attention and an understanding of the competing demands.
- Make UK and international travel arrangements and prepare complex travel itineraries for the Professor's frequent trips, including all logistics.
- Research and prepare papers, reports, complex travel itineraries, briefings, and any other relevant documentation for meetings, conferences and events in Oxford, the UK, and overseas.
- Communicate effectively and professionally with a broad range of people. You will ensure that enquiries, requests, and invitations by telephone, email and letter are dealt with professionally and promptly, progressing matters, drafting responses, and screening where appropriate. Use your judgement to effectively prioritise and evaluate which items need to be dealt with by the

Professor, which you can respond to directly and which can be allocated to other staff as appropriate.

- Ensure that deadlines are flagged and any follow up action or background research required for the task should be undertaken proactively.
- Convene and set agendas for meetings, including preparation and distribution of papers, arranging rooms and facilities, minute taking and circulation. This will include supporting the governance schedule of the PSI and senior leadership.
- Take a proactive approach to suggesting, developing and implementing systems to increase the efficiency of the administration of the Head of Professor's time and workload.
- Regularly update the Professor's curriculum vitae and records of her presentations, publications, grant funding and any other relevant information or activities.
- Convey often confidential and sensitive information with careful thought and professionalism.
- Act as an ambassador for the Department and the University, arranging visits, events and schedules for visitors and speakers that the Director and PI group host in Oxford. Liaise with the visitors to make arrangements for their stay and organise schedules.

## **Administrative Support and Events Management**

- Produce and disseminate meeting minutes, research papers, and reports.
- Track information for statistical and financial reports e.g. talks by the Director and Principal Investigators, key contacts.
- Develop processes and procedures for tracking and manage financial reimbursements for the Professor of Vaccinology.
- Support the logistical and financial planning and coordination of internal and external events, conferences or meetings from initiation to final outcome. These can range in size from a few people to large, multi-day symposiums.
- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.
- Any other duties commensurate with your role and grade.

## **Selection criteria**

### **Essential**

- Experience of acting as an Executive Assistant or senior executive assistant in busy work environment at a senior level.
- Excellent computer skills including Email, and MS Office applications, particularly Word, Excel and PowerPoint with the ability to deal with changing software/ technologies.
- Excellent written and oral communication skills.
- Flexible and proactive approach to workload, with the ability to prioritise and manage a variety of complex tasks coping with high volumes of emails and changing demands at short notice.
- Able work both independently and as a team member, especially in liaison with the existing support staff.
- Experience and understanding of administrative and financial processes, particularly related to expense claims and the organisation of large conferences and social events including the ability to manage finances and keep track of financials records.
- Meticulous attention to detail in all matters, including drafting minutes, working on reports, correspondence, briefing the Director etc.

- Excellent inter-executive skills, with the ability to exercise diplomacy when dealing with a wide range of people in order to drive work against deadlines while being respectful of other individual's responsibilities, exercising tact and discretion when dealing with sensitive or confidential matters.

## **Desirable**

- Hold a BSc or equivalent.
- Familiarity with technical/scientific language.
- Experience of working within a busy University department; preferably in a comparable role.

## **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>



## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now. You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

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

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

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

## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

## If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>. Non-technical questions about this job should be addressed to the recruiting department directly [recruitment@ndm.ox.ac.uk](mailto:recruitment@ndm.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email. Important information for candidates

## Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

## The University's policy on retirement



The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

## **Equality of opportunity**

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.