Job title	Personal Assistant for Director - Centre for Genomic Pathogen Surveillance
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Pandemic Sciences Institute, Li Ka Shing Centre for Health and Information Discovery, Old Road Campus, Headington, Oxford, OX3 7LF
Grade and salary	Grade 6: Salary in range £32,332 - £38,205 per annum
Hours	Full time
Contract type	Fixed-term contract until 30 October 2025 Funding is provided indirect departmental funds
Reporting to	Prof. David Aanensen, Director of Centre for Genomic Pathogen Surveillance
Vacancy reference	173175

Hybrid working arrangements	**The successful person will need to work on site for a minimum of 3 days per week**
Additional information	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.
About us	• University of Oxford - www.ox.ac.uk/about/organisation • Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk • Unit - www.psi.ox.ac.uk
What we offer	https://hr.admin.ox.ac.uk/staff-benefits • An excellent contributory pension scheme • 38 days annual leave • A comprehensive range of childcare services • Family leave schemes • Cycle loan scheme • Discounted bus travel and Season Ticket travel loans • Membership to a variety of social and sports clubs • A welcoming and diverse community

The role

This is an exciting opportunity for an experienced personal assistant to join the Centre for Genomic Pathogen Surveillance (CGPS), as the personal assistant to the Director, Professor David Aanensen. The group is based within the Nuffield Department of Medicine of the University of Oxford at the Big Data Institute.

You will be a fundamental member of the CGPS team and will be responsible for managing the director's calendar, formalising, and arranging travel requirements for the director, reconciling credit card purchases, and performing general administration tasks. You will be working within a busy team environment and provide exceptional and proactive support to enable the smooth running of the group leader's operations. You will also interact and liaise with a wide range of external and internal stakeholders - particularly the University and Departmental support teams- to facilitate and coordinate the director's operational needs, such as meeting planning, coordinating time availability, and communicating priority activities, postponements or cancellations, as needed.

You will be highly adept at managing a wide range of operational/administrative tasks and can work flexibly, balancing changing priorities. You will thrive working in a dynamic, growing, and multidisciplinary research team which is set within a large, complex and distinguished organisation.

This is a full-time fixed-term position at the University of Oxford until 30 October 2025. Subject to available funding, contracts may be extended beyond this duration.

Responsibilities

You will:

- Efficiently manage the complex and ever-changing calendar of the leadership team, scheduling meetings, appointments, and events while ensuring optimal use of his time.
- Facilitate communication and alignment between the director and the leadership team, ensuring synchronisation of their schedules and priorities to maximise productivity and effectiveness.
- Provide administrative support to the director, including organising documents, drafting correspondence, preparing presentations, taking meeting minutes, and handling other ad hoc tasks as required.
- Assist in navigating and managing the administrative processes within Oxford University, including grant applications, compliance requirements, and other institutional procedures.
- Coordinate travel arrangements for the director, including booking flights, hotels, transportation, and other accommodations as needed, ensuring cost-effectiveness and adherence to university travel policies and funder compliance.
- Process expense claims in a timely and accurate manner, reconcile credit card transactions, and maintain records of expenditures in compliance with university and company policies.
- Serve as a central point of contact for internal communication, relaying messages, responding to inquiries, and disseminating information to relevant stakeholders within the research group and the spin-out company.
- 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.

Selection criteria

Essential

- Educated to A-level standard.
- Previous experience as a personal assistant or executive assistant, ideally in a research or academic environment.
- Exceptional organisational and time management skills, with the ability to prioritise tasks effectively.
- Strong communication skills, both written and verbal, with the ability to interact confidently with individuals at all levels.
- Evidence of tact and discretion in dealing with confidential and sensitive matters. Discretion and confidentiality when handling sensitive information.
- Ability to work independently with minimal supervision and as part of a team.
- Flexibility and adaptability to accommodate changing priorities and deadlines.
- Critical thinking ability and good problem-solving skills, to find pragmatic solutions to complex problems.
- Ability to organise complex schedules, events, meetings, and national/ international travel.
- Advanced computer skills, particularly Microsoft Office packages, video conferencing packages and Project Management software.
- Ability to adapt to new and changing office technologies.

Desirable

- Hold a BSc or equivalent.
- Experience working within The University of Oxford as a PA, EA, or manager.
- Experience or knowledge of scientific research organisations.
- Coordination of global networks or multidisciplinary teams.
- Experience in the Programme Management System Click-up and Miro boards

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/

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

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.