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| <b>Job title</b>         | Student Engagement Officer  |
| <b>Division</b>          | Medical Sciences  |
| <b>Department</b>        | Nuffield Department of Medicine   |
| <b>Location</b>          | Centre for Tropical Medicine and Global Health, The Peter Medawar Building, South Parks Road, Oxford, OX1 3SY |
| <b>Grade and salary</b>  | Grade 5: Salary in range £28,759 - £33,966 per annum (pro rata)   |
| <b>Hours</b>             | Part time (20 hours / 54.79% FTE)   |
| <b>Contract type</b>     | Fixed-term contract for 36 months<br>Funding is provided by the Mastercard Foundation                         |
| <b>Reporting to</b>      | Sepiso Mwamelo, Scholarships Manager  |
| <b>Vacancy reference</b> | 174216  |

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| <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.tropicalmedicine.ox.ac.uk/">https://www.tropicalmedicine.ox.ac.uk/</a></li> </ul>  |
| <b>What we offer</b>          | <p><a href="https://hr.admin.ox.ac.uk/staff-benefits">https://hr.admin.ox.ac.uk/staff-benefits</a></p> <ul style="list-style-type: none"> <li>An excellent contributory pension scheme</li> <li>38 days annual leave (pro rata)</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 Africa Oxford Initiative (AfOx) is a cross-university platform for academic and research collaborations between the University of Oxford and African researchers and institutions. The Initiative aims to support the work of universities and research institutions across Africa and to facilitate the development of equitable and extensive collaborations between Oxford and African institutions. AfOx has a cross divisional governance structure and is embedded administratively in the Nuffield Department of Medicine.

The Student Engagement Officer (SEO) serves as a link between AfOx, African graduate students at the University of Oxford and graduate students working within the AfOx network but based at universities or institutions in Africa.

The aim of the role is to identify areas where AfOx can support African students and help plan programmes and events to deliver the support. The role also involves supporting delivery of programmes run for AfOx Graduate scholars.

The SEO will work closely with Oxford University student societies, in particular, the University of Oxford Africa Society and the Oxford University Afro Caribbean Society, to identify ways in which AfOx could provide support for African students at Oxford.

## Responsibilities

You will:

- Build and manage a database of African graduate students in Oxford.
- Welcome new students during Fresher's Week – the SEO should ensure that new students are included in the database and that the database is updated yearly.
- Provide advice and support to student societies when making funding applications or seeking support for other activities throughout the academic year.
- Ensure that student societies incorporate AfOx events that will be of interests to its members (e.g. Insaka, FOR A, etc) into their yearly calendar.
- Work closely with the AfOx Graduate Scholarships Student Facilitator to ensure that both AfOx Scholars, (both on campus and online scholars), and the African graduate student community are supported.
- Attend the events hosted by the above-mentioned societies and others (e.g. the AfriSoc Conference, general meetings, etc.) as an AfOx representative.
- Work closely with the AfOx Communications Officer, AfriSoc and other relevant parts of the University to design and implement access and outreach initiatives such as the AfriSoc-AfOx Mentorship Programme.
- Present at and provide administrative and other support at important AfOx Scholars events such as the AfOx Scholars orientation, Leadership and Impact Programme, Catch-ups, seminars and conferences.
- Create and deliver a year-long programme of events and initiatives that aim to support African graduate students. The programme could offer support like the essay-writing workshop, the DPhil Roundtable or any other events the SEO identifies as beneficial
- 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

- Be educated to A-Level standard.
- Excellent interpersonal, advocacy and diplomacy skills with the ability to communicate clearly and effectively with a wide range of stakeholders.
- Demonstrable experience of recognising challenges faced by students and developing programmes to support them.
- Have excellent communications skills, both written and verbal.
- Have awareness and knowledge of issues concerning to students.
- Be passionate about supporting graduate students.
- Demonstrable experience working with teams.
- Experience in event organisation (i.e. in planning, organisation and/or delivery).

## Desirable

- Have existing networks with graduate students.
- Be up to date with any issues or concerns related to students in Oxford.

# 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/supportandtechnical/](http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/)

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.