

## Job Description



### MEDICAL SCIENCES DIVISION

<b>Job title</b>	Academic Assistant
<b>Division</b>	Medical Sciences
<b>Department</b>	School of Medicine and Biomedical Sciences (SMBMS)
<b>Location</b>	Medical Sciences Teaching Centre, South Parks Road, OX1 3PL
<b>Grade and salary</b>	Grade 4: £25,138 - £28,759
<b>Hours</b>	Part-time: 12 hours / 0.33 FTE (full-time equivalent 36.5 hours)
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Assistant Registrar (SMBMS)
<b>Vacancy reference</b>	174279

### The role

To provide administrative support to the Assistant Registrar and a team of busy undergraduate course administrators, whose work includes student admissions, teaching timetabling, and examinations.

The team is responsible for the administration of the undergraduate programmes in Pre-clinical Medicine, Biomedical Sciences and Graduate-entry Medicine. The Assistant Registrar also manages the Medical Sciences Teaching Centre (MSTC). The division aims to admit approximately 200 students to these courses each year. As the responsibility for teaching and examining is shared across all departments in the Division, the on-course organisation is considerably more complex than for most other undergraduate programmes in the university.

The Academic Assistant will support the Assistant Registrar and the pre-clinical administration team with various tasks, including, but not limited to: making announcements to students on the Virtual Learning Environment, producing certificates for students, creating/maintaining student records, uploading tutorial arrangements to the Tutorial Management System (TMS), arranging meetings, raising requisitions on the financial system, and processing invoices. The postholder may also be called upon to provide support to other members of the team at busy times (e.g. during examinations).

The role will include interacting with academic staff, academic administrative staff within the office and in other departments, and – to a limited extent – undergraduate students.



## **Responsibilities**

- Act as the first point of contact for email queries to the pre-clinical medicine academic administration team, answering queries directly, or directing them to a more appropriate member of staff.
- Distribute information to cohorts of students using the Virtual Learning Environment (Canvas).
- Maintain, and improve as appropriate, record-keeping and filing systems, including the creation of digitised student record files.
- Respond to requests for information from potential tutors regarding teaching vacancies; upload information and CVs for circulation
- Upload tutorial arrangements to the Tutorial Management System (TMS) and respond to queries from tutors in relation to these arrangements.
- Assist with the organisation of the tutorial allocation scheme for Year 2 Biomedical Sciences students.
- Maintain records of academic staff. Using the results of the annual College Tutors' survey, update the office database, and other lists as appropriate.
- Presenter Release Licence survey – check and record responses at the beginning of each term
- Produce top 10% certificates for Pre-clinical Medicine and GEM students after Years 1 & 2 exams
- Raise requisitions using the Oracle R12 financial system as requested by members of the course administration team; receipt orders, and process invoices for payment.
- Arrange informal meetings as requested, using a variety of systems to check the availability of members of staff in order to identify suitable dates/times, and clearly communicating the confirmed arrangements to all parties.
- Develop successful working relationships with academic and support staff colleagues across the division and in the wider University
- Other tasks as directed from time to time by the Assistant Registrar.
- Assist members of the course administration team with other tasks as and when required.

## **Selection criteria**

- Ability to work systematically and to a high level of accuracy, with excellent attention to detail.

- Excellent administrative and organisational skills; ability to manage a broad workload in an efficient manner. A high standard of personal organisation.
- Willingness and ability to work harmoniously as a team member within a culture of academic leadership.
- Excellent written and oral communication skills; excellent interpersonal skills; a mature and responsible attitude.
- Excellent level of numeracy: ability to handle numerical data with confidence and accuracy.
- Tact and discretion; and an understanding of the principles of information security and protection of personal data
- Ability to provide a high level of customer service.
- Excellent standard of computer-literacy: ability to type, proficiency in the use of software including Microsoft Word, and Excel. Willingness and ability to learn to use new systems (training will be provided where required).

### **Desirable selection criteria**

- Experience of using financial information systems (e.g. Oracle Financials).
- Experience of academic administration

### **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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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.

### **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).

## **Medical Sciences Divisional Secretariat and the Faculty of Physiological Sciences Undergraduate Studies Office**

The Medical Sciences Divisional Secretariat is in general responsible for the academic administration of the Division and in particular supports the work of the Medical Sciences Board, its committees and their sub-committees. The Divisional Secretary (Mr Chris Price) is based at the John Radcliffe Hospital, along with most of the Secretariat.

The Faculty of Physiological Sciences Undergraduate Studies Office is located in the Medical Sciences Teaching Centre, in the University's science area. The team of staff based in this office (one Assistant Registrar, three Senior Academic Administrators, and five Academic Administrators) is currently responsible for the administration of three undergraduate programmes Pre-Clinical Medicine, Biomedical Sciences, Graduate-entry Medicine, and physiology teaching for students reading Experimental Psychology and Psychology / Philosophy / Linguistics (PPL). This includes the co-ordination of student admissions, teaching, and examinations.

The Medical Sciences Teaching Centre was purpose-built in 2002, and the Undergraduate Studies Office is situated on the first floor of the building, with superb views over the University Parks.

For more information please visit: <https://www.medsci.ox.ac.uk/support-services/teams/medical-school> and <https://www.medsci.ox.ac.uk/support-services/teams/undergraduate-education>.

## **Medical Sciences Division**

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford. It includes 11 clinical departments, 5 non-clinical departments and two Institutes/Centres. All of the Division's departments are in receipt of Athena SWAN awards that recognise advancement of gender equality: representation, progression and success for all.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

The Medical Sciences Division is one of the four academic divisions within the University, (Humanities Division, Social Sciences Division, Mathematical, Physical and Life Sciences Division, and the Medical Sciences Division). Each division has its own academic Head of Division and a divisional secretariat, led by the Divisional Secretary.

The division is responsible for academic oversight of the teaching and research of its various departments, for strategic and operational planning, and for personnel and resource management. Much of the discussion and decision-making is undertaken by the divisional board and its principal committees.

The Divisional Office for Medical Sciences is based at the John Radcliffe Hospital. The administrative and secretarial staff of the Divisional Office is formally part of the Academic Administration Division of the University administration, and report to the Divisional Registrar.

The University of Oxford is a member of the [Athena SWAN Charter](#) holds an institutional Silver Athena SWAN award.

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

## How to apply

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. The documents to upload should include your CV and supporting statement/cover letter.

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

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 [divoff.jobs@medsci.ox.ac.uk](mailto:divoff.jobs@medsci.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 of 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, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

### Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

### University Club and sports facilities

Membership of the University Club is free for University staff. It 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/>.

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service 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

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

### Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

### Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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).

### Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>