

Job description and selection criteria

Job title	Conference Organiser
Division	Medical Sciences
Department	Paediatrics
Location	Department of Paediatrics, Oxford Vaccine Group, Churchill Hospital, Oxford
Grade and salary	Grade 7: £36,024- £44,263 per annum (with a discretionary range to £48,350 per annum)
Hours	Full time (Part time positions considered with a minimum 0.6 FTE)
Contract type	Fixed-term (3 years)
Reporting to	Andrew Pollard, Ashall Professor of Infection & Immunity
Vacancy reference	174308
Additional information	<i>Applications are to be made online, please see the advert for the closing date</i>

The role

Based within the Oxford Vaccine Group, the Conference Organiser is required to ensure the delivery of highly successful conferences and events. They will provide specialised project management of conferences, seminars and training courses. They will be required to liaise with a high-level advisory board from within and outside the University, marketing the events in the UK and abroad and raising substantial funding in support of these events. With a budget between £5,000 to £250,000 per event the role holder will manage production from concept through completion, helping maintain our reputation for memorable events. This role demands an expert in all aspects of event, meeting, and conference planning, including cost containment, venue scouting, equipment logistics, room setup, and best practices. This person must also have excellent leadership skills and an ability to delegate responsibilities to meet expectations for quality. The ideal candidate is passionate, creative, detail-oriented, and dedicated to providing superb client service at every turn.

Responsibilities

- Lead all aspects of project co-ordination, for the Infection and Immunity in Children (IIC) - annual residential 3-day international training course for paediatric infectious disease trainees and specialists, plus related events:
 - Working with advisory board to strategically plan the event, providing budget and venue proposals, taking a major role with developing and adapting the event to changing needs.
 - Co-hosting events including speakers' dinner.
 - Arranging speakers' travel and ensuring all aspects of their visit are catered for, including accompanying family members' needs.
 - Exhibitor and ambassador for the Diploma and IIC at international congresses.
 - Planning all content for the IIC course App, oversee the design and usability of App at the event, uploading and updating all information before and during the course.
 - Oversee the production of promotional and informational materials for departmental campaigns and events, including dedicated websites, brochures, leaflets and posters.
 - Allocation of funding for bursary applications and making awards.
- Supporting in the project coordination for the Postgraduate Diploma in Paediatric Infectious Diseases with regards student engagement.
- Working with the senior academics within OVG to develop, gain agreement and deliver a calendar of events to support the broader OVG communications strategy, taking into account priorities, audience requirements, channels, timescales and resources.
- Lead project coordination of events, such as Immunisation day seminar for practice nurses and other training events, seminars and workshops as requested.

- Preparation and management of the budget for each event, including negotiating, securing and managing contracts with venues, services, facility and equipment suppliers. Allocation of funding for bursary applications and making awards
- Researching latest developments in audio/visual and electronic voting and audience participation technology and ensuring that all venues can accommodate use of technology and have sufficient support, including WIFI access
- Developing and reviewing policies and procedures as needed for speakers and delegates including but not limited to applications for bursaries, travel expenses and visa support.
- Researching funding streams, writing grant applications or identifying sponsors for events and providing post conference reports
- Act as point of contact for less experienced team members, providing day-to-day guidance and allocating tasks.

Selection criteria

Essential

- Educated to degree level or equivalent professional experience.
- Substantial experience of event organisation and course development, with proof of delivery of high-quality events.
- Excellent organizational skills, including multitasking, time management, and attention to detail.
- Ability to handle pressure and make good decisions quickly.
- Excellent interpersonal skills, including diplomacy and the ability to inspire the confidence of senior colleagues.
- Experience in building and maintaining positive business relationships.
- Strong communication skills (written and verbal) and the ability to build and maintain effective working and collaborative relationships with senior academics and administrators, funders, consultants and participants, both in the UK and overseas.
- Financial managements skills: developing budgets, interpreting data, monitoring expenditure and producing reports.
- Well-developed computing skills (use of MS Office, Adobe Indesign, familiarity with database packages and on-line payment facility).
- Ability to work independently in a complex environment, taking initiative when necessary and prioritising effectively to meet deadlines.

Desirable

- Experience of using University systems (purchasing and on-line payment facility).
- Experience in marketing or public relations.
- Ability to travel nationally and internationally.
- Knowledge or interest in subject area of the Oxford Vaccine Group .

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>

Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- A satisfactory basic Disclosure and Barring Service check due to the nature of this position.
- University security screening (e.g. identity checks)

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.

The University of Oxford has recently published their New Ways of Working framework to ensure professional service staff can continue to support the University's academic mission whilst working on site or remotely. For more information, please visit <https://hr.admin.ox.ac.uk/new-ways-of-working>

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.

Department of Paediatrics

The Department of Paediatrics is a world leader in child health research and hosts internationally renowned research programmes in drug development, gastroenterology, haematology, HIV, immunology, neuroimaging, neuromuscular diseases and vaccinology. Our work spans from early proof-of concept fundamental science, all the way up to its application in clinical settings.

We continue to shape the landscape of medical science through positively impacting the lives of millions of children from our global research programmes, academic resources, and commitment to success. Our broad research base positions the department in a pivotal role and subsequently a world leader in child health. With research facilities in the UK and abroad, we work on a global scale, building a paediatric network in the medical science community. We are committed to inform and inspire external audiences worldwide through our public engagement and outreach activities.

In 2021, we successfully administered a grant value of £130,895,28 obtained through 168 projects. Our strong relationship with funding bodies have also been a contributor to the successes and milestones in children's health research. With strong support from the Wellcome Trust, NIH, Cancer Research UK, UKRI, MRC, Bill & Melinda Gates Foundation, Academy of Medical Sciences and the NIHR, we have employed 360+ staff, researchers, and students. These figures continue to grow as we expand our activities to overcome the multitude of challenges within children's research health.

For more information please visit: <http://www.paediatrics.ox.ac.uk/>

The Department of Paediatrics holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Medical Sciences Division

We are an internationally recognized centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford.

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.

For more information please visit: <http://www.medsci.ox.ac.uk/>

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>.

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@paediatrics.ox.ac.uk or using the contact details in the online advertisement.

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 e-recruitment system 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 dependents. 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> Childcare

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.