

Job description

Job title	CDT Administrator
Division	Medical Sciences Division
Department	Oxford Population Health (Nuffield Department of Population Health, University of Oxford)
Location	Old Road Campus, Headington, Oxford, OX3 7LF
Grade and salary	Grade 7: £37,524- £45,763 per annum
Hours	Full time (part-time will be considered)
Contract type	Fixed-term for 5 years
Vacancy reference	174912



About Oxford Population Health

Oxford Population Health (the Nuffield Department of Population Health) provides an excellent environment for multi-disciplinary research and teaching and for professional and support staff. We work together to answer some of the most important questions about the causes, prevention and treatment of disease.

The Department has around 1000 staff, students and academic visitors working in a number of world-renowned population health research groups, including the Clinical Trial Service Unit and Epidemiological Studies Unit (CTSU), the Cancer Epidemiology Unit (CEU), the National Perinatal Epidemiology Unit (NPEU) and other groups working on public health, health economics, ethics and health record linkage. It is also a key partner in the Oxford University's Big Data Institute.

In the 2021 Research Excellence Framework (REF), 96% of the research submitted to Unit of Assessment 2: Public Health, Health Services and Primary Care, was ranked either 4* (world-leading in terms of originality, significance and rigour) or 3* (internationally excellent in terms of originality, significance and rigour). This comprised research from Oxford Population Health and research from the Nuffield Department of Primary Care Health Sciences. We scored particularly well for having an environment that is conducive to producing research of world-leading quality and enabling outstanding impact, in terms of its vitality and sustainability.

In addition to its research activities, the Department is home to the [MSc in Global Health Science and Epidemiology](#), the [MSc in Clinical Trials](#), and a variety of short courses. Students also come to undertake research for [DPhil degrees](#). Teaching is provided for undergraduates reading for Medicine and for public health doctors in specialist training.

For more information please visit the [Oxford Population Health website](#).

About the Medical Sciences Division

The Medical Sciences Division is an internationally recognised 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 the [Medical Sciences Division website](#).

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 the [Oxford University website](#).

About the CDT Programme

The EPSRC Centre for Doctoral Training in Health Data Science launched in 2019 with the ambition of training data scientists with the skills needed for health research and healthcare delivery. The Centre has admitted more than 60 students and was recently renewed for a further five years with £9.7M funding from EPSRC and other sources. Located in the Big Data Institute on the University of Oxford's Old Road Campus, the Centre offers 12 first year students cohort-based skills training and short research projects each year, followed by the opportunity to undertake DPhil studies in one of several University departments including medicine, population health, engineering sciences, statistics and computer science.

The Role

We are seeking a CDT Administrator to be the administrative, finance and operational lead for the EPSRC CDT for Healthcare Data Science to be led by the Nuffield Department of Population Health/Medical Sciences Division Centre for Doctoral Training Office, as well as the existing CDT for Health Data Science administered by Computer Science, ending in 2027.

Working with the NDPH Administration team, the postholder will have responsibility for the day-to-day management of the CDT, ensuring adherence to University and sponsor policies and regulations.

The role, based within NDPH, will involve working closely with the Mathematical, Physical, and Life Sciences and Medical Sciences divisional offices, University research services, the Joint Research Office, colleges, the Department of Computer Science, the Medical Sciences Doctoral Training Centre and the other contributing departments.

Responsibilities

- Manage the admissions process, including coordinating advertising, managing applications through eVision, shortlisting, interviews and offers, communicating academic conditions and securing college places.
- Plan and oversee the student induction programme.
- Primary point of contact for student activity; liaise with the module leader for teaching arrangements; Colleges for fee waivers and welfare matters and University for student progression and public engagement.

- Act as the first port of call for students and colleagues within the Department, in relation to the CDT.
- Take responsibility for relationships with the EPSRC and other sponsors of the programme.
- Provide initial support for student welfare or other sensitive matters and resolving concerns accordingly.
- Contribute to the development of the teaching programme with senior academics and industrial partners, ensuring timetabling, and use of external speakers. Co-ordinate all administrative tasks relating to module planning.
- Prepare reports on admissions and analyse student destination statistics to report patterns and trends to the CDT Management Committee, Departments, and as part of annual reporting to EPSRC. Produce the annual monitoring document, mid-term EPSRC review and any other reports or documentation required for external funders and partners.
- Oversee financial management of the CDT, including to provide budget and expenditure reports for internal consumption and externally. This will involve close working with administration teams in NDPH, Computer Science and other participating departments, as well as with the Medical Sciences Divisional Centre for Doctoral Training Office (MSDCDT).
- Liaise with MPLS and MSD Accountants and Research Services with regards to industry funding, contracts and IP in conjunction with the CDT Director and NDPH Administration.
- Ensure compliance with university and departmental financial regulations, University Teaching and Quality Assurance Guidelines, and the guidelines of the University's Education Policy Standards Committee.
- Management of JRAM income working with NDPH finance and MSDTC administration teams, and collaborating departments to ensure accurate and fair distribution of income.
- Provide support to the CDT Directors in the strategic development of the Centre, taking responsibility for maintaining and improving systems and processes.

The above list is not exhaustive and the role-holder is required to undertake such duties as may reasonably be requested within the scope of the post. All staff are required to act in a professional, cooperative and flexible manner, in line with the requirements of the post.

Selection criteria

Essential

- Degree level education
- Relevant experience of the Higher Education sector and experience of working in a complex organisation.
- Strong ability to balance competing demands, prioritising workload in an efficient and sensible manner in order to meet deadlines, both internal and external
- Ability to interpret and analyse complex data through the use of software tools, to communicate financial trends and student feedback.
- Experience in the financial management of projects, monitoring budgets and demonstrable understanding of the importance of contractual documentation;
- Excellent communication and influencing skills, in written and oral presentation, and ability to represent the University in meetings and negotiations with external partners

- Develop and manage best practice and policy documents for the CDT
- Familiarity with GDPR and other UK Data protection regulation.
- Excellent inter-personal skills, and an ability to operate with tact, sensitivity, and discretion in welfare, disciplinary, and other matters.
- Highly organised, able to work independently with a highly proactive approach to work, and able to also work effectively as part of a multi-disciplinary team with staff at all levels.
- Strong attention to detail.
- Demonstrable ability to exercise judgement and take initiative.

Desirable

- Experience of Centre for Doctoral Training (CDT) programme delivery
- Experience of managing a teaching programme
- Familiarity with student systems and processes

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.

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](#).

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 your CV and supporting statement **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 departments.

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

Help and support is available from the [HR Systems Recruitment support webpage](#). If you require any further assistance please [email the Recruitment Support team](#).

To return to the online application at any stage, please go to the [University's recruitment website](#). 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](#). The University's Policy on Data Protection is available on the [University's Compliance webpages](#).

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.

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.

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. There is also a [visa loan scheme](#) to cover the costs of UK visa applications for staff and their dependents.

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.

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 the [Childcare Services webpages](#).

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 the [Disability Support webpages](#).

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 on the [Equality and Diversity at Oxford webpages](#).

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.