

Division of Cardiovascular Medicine

Summary

Job title	Deputy Business Manager
Division	Medical Sciences Division
Department	Cardiovascular Medicine Division (CVMed), within the Radcliffe Department of Medicine (RDM)
Location	John Radcliffe Hospital site, Headington OX3 9DU – main site Centre for Human Genetics, Old Road Campus, Headington, OX3 7BN (With flexibility for some remote working, appropriate to the role, to be agreed)
Grade and salary	Grade 8: £45,585 - £54,395 per annum with a discretionary range to £59,421 per annum, with an Oxford University Weighting of £1,500 per year (pro rata)
Hours	Full-time (37.5 hours per week)
Contract type	Permanent
Reporting to	Cardiovascular Medicine Business Manager
Vacancy reference	175103
Additional information	Interviews are expected to be held in the week commencing 7 October 2024 The Oxford University Weighting is in addition to any inflationary pay rise which may be agreed nationally through negotiations led by UCEA with the trade unions, which could take effect from 1 August 2024 (backdated if necessary). Further details of how these changes to pay will be applied will be shared with the successful candidate in due course.

The role

As Deputy Business Manager, you will work closely with the Business Manager. You will have responsibility for the day-to-day management of the Division of Cardiovascular Medicine's (CVMed) Grants and Finance team, providing expert guidance to ensure high-quality administrative services are delivered to CVMed's researchers and personnel at all times.

The Deputy Business Manager will closely support CVMed with its budgeting, forecasting and monitoring; management accounting and reporting; financial planning and analysis; the delivery of finance projects; and other high-level financial administration tasks. The role will enable CVMed to ensure we respond proactively and appropriately to the fast-changing financial and operational environment in which we work. As CVMed is a major 'division' within the Radcliffe Department of Medicine (RDM), you will have the opportunity to work with RDM's overall Finance Manager and the Medical Sciences Division Finance Manager for RDM as part of your budgeting and finance activity.

This is a varied role and represents an exciting development opportunity for anyone pursuing a career in professional support services.

You will need to exercise a high degree of initiative as you will regularly handle complex matters, which will require you to liaise with colleagues across the wider University, grant-awarding bodies and external suppliers.

You will be a key member of CVMed's core administration team (see the organisational chart also provided), ensuring the effective and efficient running of CVMed, which combines strategic and operational duties. Requiring an innovative approach to developing new ideas to enhance the management of CVMed you will be a confident leader, with excellent management, organisational and interpersonal skills. You will line-manage the finance and grants team, and you to ensure workloads in the team are managed and prioritised to meet targets and deadlines (some of which you will need to develop in conjunction with the Business Manager and some of which are set externally to the team).

You will be involved in operational planning to ensure that the delivery of services and new projects/initiatives are successfully adopted and deliver the expected benefits. In this post, you will work in partnership across departmental and CVMed teams to support the continual improvement of RDM Professional Services and CVMed operations. At a CVMed level, you will be a member of the Senior Leadership team, which currently comprises the Head and Deputy Head of CVMed, the Business Manager, all CVMed Principal Investigators and senior administrative staff, and you may also be asked to attend meetings of the Executive Team, which comprises the Head and Deputy Head of CVMed and the Business Manager.

In addition to the core duties of the role, you will be expected to possess/develop skills in other key areas of the administrative function of CVMed, such as human resources, estates and facilities and health and safety, to enable you to act effectively for the Business Manager during their periods of leave.

Training and development opportunities will be tailored to your needs, from the wide array of in-person and online training on offer at the University. You will also receive on-the-job training from experienced colleagues and have the opportunity to learn about the wider Department by attending CVMed and RDM events as part of your continuing professional development.

Responsibilities

Financial and Grants Management

1. Be responsible for the operational service delivery of CVMed's finance and research administration.
2. Line manage the Grants and Finance Manager and Finance/Purchasing Officer, including being responsible for the development and training of the Grants and Finance team.
3. Maintain a good working knowledge of best financial practice and a good understanding of University financial regulations, policies and processes. Work closely with the CVMed Grants and Finance team to define and ensure appropriate delivery of service levels.

4. Lead CVMed's budgets and forecasting, using with confidence the Oracle R12 finance system and the University's Budgeting and Forecasting Tool, undertaking analysis as required and making recommendations on financial strategy to inform decision-making.
5. Support the Business Manager to achieve CVMed's financial performance against budget and forecasts, ensuring effective monthly reporting and analysis activity relating to both CVMed general activity and research activity is in place, and that appropriate corrective action is taken as a result. Communicate results effectively to both departmental stakeholders (e.g. RDM's Finance Manager and MSD and to CVMed's Executive Team). This includes validation of monthly pay and income related to rechargeable expenditure. Put in place strategies to minimise variances against budget and ensure Business Operating and Small Research Facility (SRF) cost centres do not generate deficits.
6. Ensure all recharges and invoices are raised promptly and the Business Manager is alerted to any significant deviations or risks to future sustainability.
7. Ensure the University's Purchasing Department policies are followed in relation to tenders, quotes and the approval of new suppliers, approving purchases, journals and expense claims above a certain threshold.
8. Hold a strategic overview of CVMed's research grants and contracts, and oversee the monitoring of expenditure regularly forecasting future spend, ensuring that funds are expended on their designated purpose and comply with the regulations or procedures of the relevant funding body, seeking and acting on advice from Research Services and Research Accounts as appropriate. Identify and mitigate future financial risks associated with grants ending.
9. Support the Business Manager and work directly with the CVMed Grants team to ensure grant applications are submitted by their deadlines and are of sufficient calibre for the academic activity planned.
10. Working closely with CVMed's Head of Clinical Research Operations and Governance and the Oxford University Hospitals NHS Foundation Trust Finance team, provide active input into the negotiation of research contracts in liaison with Research Services, Oxford University Innovation Ltd, and the Finance Division, including contracts with industrial partners, collaboration agreements, material transfer agreements and other agreements that govern research.
11. Work with the Business Manager to manage and administer operational risks by influencing behaviours to ensure best practice grant application and management.
12. Support the Business Manager with the management of Small Research Facilities (SRFs) and implementation of costing models which ensure sustainability and adherence to funders' T&Cs, and MSD principles, supported by the Grants and Finance Manager.

HR

13. Develop and maintain a good working knowledge of current HR practice and ensure that adherence to University policy is maintained and become confident in the use of the University's HR system, PeopleXD (training can be provided)
14. Work with CVMed's HR Manager as required to provide guidance in dealing with non-standard HR matters that require management support as required.
15. Participate in recruitment activities, such as sitting on interview panels, as required.
16. Work in partnership with the Business Manager to manage space allocations for CVMed's staff which are in line with the research priorities of CVMed.

Governance and other duties

17. Attend CVMed committees as required (to present/discuss financial information and/or report back to the Business Manager, Head and Deputy Head of CVMed as relevant on progress of specific items).

18. Represent CVMed at RDM, Medical Sciences Division and University committees/meetings, as appropriate, e.g. consultations about the introduction of new systems and policies.
19. Deputise for the Business Manager in their absence, holding the full authority to line manage staff and make decisions, as required.
20. Be flexible and adaptable in relation to how the duties fit within RDM's organisational structure, as it develops to best support the Department's evolving scientific strategy
21. Any other duties, commensurate with the grade and responsibilities of this post.

Selection criteria

Essential selection criteria

Criteria		Stage at which criteria assessed:		
		<i>Application</i>	<i>Test(s)</i>	<i>Interview</i>
E1	Significant financial expertise gained through the holding of an accounting qualification such as ACA, CIMA, ACCA, CIPFA and/or through experience of working in financial management roles	✓		✓
E2	Knowledge, intellectual capacity, reasoning, and analytical skills of a graduate or equivalent		✓	✓
E3	Proven management and administrative skills, with substantial experience of financial management, providing strategic and operational advice on planning and resource allocation and business planning	✓	✓	✓
E4	Experience of preparing financial reporting	✓	✓	✓
E5	Excellent written and verbal communication skills, confident in engaging stakeholders, both internal and external, at all levels	✓	✓	✓
E6	Experienced in clearly communicating finance matters to non-financial staff, including senior management and administrators		✓	✓
E7	Demonstrable organisation skills with ability to plan ahead, set priorities and work to deadlines	✓		✓
E8	High level of computer literacy and numeracy, with expertise in the use of spreadsheets and/or databases and experience of financial software packages, ideally Oracle Financials	✓	✓	
E9	Ability to think laterally and creatively to resolve problems; and to take and implement complex and difficult decisions	✓		✓
E10	A flexible, 'can do' attitude and a strong commitment to customer service	✓		✓

Desirable selection criteria

Criteria		Stage at which criteria assessed:		
		Application	Test(s)	Interview
D1	Deep expertise, or willingness to acquire it, in the use of the University of Oxford Budgeting and Forecasting Tool	✓		
D2	Possess working knowledge of the research funding sector, including current issues affecting it	✓		✓
D3	Knowledge of HR policies and procedures and their application, ideally at the University of Oxford	✓		✓
D4	Knowledge of the HR information system PeopleXD	✓		✓

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.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-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. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spinouts, with more than 130 companies created to date. 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.

The 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.

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. For more information please visit www.medsci.ox.ac.uk.

Radcliffe Department of Medicine (RDM)

The Radcliffe Department of Medicine (RDM) within the Medical Sciences Division is one of the largest departments in the University of Oxford. Headed by Professor Keith Channon, RDM is a multi-disciplinary department which aims to tackle some of the world's biggest health challenges by integrating innovative basic biology with cutting edge clinical research. The Department was formed in 2012 and comprises:

- The Division of Cardiovascular Medicine (CVM)
- The Investigative Medicine Division (IMD)
- The Nuffield Division of Clinical Laboratory Sciences (NDCLS)
- The Oxford Centre for Diabetes, Endocrinology and Metabolism (OCDEM)
- The majority of research groups from the MRC Weatherall Institute of Molecular Medicine (WIMM)

The Department has internationally renowned programmes in a range of areas, including cardiovascular sciences, diabetes and endocrinology, immunology, haematology and pathology. Our work is underpinned by excellence in molecular medicine, stem cell biology, genomics and clinical laboratory science.

The Department employs in the region of 530 staff, has around 140 postgraduate research students and has an annual turnover of around £63m of which £42m is externally funded grants and contracts.

RDM supports a culture that is inclusive and supportive of all members, including those with caring responsibilities and those who work flexibly for other reasons. We are proud to be a [family friendly department](#), and are committed to creating a working environment that offers opportunities for working parents/carers to achieve their professional goals and develop their careers without having a detrimental effect on family life. To support this, we have a range of family friendly policies and practices including maternity, paternity and adoption leave, shared parental leave and unpaid parental leave, flexible/part-time working and scheduling meetings within core hours (9.30 a.m. -2.30 p.m.). Many of our staff work flexibly, with arrangements managed informally or formally.

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Silver Athena SWAN award. RDM holds a departmental Silver Athena SWAN award in recognition of our efforts to introduce organisational and cultural practices that promote gender equality to create a better working environment for both men and women



For more information on the Department please visit:
www.rdm.ox.ac.uk

Division of Cardiovascular Medicine

CVMed comprises approximately 170 people across a range of staff groups and locations and has a total turnover of approximately £18M per annum of which external grants amount to around £11M on a total grant portfolio of around £79M. Professor Stefan Neubauer is the Head of the Division of Cardiovascular Medicine.

The Division was returned as part of the Clinical Medicine unit of assessment in the 2021 Research Excellence Framework (REF), with 59% of research in this area rated as 4* (the highest quality, defined as 'world-leading') and a further 34% returning a 3* rating ('internationally excellent').

The molecular genetics and model organism programmes are based in laboratories at the [Centre for Human Genetics](#) and close links are maintained with the epidemiological work of the [Clinical Trials Service Unit](#) (CTSU) in the adjacent building (both on the Old Road Campus site). CVMed's base, together with laboratories for molecular and cellular studies, is housed in the West Wing of the John Radcliffe Hospital. Clinical research is also based at the John Radcliffe, currently largely focused around the [Oxford Centre for Magnetic Resonance Imaging](#) (OCMR), the [Acute Multidisciplinary Imaging and Interventional Centre](#) (AMIIC), and [Cardiovascular Clinical Research Facility](#) (CCRF) which are all classified as Small Research facilities (SRFs).

For more information please visit: <http://www.cardiov.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 address any covering letter to "Members of the Selection Panel" to reflect the inclusive nature of the University's diverse workforce

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

cvm_personnel@cardiov.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 is 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 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 which is 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 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

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 have excellent childcare services, including five University nurseries as well as places at many other private nurseries. 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.

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>