

Job title	Administrative Officer
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Pandemic Science Institute, Clinical Biomanufacturing Facility, Old Road, Headington, Oxford OX3 7JT
Grade and salary	Grade 4: £27,838 - £31,459 with a discretionary range to £34,046 per annum. This is inclusive of a pensionable Oxford University Weighting of £1,500 per year (pro rata).
Hours	Full time
Contract type	Fixed-term contract unit 31 July 2027 Funding is provided by the Department
Reporting to	Linda Boswell, Senior QA Manager
Vacancy reference	175898

Hybrid working arrangements	The successful person will need to work on site for a minimum of 3 days per week
Additional information	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.
About us	<ul style="list-style-type: none"> University of Oxford - www.ox.ac.uk/about/organisation Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk Unit - www.psi.ox.ac.uk
What we offer	https://hr.admin.ox.ac.uk/staff-benefits <ul style="list-style-type: none"> An excellent contributory pension scheme 38 days annual leave A pensionable Oxford University Weighting allowance of £1,500 per annum (pro rata) A comprehensive range of childcare services Family leave schemes Cycle loan scheme Discounted bus travel and Season Ticket travel loans Membership to a variety of social and sports clubs A welcoming and diverse community

The role

This is an important role within the Clinical BioManufacturing Facility (CBF), helping to provide administrative support to all members of staff and ensuring that the office is run efficiently.

Time is split between all aspects of administration to support the day-to-day operation of the CBF office and QA department activities to maintain and improve compliance with current and future regulatory requirements (all covered by formal Standard Operating Procedures (SOPs)).

Responsibilities

You will:

- Be responsible for the efficient management of office tasks including photocopying and scanning documents, processing mail and updating the CBF's website as required.
- Provide PA duties for Senior Staff and visitors including: managing personal schedules; organising meetings, booking meeting rooms and catering arrangements; arranging training courses, travel, accommodation and insurance; and telephone arrangements as required.
- Compose and distribute agendas and minutes for internal and external meetings.
- Liaise with HR and IT to on-board new and off-board departing employees.
- Document Management and control in compliance with EU Good Manufacturing Practice (GMP) guidelines. This includes editing, updating, copying, filing and distributing of paper and electronic copies of documents.
- Write, edit and review Standard Operating Procedures (SOPs) relating to administrative tasks.
- Action assigned QMS tasks appropriate to the role, generate associated documents and records (e.g. standard operating procedures, deviation reports, corrective and preventive actions (CAPA), change controls, etc.)
- Review, and reject or approve, GMP documentation appropriate to the role submitted to QA for completeness, consistency and clarity.
- Maintain, update and create Quality spreadsheets and indexes (electronic and written) and control data. Compile, manipulate and present Quality Management System (QMS) data or information for analysis.
- Monitor QA mailboxes and forward enquiries accordingly.
- Comply with, and promote, the principles of quality management and GMP as documented in the CBF's QMS policies and procedures.
- Perform training activities appropriate to the responsibilities of the role.
- Assist staff with QMS administrative tasks.
- Suggest changes to improve the operational efficiency of working practices and systems for the role and QA department while maintaining compliance with GMP. Including filing, tracking, and electronic documentation arrangements.
- Deputise for the QA Officer to maintain the CBF document archive according to procedure.
- Deputise for Warehouse and QA Officer by receiving and dispatching deliveries, checking delivery notes, examining goods for quality defects and alerting relevant staff members to arrival of packages, then booking goods in to quarantine using the raw materials system, or into stores as necessary.
- Assist the Clinical Trial Services Project Manager with labelling activities, including creating and proofreading labels, clinical trial label application and completing labelling batch record documentation.
- Any other duties appropriate to the role and QA department that may be required.
- Maintain high personal standards of accuracy and commitment to deadlines.



- 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

- GCSE or equivalent qualifications including English and Maths.
- Proven administrative experience.
- Excellent IT skills (in particular Microsoft Office and Adobe Acrobat), with an ability and willingness to learn to use new databases and technologies.
- Ability to work with a high degree of accuracy and attention to detail.
- Good organisational skills and an ability to multi-task effectively.
- Being a supportive and adaptable team player with the ability and willingness to take on a variety of tasks.
- Excellent communication and interpersonal skills at all levels and an ability to communicate and liaise effectively with visitors and colleagues.
- Experience of working on confidential matters.

Desirable

- Prior experience of working in an office environment.
- Basic knowledge of GMP guidelines, particularly those relating to document control.

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>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Regular manual handling



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/professionalandmanagement/

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

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 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.

