

Job title	Personal Assistant to the Director of Finance and Operations
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	NDM Operations, Centre for Human Genetics, Old Road Campus, Roosevelt Drive, Headington, Oxford, OX3 7BN
Grade and salary	Grade 5: Salary in range of £31,459 - £36,616 per annum. This is inclusive of a pensionable Oxford University Weighting of £1,500 per year (pro rata).
Hours	Full time
Contract type	Maternity leave cover for 8 months Fixed start date: as soon as possible ideally in January 2025 or shortly after Funding is provided by the Department
Reporting to	Director of Finance and Operations
Vacancy reference	176994

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
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 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

To undertake a wide range of administrative tasks, sometimes of a highly confidential nature, on behalf of the department's two Directors of Finance and Operations (DFOs), within the Nuffield Department of Medicine. You will also be the point of contact for internal and external visitors for the above members of staff.

Maternity (or other family) leave cover post

This post is to cover the absence of the substantive postholder, who is taking a period of leave. The post is available for 8 months or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.

Responsibilities

You will:

- Manage the diary of the DFO and other senior postholders in the Department using initiative to make considered judgements when juggling the demands placed on their diaries by a wide range of stakeholders.
- Consult with the DFO to allocate ad hoc tasks to professional services staff including the Deputy DFOs.
- Act as the first point of contact for visitors for senior members in the Department. Deal effectively with all forms of correspondence, telephone calls, and emails, diverting such correspondence to other members of staff where appropriate.
- Reply to a range of issues on behalf of the Director of Finance and Operations, or research and prepare information which will inform their draft replies.
- Organise efficiently the arrangements for meetings, including arranging appropriate catering for meetings held in the office and other venues as appropriate. Ensure any papers or further information is provided in a timely manner and uploaded into their diaries.
- Organise large events such as annual Professional Services conference, Wellbeing week and Town Halls.
- Undertake complex travel arrangements for UK and international travel, including making arrangements for visas where necessary.
- Prepare and circulate papers, agendas, minutes and draft briefing notes as appropriate.
- Provide full administrative support on financial matters: for example, the management of travel, subsistence and other expenses and allowances, raising requisitions for departmental purchases.
- Develop successful working relationships with academic and support staff colleagues across the department and in the wider University
- 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

- Educated to A-Level standard
- Experience of diary management, including making complex travel arrangements
- The ability to draft correspondence and to produce well-presented reports
- Excellent IT skills including: Outlook, Word, Excel and PowerPoint
- A high standard of numeracy; the ability to manage finances
- Experience of working on confidential matters; tact and discretion are key attributes
- The ability to manage and prioritise a varied and busy workload and work to deadlines
- Attention to detail and high level of accuracy

Desirable

- Experience of using financial information systems (e.g. Oracle Financials)
- Experience of events organisation

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>



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.

If you currently work for the University please note that:

- As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.
- Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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.

