Job title	Programme Assistant
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Centre for Tropical Medicine and Global Health, Peter Medawar Building for Pathogen Research, South Parks Road, Oxford, OX1 3SY
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 (part-time hours considered, a minimum of 60% FTE)
Contract type	Fixed-term contract for 12 months Funding is provided by the NIHR and Wellcome
Reporting to	Frances Simpson, Project and Communications Officer
Vacancy reference	177396

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	• University of Oxford - www.ox.ac.uk/about/organisation • Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk • Unit - www.tropicalmedicine.ox.ac.uk
What we offer	https://hr.admin.ox.ac.uk/staff-benefits • 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

The Health Systems Collaborative (HSC) works in global health to link scientists from Oxford with scientists from low and middle-income countries (LMICs) to carry out research that improves the health of people across the world. The HSC team brings together diverse backgrounds and expertise for work typically conducted in close collaboration with scientists from LMICs, as well as partners from Oxford, the broader UK, and across the globe. Their collaborative efforts also include PhD and DPhil students from LMICs and Oxford, contributing a rich mix of academic perspectives.

We are looking for a Programme Assistant to join our team to support the Project and Communications Officer, working closely with the Research Operations Manager. This varied role will assist with meeting arrangements, organising travel, expenses, diary management, organising conferences, and providing financial support and other administrative support as required.

This will be an exciting and varied role for someone who wants to develop important skills in project administration in the university, higher education, or non-governmental organisation sectors as well as in social media communications, with a willingness to be flexible in response to the changing needs of the team. We encourage applications from a range of backgrounds, whether you are drawing on experience from previous employment, education, or career breaks. Skills will be developed/advanced in areas such as finance, events management, and student administration and we are particularly keen to encourage more creative contributions to our efforts to communicate research findings.

You will work closely with, and be mentored by, the Project and Communications Officer, and will liaise with the administrative, central finance, and HR teams. This role will provide an opportunity to undertake administrative tasks associated with the development of grant proposals, acceptance of research grants, collating information for project auditing, and assisting with project compliance.

Communications are critical to explaining to the public, and other scientific and technical audiences why work on global health matters, and to deliver a lasting impact on global health. HSC works to encourage and secure engagement from various stakeholders, including researchers and clinicians, public health workers, policymakers, donors, and the media. As Programme Assistant, you will be supporting the collection of and updates to content for our digital platforms, including our web pages. You will have proficient keyboard and word processing skills, and be a good communicator and an excellent team player. Full training on software used by the University will be provided.

Responsibilities

You will:

- Work alongside the Project and Communications Officer, assist in coordination and logistics for international HSC events (workshops, annual meetings, training courses etc) helping to organise all aspects including financial oversight.
- Make national/international travel arrangements including arranging transport, hotels, visas, insurance, and preparing detailed travel itineraries and travel insurance.
- Organise events in Oxford such as weekly group meetings, quarterly project team meetings, seminars, guest lectures, etc., including sourcing venues and arranging catering if required.
- Assist with accounting and finance duties such as processing expense claims for staff and students, company credit card reconciliations and support for audit preparation by collating documentary evidence when required, such as invoices, staff contracts and timesheets
- Prepare and circulate papers, agendas, minutes and draft briefing notes for key meetings as appropriate.
- Manage diaries for HSC Scientific Leads, using initiative to make considered judgements when juggling the demands placed on the schedule
- Update the HSC and associated project websites with news, events etc. and assist with editing and captioning videos.
- Help with designing posters and presentations.
- Organise mailings for training and events, and maintain mailing lists.
- Maintain and improve as appropriate record-keeping and filing systems.
- Work alongside the Project and Communications Officer to monitor and maintain records of scientific outputs from the projects and disseminate project achievements appropriately.
- Work alongside Project and Communications Officer to review project transactions to ensure expenditure is coded appropriately, monitor on-going spend, commitments and budget remaining and add commentary for internal reporting.
- Collate information and submissions from collaborating departments and institutions.
- Assist with collaborative contract amendments and consultancy agreements.
- Develop successful working relationships with academic and support staff colleagues across the department and in the wider University.
- Act as first point of contact and liaise with external suppliers to ensure quality, timely delivery and value for money.
- 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 levels (or equivalent)
- Experience of administrative work in a team environment.
- Excellent computer skills including: Email, Word, Excel, PowerPoint
- A high standard of numeracy and the ability to work with financial information including high level of competency in Excel.
- Experience of working on confidential matters; tact and discretion
- Ability to work independently, with minimum supervision, and a willingness to resolve situations, as well as knowing when to refer issues to others
- Ability to organise own workload and to work to deadlines. Previous experience of working effectively under pressure, with a demonstrable ability to prioritise and organise own diverse workload to meet competing deadlines
- Attention to detail and high level of accuracy
- Excellent written and verbal communication skills.

Desirable

- Experience of using financial information systems (e.g., Oracle Financials)
- Experience in website editing
- Administrative experience in Higher Education and/or research administration

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/supportandtechnical/

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.