

MEDICAL SCIENCES DIVISION

Job description and selection criteria

Job title	Deputy Head of Medical Sciences HR
Division	Medical Sciences Division
Department	Medical Sciences Office
Location	John Radcliffe Hospital, Headington, Oxford plus some hybrid working
Grade and salary	Grade 9 – £55,636 - £64,228 p.a., more for exceptional candidate
Hours	Full time (37.5 hours per week) (with part time working at minimum 0.7 FTE considered)
Contract type	Fixed Term, 2 years in the first instance
Reporting to	Gillian Morris, Head of Medical Sciences Divisional HR
Vacancy reference	178169

The role

This role offers a new opportunity to become a key part of the provision of a co-ordinated, efficient and effective HR service to the academic departments of the Medical Sciences Division, the Medical Sciences Board and the central university.

The role encompasses all aspects of the employee lifecycle, plus the employment cycle of academic staff, the conferment of academic titles and divisional office appointments. Close working with a range of NHS partners also falls within the scope of this role.

Working closely with the HR teams in our 18 departments will require excellent communication, negotiation and influencing skills as well as facilitating the MSD HR Network for the good of our HR community.

The post-holder will manage the functional HR team leads and ensure that efficient and effective systems and processes are in place to meet the needs of our key stakeholders. The post-holder will



support the Divisional Registrar, Head of Division and Deputy Heads of Division, in a range of operational and policy matters, contributing to university thinking on HR issues.

The post-holder will work closely with the HR Team leader and HR Business Partners, based in Central HR, particularly with regard to HR policy and procedures and in maintaining and developing relationships with the Oxford University Hospitals NHS Trust and Oxford Health NHS Foundation Trust.

The role requires a combination of strong HR skills and a high level of administrative competence including the ability to operate effectively in a complex environment. In particular, it is essential that the post-holder has excellent interpersonal and written and oral communication skills as well as line management and leadership skills, plus the ability to influence and negotiate at all levels.

Excellent communication, networking and project management skills will be beneficial in delivering the responsibilities below.

Responsibilities

1. The post-holder will lead the divisional HR team in providing the services required by academic departments, the Medical Sciences Board and the central university in the recruitment, management and support of academic staff and in the conferment of academic titles and will oversee the provision of support for divisional office appointments. The post-holder will need to understand in detail what is required and be prepared to administer basic processes as needed but be content to delegate and oversee the undertaking of tasks by others in the team whenever it is efficient to do so. The post will focus on:

- playing a key role in the divisional HR team in delivering services and supporting the development of the team's skills;
- providing support to the Divisional Secretary and Head of Division (and Associate Heads and Deputy Heads of Division as appropriate) in a range of operational matters, in devising and implementing divisional HR strategy and in contributing to university thinking on HR issues;
- providing support for the HR Team leader (Medical Sciences) and playing an effective part in his or her team;
- supplying appropriate support to departmental administrators (in relation to academic appointments) in line with their needs and to the divisional office in line with its needs;
- evaluating and where necessary re-designing HR processes affecting divisional academic appointments;
- working with counterparts and senior HR managers in OUHT to make a significant improvement in shared processing.

The post-holder will operate at a senior level in a complex organisational environment, deputising as required for the Head of HR in the relevant areas of work.

2. Within the central university, Central HR is responsible for: (1) the provision of specialist HR advice and assistance to divisions, departments, and faculties throughout the University; (2) the operation of central level and University-wide HR systems (including employee relations with recognised staff representatives, grading, promotion, and salary systems); and (3) the strategic development of university HR policy for all staff. Under the leadership of the Director of People, Central HR Services works to an HR business partner model. There are five HR teams supporting the main university divisions and services and each team is headed by an HR Team leader. The

specific work to be undertaken by the post-holder as part of the Personnel Services Team will be determined and periodically reviewed in discussion with the Medical Sciences Divisional Registrar and the HR Team leader. His or her portfolio of tasks will predominantly relate to the work of the Divisional Office but there will be a substantive contribution to the work of the Central HR Team.

3. *Strategic and operational advice on academic appointments and related policies*

The post-holder is responsible for helping to ensure that the Division's senior officers take a co-ordinated strategic view of key academic appointments and that the necessary action is taken to make these appointments. Duties include:

- Providing advice to the Head of Division and the Divisional Board on all relevant HR matters;
- Providing briefing papers on HR policy;
- Drafting papers on HR-related issues such as the policy on the criteria for reappointment and professorial titles, information on NHS-related terms and conditions, and the relevant sections of the Division's Strategic Plans;
- Providing advice on leave arrangements and the need to initiate replacement/recruitment actions;
- Ensuring that University and divisional guidance on reappointment procedures is followed.
- Acting as advisor and the Divisional lead for all Employer Justified Retirement Age (EJRA) applications and associated business cases
- Acting as advisor and the Divisional lead for all Senior Appointments Panel (SAP) cases

4. *The management of academic appointments processes and the conferment of academic titles*

The post-holder will be expected to understand, oversee and, as required, administer all the arrangements for making academic appointments (including RSIV posts) and for conferring various academic titles in the Division. This will require action in line with the University's guidance on such appointments and ensuring that all appropriate academic recruitment and selection procedures are followed. The post-holder will be expected to ensure that:

- advice and briefing is made available to the selection committee chairs on all such matters;
- the Division's contribution to the appointment of professors, including preparation of regulations for new posts, is made in an effective and timely way;
- process improvement and standardisation is achieved wherever appropriate.

Liaison with Central HR and other officers of the University Offices will be required over matters of policy, interpretation, use of contracts, contract renewal, current employment legislation and provision of the necessary information for the University's internal publications and listings and external surveys such as the Medical Schools Council annual survey.

5. *Liaison with the National Health Service*

The Deputy Head of HR is required to liaise with senior and junior officers in the NHS Trusts to ensure that NHS requirements are observed in making clinical appointments within the University especially where there is a need to obtain honorary NHS contracts of employment. This will require awareness and as appropriate implementation of NHS policies and guidance on the following:

- junior doctors' and consultants' pay and contractual arrangements;
- joint appraisal requirements;
- revalidation;
- the composition of selection committees;
- arranging Honorary Senior Clinical Lectureships;
- arranging joint appointments;
- clinical excellence and clinical impact awards.

There is scope for significant improvement in "joint working" in HR-related matters at the interface with the Oxford University Hospitals NHS Trust and other NHS Trusts and the post-holder will work in close consultation with the HR Team leader in this work with the aim of ensuring efficient and effective communication and collaborative working with the NHS.

6. *Management of appointments processes for posts within the Medical Sciences Office*

The post-holder has responsibility for ensuring the good management of appointments processes for posts on the Medical Sciences Divisional Office payroll. This includes the preparation of cases for creating and grading posts, the drafting of job descriptions and advertisements for vacancies, arranging recruitment and selection exercises and the administration of letters of appointment. The post-holder also has responsibility for organising probationary reviews, arranging appraisal and feedback discussions and arranging and administering merit award exercises through a small team of HR Officers and the HR Ops Manager.

7. Representing the University of Oxford and the Medical Sciences Divisional HR community at a national level via working groups, committees and networks related to UCEA, the NHS and the Clinical Academic workforce.

Selection criteria

Essential

- Analytical thinking, innovation, and problem-solving ability equivalent to those derived from holding a good honours degree, chartered membership of the Chartered Institute of Personnel and Development, and wide professional experience *(to be assessed by application, interview and references)*;
- An ability to communicate concisely, effectively and persuasively in writing as well as orally *(to be assessed by application and interview)*;
- Excellent organisational skills, the ability to prioritise, and to progress a high volume of complex issues to successful resolution *(to be assessed by application, interview and references)*;
- A demonstrated ability to be a co-operative and effective team member and to develop effective and constructive working relationships at all levels of the University and (including at a senior level) to influence events *(to be assessed by application, interview and references)*;
- A demonstrated ability to command the confidence of both junior and senior university colleagues *(to be assessed by application, interview and references)*;
- Experience of effective management of staff and of leadership by example *(to be assessed by application, interview and references)*;
- A demonstrated ability to make substantial contributions to the development and delivery of HR policy and operational practice *(to be assessed by application, interview and references)*;
- A keen awareness of, and excellent judgement about, the wider implications of specific HR matters in the context of a wide range of organisational and academic environments (including academic departments, service units, NHS Trusts) *(to be assessed by application, interview and references)*;
- A demonstrated ability to make effective and efficient use of relevant IT software and systems *(to be assessed by application, interview and references)*.

Desirable

- Experience of administration/management within a Higher Education or NHS setting *(to be assessed by cv)*;
- Experience of delivering training and briefing for managers *(to be assessed by cv)*.

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 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 www.ox.ac.uk/about/organisation.

Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford and indeed bigger than many other UK Universities.

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: www.medsci.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 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 divoof.jobs@medsci.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 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 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 of 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, flexible working options, 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, 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

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. 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>