



**CENTRE** *for*  
**HUMAN**  
**GENETICS**



|                          |  |
|--------------------------|--|
| <b>Job title</b>         | Business Manager – Centre for Human Genetics   |
| <b>Division</b>          | Medical Sciences   |
| <b>Department</b>        | Nuffield Department of Medicine  |
| <b>Location</b>          | Centre for Human Genetics, Old Road Campus, Headington, Oxford, OX3 7BN  |
| <b>Grade and salary</b>  | Standard Grade 9: £55,636 - £64,228 with a discretionary range to £70,029 p.a. (pro rata). This is inclusive of a pensionable Oxford University Weighting of £1,500 per year (pro rata). |
| <b>Hours</b>             | Full time  |
| <b>Contract type</b>     | Permanent<br>Funding is provided by the Department   |
| <b>Reporting to</b>      | Operations Director  |
| <b>Vacancy reference</b> | 178753   |

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|------------------------------------|---|
| <b>Hybrid working arrangements</b> | <b>The successful person will need to work on site for a minimum of 3 days per week</b>   |
| <b>Additional information</b>      | This role meets the eligibility requirements for a Skilled Worker Certificate of Sponsorship under UK Visas and Immigration legislation, but eligibility will depend on the chosen candidate's details so, if a visa is required, this will be determined once the selection has been completed.  |
| <b>About us</b>                    | <ul style="list-style-type: none"> <li>University of Oxford - <a href="http://www.ox.ac.uk/about/organisation">www.ox.ac.uk/about/organisation</a></li> <li>Nuffield Department of Medicine (NDM) - <a href="https://www.ndm.ox.ac.uk">https://www.ndm.ox.ac.uk</a></li> <li>Unit - <a href="http://www.chg.ox.ac.uk">www.chg.ox.ac.uk</a></li> </ul>   |
| <b>What we offer</b>               | <a href="https://hr.admin.ox.ac.uk/staff-benefits">https://hr.admin.ox.ac.uk/staff-benefits</a> <ul style="list-style-type: none"> <li>An excellent contributory pension scheme</li> <li>38 days annual leave</li> <li>A pensionable Oxford University Weighting allowance of £1,500 per annum (pro rata)</li> <li>A comprehensive range of childcare services</li> <li>Family leave schemes</li> <li>Cycle loan scheme</li> <li>Discounted bus travel and Season Ticket travel loans</li> <li>Membership to a variety of social and sports clubs</li> <li>A welcoming and diverse community</li> </ul> |



**Athena**  
**SWAN**  
Silver Award



## The role

The Centre for Human Genetics (CHG) and Division of Structural Biology (STRUBI) are world-leading research facilities in the fields of human genetics, geneomics and structural biology, housed in the Henry Wellcome Buildings, Headington. As one of the largest facilities in NDM, these units support 6,500sqm of laboratory and office space, with over 600 research and Professional Services staff, and students working in a dynamic interdisciplinary research environment.

The CHG and STRUBI house a range of facilities and specialist equipment including cryo-electron microscopy, optical microscopy, high-performance research computing, and a Functional Genetics Facility (FGF). The units' standard lab environments are biological containment level 2, while the FGF and OPIC facilities include a containment level 3 lab environments.

The CHG also hosts a range of internal entities. The Centre for Personalised Medicine (CPM) is a collaborative endeavour with St Anne's College, hosting a wide range of public and patient engagement activities. The GSK-Oxford Institute for Computational and Molecular Medicine (IMCM) is a industrial partnership between the University of Oxford and GSK, supporting ground-breaking research to deal with the world's most significant health challenges.

The Business Manager will report to the Operations Director – UK with accountability for the provision of strategic leadership and relationship management across the Nuffield Department of Medicine. The Business Manager will be responsible for the co-ordination and delivery of high-quality research support, demonstrating strong leadership, influencing and diplomatic skills. This position will act as the interface between Professional Services and the academic community, ensuring the alignment of support to advance the academic strategy and vision, using their detailed knowledge of operational structures across NDM.

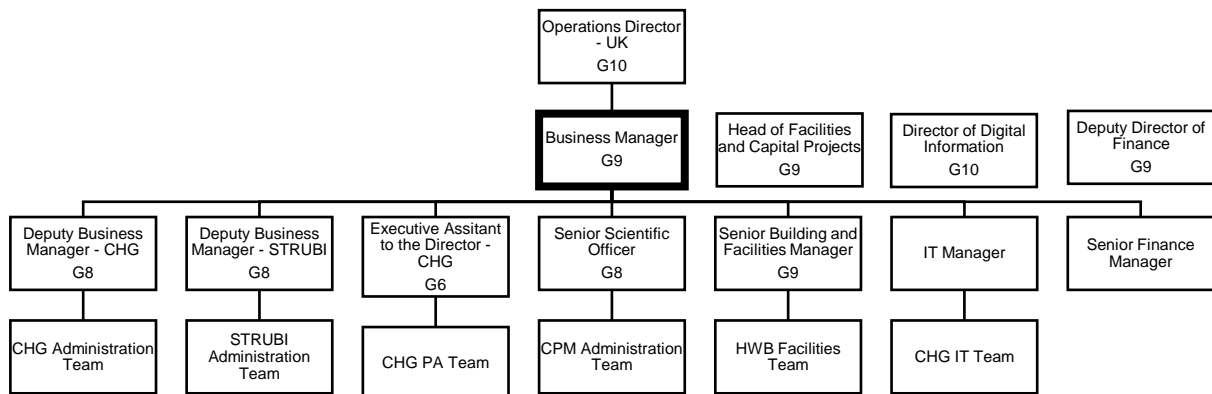
Acting as a senior point of contact for the CHG and STRUBI Directors and Principal Investigators, the Business Manager will be responsible for all aspects of operations and administration and contribute significantly to the design of Professional Services to meet the financial requirements of the department and the challenges of academic endeavour. The postholder will be required to analyse a range of management information, highlighting any issues to Heads of Function and document the measurements of success. This will involve working with other senior leaders across the department to define strategic and operational priorities, drive improvements, and manage the escalation of issues through to resolution, ensuring academics receive a positive experience when engaging with NDM Professional Services.

You will be involved in strategic planning, providing accurate management information in partnership with the NDM Shared Service teams to ensure that operational activities and new projects within the CHG and STRUBI are aligned to the department's strategic objectives, and delivers the expected benefits.

You will have responsibility for overseeing the work of Professional Services staff working in both units, directly line managing the CHG and STRUBI Deputy Business Managers, Director's Executive Assistant, and Senior Scientific Officer in the CPM. Co-line management of the Senior Finance Manager, Senior Building and Facilities Manager and IT Manager will also be part of the personnel remit for the position.



# Organogram



## Responsibilities

### Service Delivery & Business Relationship Management

- Build and sustain strategic relationships, fostering a successful Professional Services environment that maintains a focus on supporting world-leading teaching and research through alignment with the academic mission.
- Lead the CHG and STRUBI Professional Services teams to engage with the academic community, promoting a greater understanding of research priorities, evolving operational needs, and a 'one team' approach for delivering services.
- Undertake regular reviews with Unit Directors, PIs and Heads of Function to assess levels of service performance/satisfaction, identify potential issues, and collaborate with Operations Director to develop sustainable, fit-for-purpose resolutions, unpinned by a solution-focussed approach to problem solving.
- Working closely with Professional Services teams across NDM, and other internal/external sources of best practice, to ensure that units' operational activities take place in compliance with legislation, funding terms and conditions and University policy.
- Work across NDM to assess, manage and communicate risks that could impact the academic mission, research priorities, or operations.
- Support Heads of Function and Operations Directors to proactively manage the expectations of the academic community, identifying the drivers of change and raising awareness of operational opportunities and dependencies that influence levels and quality of service delivery.
- In collaboration with the Heads of Function to define Service Level Agreements, KPIs, and performance measurements. Where appropriate, jointly plan and implement continual improvements to service delivery.
- Sponsor and lead strategic projects in CHG and STRUBI to deliver service improvement initiatives, contributing to and aligning with the NDM Professional Services strategy.

## Strategic Development and Planning

- Provide senior leadership support and strategic advice to the CHG and STRUBI Directors, with oversight of financial and administrative operations, supporting the research priorities of the units.
- Sit on all strategic committees for the units, and support the Directors in the implementation of an effective governance structure to manage unit operations and plan strategic direction.
- Contribute to strategic discussions and the development of plans within the units, and at a departmental or divisional level as required.
- Responsibility for the preparation and implementation of detailed financial, operational and space plans required to support research and teaching within the unit.
- Assess changes to the University's policies and procedures, analysing their impact on the unit and ensuring they are understood and effectively communicated.
- In collaboration with the Heads of Function, the post holder will identify trends which could have an impact on unit activity, recommending approaches to address these and implement solutions.
- Supported by NDM's functional teams, you will produce timely and accurate management information to support Unit strategic planning and decision-making and take the lead in the effective implementation of the Head of Unit's strategic research and staffing priorities.

## Human Resources

- Work in partnership with the NDM HR Centres for Excellence to ensure a professional HR service is delivered across CHG and STRUBI.
- Maintain a good working knowledge of employment law, seeking guidance as appropriate.
- Ensure that all information regarding employment contracts, including pay changes, are communicated clearly and in a timely manner to HR for action, in accordance with the set process.
- Be responsible for ensuring contracts of employment and associated paperwork is signed-off with due care/diligence and in accordance with the prevailing statutory rules and policies of the University.
- Working effectively with Deputy Business Managers to conduct monthly payroll verification checks against the requests provided to HR and for investigating queries arising.
- Provide monthly reviews of staff contractual status, ensuring requests for extensions, changes to contract type or notice are notified to the HR team in accordance with the process.
- Support the Unit Directors and PIs in development of career pathways for academic colleagues, and provide expert advice on the financial and contractual commitments made to support research applications and letters of support.
- Support the Department's Athena SWAN and EDI programmes, ensuring the Unit level actions plans are taken forward, in consultation with the NDM EDI Facilitator, Athena SWAN Co-ordinator and NDM HR Director.

## Financial Management and Forecasting

- Have dual line management of the Unit's Finance Manager. The post holder will provide line management for unit operations whilst the NDM Deputy Head of Finance will provide professional development and support with detailed accounting issues. Management of recruitment, PDRs, annual leave and employee relation matters will be undertaken jointly.
- Be required to maintain a good working knowledge of best financial practice and a good understanding of University financial regulations, policies and processes. The post holder will work closely with the NDM Finance Team to ensure appropriate levels of service delivery.
- Responsibility for setting the units' budgets, and monitoring progress against it, taking remedial action where necessary, including validation of monthly pay and research overhead income to minimise costs passing to the department, development of strategies to minimise variances and ensure general ledger accounts do not generate deficits, and optimisation of use of trust funds and restricted donations.
- Support with the development and scrutiny of business plans for Small Research Facilities and other initiatives, working with the SRF Operations Manager, and SRF Leads to maximise financial performance and build sustainability and growth.
- Challenge high value purchase orders, expenses and journals not in line with budget or forecasts. Oversee the generation and circulation of monthly reports to PI's & budget holders to allow them to



validate transactions and raise queries. Hold and participate in regular financial reviews with stakeholders.

- Within specified deadlines, you will produce unit I&E budgets and forecasts including detailed analysis for pay and research, with opportunities & risks clearly identified, including asset replacement planning.
- Ensure the unit maintains an up to date delegation of authority, promoting the use of preferred suppliers, value for money and budgetary controls.
- Lead tendering processes and approval of new suppliers in conjunction with key staff involved in the process.
- Ensure that the units maintain a contracts register to monitor contractual commitments and supplier performance.
- Review all service and procurement contracts to ensure compliance with University terms and conditions wherever possible, identifying any areas of contractual risk and liaising with central Procurement and NDM compliance teams appropriately to implement suitable mitigation.

## Grant Management

- Maintain a strategic overview of the units' grant portfolios and their impact on business operating income and expenditure.
- Work with the Head of Grant Management to identify and mitigate risks by influencing behaviours to ensure best practice grant application and management.
- Identify new funding opportunities, working with the Head of Grant Management and Director of Research Delivery to ensure that the terms and conditions are acceptable to the Department.
- Accountability for the financial management of the units' research grants and contracts, with oversight for ensuring funds are expended on their designated purpose and comply with regulations or procedures of the relevant funding body, seeking and acting on advice from the NDM GMT, Research Services and Research Accounts as appropriate.

## Governance & Compliance

- Working in partnership with the NDM Head of Health and Safety, you will support the Unit Directors to ensure all Health and Safety responsibilities are allocated appropriately, with support from the NDM Health and Safety Team, the Medical Sciences Division Safety Office and OU Safety Office.
- Be fully accountable to ensure that the H&S standards in their area are met and that training of staff and students is recorded and up-to-date. You will ensure that all documentation related to the H&S Management of their area are readily available and stored adequately.
- Have a broad understanding of activity in shared building space, including associated Health and Safety Risk Assessments and the impact of new activity taking place or being re-located.
- Be responsible and accountable for the implementation, review and update of IT, Information Security and Governance systems, processes and procedures to ensure compliance with University, Divisional and Departmental policies.
- Have overall supervision and implementation of all regulatory processes in their area with the support of relevant NDM, Divisional and OU staff. This includes, but is not limited to H&S, HTA and Environmental regulations.
- Maintain and review the Units' strategic risk register, taking accountability and ownership of mitigations and action plans within CHG and STRUBI, including the safeguarding of assets and adequate insurance cover.
- Act as the principle point of contact for all operational audits related to the unit. The postholder will be responsible for ensuring effective management plans are in place to address audit findings, control changes are embedded within normal operating practice and actions are addressed in line with agreed delivery dates.

## Estates & Facilities

- Have dual line management of the HWB Senior Building and Facilities Manager. The post holder will provide line management for unit operations whilst the NDM Head of Space and Capital Projects will provide professional development and support with strategic projects and issues cutting across the Department. Management of recruitment, PDRs, annual leave and employee relation matters will be undertaken jointly.



- Represent the operational and financial interests of the units in all refurbishment and new build projects impacting them, working with the Head of Space and Capital Projects, Unit Directors and Project Boards to deliver projects on time and within budget.
- Coordinate and lead the capital replacement and refurbishment plan for their unit and ensure these plans are fed into NDM, working with appropriate Heads of Function, Operations Directors and Unit Directors funding and prioritisation for capital replacement.

## Communications & Public Engagement

- Promote the units' and NDM's research and other announcements through a variety of communications channels, in partnership with the NDM Head of Communications.
- Support the NDM Head of Communications to ensure that internal communications are circulated, and actioned where required.
- Work with the Unit Directors to ensure that a clear and functional communications strategy is in place for the promotion of the unit's activities, and effective circulation of key internal communication to all staff and students.
- In liaison with PI's and research staff, you will be responsible for provision of support as appropriate to Public Engagement and Outreach Activities, working closely with the NDMS Head of Communications and other unit-based communications staff.

## Other duties

- Chair committees/groups and represent NDM Professional Services on a wide range of University, divisional, departmental committees and interdisciplinary networks.
- When required, provide operational support for Business Managers in other research units to ensure resilience for staffing and mission critical activities.
- Any other duties as required by the Operations Directors, NDM Chief of Staff or NDM Chief Operating Officer, appropriate for the grade.
- Engage with stakeholders across the Medical Sciences Division, the University and wider HE/private sectors who have expertise in the continual improvement of Professional Service capabilities.
- 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

- Be educated to degree level, or equivalent vocational qualification or experience.
- Senior managerial experience in a varied working environment, including management of a diverse range of administrative staff, in a relevant field.
- Advanced numeracy skills with experience and understanding of financial management, accounting and analysis.
- Experience of personnel management and good HR practice, with the ability to manage and resolve complex and stressful situations.
- Experience of research grant costing and grant accounting, including a thorough understanding of the accounting requirements of the major funding bodies.
- Demonstrable ability to communicate effectively, both verbally and in writing, with a wide range of people within and external to the organisation.
- Strong interpersonal skills, with a proven ability to lead, manage change, to maintain confidentiality as appropriate and to encourage team-based approach to tasks.
- Evidence of the ability to perform effectively under pressure, with excellent prioritisation, delegation and time management skills.
- High level of computer literacy with expertise in the use of spreadsheets and databases.



## Desirable

- Experience in higher education sector.
- Experience in change management in complex organisations.

## 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>

### Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- A satisfactory enhanced Disclosure and Barring Service check





## 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/](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](mailto:recruitment@ndm.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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 70<sup>th</sup> 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.

