Job Description
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Summary

Job title	Head of MSD Assurance
Division	Medical Sciences Division
Department	Medical Sciences Divisional Office
Location	John Radcliffe Hospital, Headington, Oxford. You may also be required to work from other sites across the University
Grade and salary	Grade 10: £64,228 - £74,191 with discretionary range to £80,913 per annum (pro-rata for part-time)
Hours	Full time: 37.5 hours per week (part-time at a minimum of 0.8 FTE will be considered)
Contract type	Permanent
Reporting to	Deputy Divisional Registrar
Vacancy reference	179424
Additional information	

The role

The University of Oxford's Medical Sciences Division (MSD) is an internationally recognised centre of excellence for biomedical and clinical research and teaching, made up of 17 departments. The Medical Sciences Divisional Office provides administrative, advisory and strategic support for the governance of the Division and our departments.

The Division and its constituent departments operate in an increasingly complex regulatory and compliance environment, with the Divisional Office having increasing responsibility for the effective implementation and assurance of central University policies such as those related to health and safety. Alongside this, the implementation of the recommendations from the University's recent Strategic Review of Professional Services will require the Divisional Office to play a greater role in leading, co-ordinating, and assuring the quality of professional services across the Division, including those related to governance, risk and compliance.

The Divisional Office has also been further developing its support for departments to ensure that they are able to effectively meet regulatory and compliance requirements, and to identify, mitigate and manage risk. This support for departments is provided through a number of key teams in the Divisional Office, including the Divisional Safety Team and the Governance Risk and Compliance (GRC) Hub which

was established in 2022 to support the Division's departments in exemplary governance and compliance and promote risk-based decision making as a strong management tool.

The Head of Assurance will play a key role in ensuring that the Division and those individuals who hold regulatory responsibilities within it have the support, oversight, and systems that they need to fully meet regulatory and University requirements. You will work with those in senior leadership roles in the Divisional Office, MSD departments, and the wider collegiate University to lead the effective implementation of the Strategic Review of Professional Services recommendations as they relate to governance, risk and compliance through ensuring that services related to these areas are well-designed, consistent, and sustainable across MSD departments and the Divisional Office.

In this newly created role, you will therefore lead the development of an integrated approach to supporting the Division and its constituent departments in all areas relevant to governance, risk and compliance. This will be a complex and challenging role that will require strong leadership, management, and stakeholder engagement skills, particularly in fostering a transformative culture of proactive governance, risk and compliance. You will be instrumental in bringing together, leading and supporting colleagues working in a range of areas including governance, risk and compliance, health and safety, information and data security, with a focus on shifting mindsets and behaviours to embed a culture of accountability and continuous improvement.

As well as building relationships and leading cross-functional teams across the Medical Sciences Divisional Office you will work closely with colleagues in relevant roles across the Division's constituent departments and the wider collegiate University to contribute to and develop an effective governance, compliance and risk management culture. You will act as a Divisional representative for governance, risk and compliance matters within the University and also externally through effectively engaging and working with relevant regulatory bodies and with partner organisations such as the Oxford University Hospitals Foundation Trust (OUHFT).

Responsibilities

As Head of Assurance, you will play a key role in ensuring that the Division and its constituent departments are able to meet the requirements of and effectively respond to changes in the regulatory and compliance landscape. You will bring together those working in different disciplines to enhance the Division's ability to identify, mitigate, and manage risk. This will include engaging with and influencing senior stakeholders in the Division, departments, wider collegiate University, and external organisations to understand the impact of regulatory and compliance requirements, identify emerging risks and challenges, and lead the development and delivery of key initiatives that will support departments and the Division to achieve an effective compliance and risk management environment.

You will lead and support the effective implementation of the recommendations of the Strategic Review of Professional Services as they relate to governance, risk, and compliance services. Through fostering cross-departmental collaboration and effectively engaging with key stakeholders across the Division and wider collegiate University you will ensure that appropriate principles for service design can be effectively embedded across governance, risk and compliance services. You will work with MSD departments and key teams within the Divisional Office to lead and co-ordinate service delivery and to develop appropriate mechanisms to assure the consistency and quality of professional services related to governance, risk and compliance.

You will work closely with the Deputy Divisional Registrar, lead and support the GRC Hub and Divisional Safety Team, and drive collaboration and shared working across Information Governance and other

relevant functions within the Divisional Office. You will ensure that the Division is able to effectively manage risk and fulfil its responsibilities against relevant regulatory frameworks and that its departments benefit from high quality integrated advice and support on governance, risk, and compliance across a range of areas. You will work with senior stakeholders across the Division, its departments, and the wider collegiate University to promote a culture of effective compliance and risk management. Your responsibilities will therefore include:

Leadership and Management
- Leading and supporting the development of a cross-functional team to provide governance, risk and compliance support across MSD's Departments. The team will comprise the GRC Hub and Divisional Safety Team, collaborating with the Information Governance Lead and colleagues working in other relevant areas across the Divisional Office.
- Line managing the Governance Manager and Acting Senior Divisional Safety Officer.
- Developing and embedding new ways of working across those Divisional Office teams that support departments with governance, risk and compliance to ensure that the Divisional Office is able to offer integrated support across relevant areas focussed on departmental needs.
- Leading and fostering collaboration across MSD departments, the Divisional Office, and the wider collegiate University to ensure the development and delivery of consistent and high-quality professional services related to governance, risk and compliance.
- Providing strategic leadership and expertise in relation to governance, risk, and compliance, including working with and influencing key stakeholders to promote and support a culture of best practice compliance and risk management across the Division and its constituent departments.

Supporting the Division and its constituent departments in the development and implementation of effective policies, procedures, processes, and change management relevant to governance, risk and compliance

- Bringing together, engaging and influencing relevant teams and stakeholders across the Divisional Office, departments, and the wider University to understand current policies and processes, share best practice, and identify ways to align initiatives and support that will reduce complexity, drive efficiencies, and streamline processes associated with governance, risk and compliance.
- Working with the Divisional Office and departments to identify current governance, risk and compliance requirements and to develop action plans to address gaps or emerging risks relevant to these requirements.
- Using a risk-based approach to prioritise and direct initiatives relevant to governance, risk and compliance.
- Working with key stakeholders in the Divisional Office, departments and the wider University to ensure the successful implementation of new and ongoing initiatives relevant to governance, risk and compliance including the implementation of the recommendations of the Strategic Review of Professional Services as they relate to governance, risk and compliance; and identifying further opportunities to improve and embed good practice.
- Providing strategic advice to the Head of Division, Medical Sciences Divisional Office, and departments on governance, risk and compliance matters including effective communication, change management, and, critically culture change approaches for achieving a deeply embedded compliant environment. This will require developing and implementing strategies to foster a culture of proactive compliance and risk awareness at all levels.
- Working with compliance specialists across the Division, its departments and the wider collegiate University to design and deliver training sessions, guidance materials, and templates to support departments in their work relevant to governance, risk and compliance.
- Acting as Divisional representative on relevant Divisional and University committees and working groups.

- Chairing committees related to specific governance, risk and compliance projects made up of internal and external stakeholders.

Oversight, assurance, and change management relevant to the regulatory and compliance landscape in which the Division and its departments operate

- Engaging with senior stakeholders in the Division, departments, wider collegiate University, external partner organisations, and regulatory bodies to identify the key challenges, opportunities and risks around the governance, risk and compliance environment in which the Division and its departments operate.
- Working with the Deputy Divisional Registrar, GRC Hub, Divisional Safety Team and other relevant teams across the Divisional Office to ensure that the Division has a sufficient level of oversight and assurance to meet the University's statutory obligations regarding relevant regulatory frameworks, and to actively cultivate a culture of risk awareness and mitigation at a Divisional level.
- Leading and fostering collaboration across MSD departments, the Divisional Office, and the wider collegiate University to develop and effectively implement service assurance frameworks that will ensure the quality, consistency, and resilience of professional services related to governance, risk and compliance.
- Working with and influencing key stakeholders in the Divisional Office, departments, and the wider University to ensure that consideration of governance, risk and compliance is integrated into broader operational strategies.
- Working with the Deputy Divisional Registrar to represent the Division in engagement with external stakeholders including regulatory bodies.
- Working with the Deputy Divisional Registrar to lead the Divisional response to regulatory audits. This will include working with relevant teams to lead the development, implementation and monitoring of action plans required as part of the audit response, and supporting relevant teams to follow and implement effective change management approaches.

Selection Criteria

Essential selection criteria

1. Degree or equivalent experience.
2. Experience of working in a highly regulated environment.
3. A proven track record of building and embedding a culture of best practice compliance in a regulated organisation, including the governance structure that provides organisational assurance. This includes demonstrated success in influencing and changing organisational behaviours related to compliance and risk management.
4. Track record of leading and developing teams of people.
5. Experience of leading teams through periods of transformational change including embedding new ways of working.
6. A proven record of developing effective engagement with internal and external stakeholders.
7. Highly developed interpersonal skills and the ability to form constructive relationships and influence stakeholders at all levels of the organisation and with partnership organisations.
8. Excellent oral and written communication skills.
9. Excellent organisational, planning and prioritisation skills, ability to develop and present convincing business cases.
10. Project management expertise.
11. Excellent understanding of the medical sciences' academic environment.
12. Experience of regulatory frameworks relevant to the medical sciences' academic environment.

Desirable selection criteria

13. Experience of working in a scientific or higher education environment.
14. An undergraduate or higher degree.
15. Experience of responding to the outcome of regulatory audits.

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

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:

- Lone Working

- Driving on University business

- Regular manual handling

- Working with category 3b or 4 lasers (laser safety class)

- Working with infectious pathogens (hazard group 2/3) - Hazard Group 3 pathogens

- Working with blood, human products and human tissues

- Work with allergens, Eg laboratory animals, pollen, dust, fish or insects etc.

- Work with any substance which has any of the following pictograms on their MSDS:

Additional security pre-employment checks

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

- A satisfactory basic Disclosure and Barring Service check due to

- University security screening (e.g. identity 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 recognised centre of excellence for biomedical and clinical research and teaching, and is the largest of the four academic divisions within the University of Oxford. We are a thriving, multidisciplinary community of over 9000 academics, staff, students and clinicians, all of whom contribute to our extensive and exemplary research, teaching and clinical portfolios. The Division comprises the Divisional Office, the School of Medicine and Biomedical Sciences and our 16 academic departments and their constituent units, institutes and centres, located across multiple sites in Oxford (the Science Area and Radcliffe Observatory Quarter, Old Road campus and hospital sites in Headington), and clinical research units in Africa and Asia.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. Our partnerships with the local NHS Trusts promote cohesiveness and responsiveness at the interfaces between our mutual teaching, training, research and clinical activities, and enables patients to benefit from close links between medical research and healthcare delivery.

We have been ranked number one for the past 14 years in the Times Higher Education Subject Rankings for clinical, pre-clinical and health sciences.

For more information please visit: www.medsci.ox.ac.uk

Medical Sciences Divisional Office

The Divisional Office, led by Chris Price, the Divisional Registrar and Chief Operating Officer, provides administrative support for the governance of the Division. It is responsible for academic oversight of the teaching and research of its various departments, for strategic and operational planning, and for personnel and resource management. Most of our staff are based in the Divisional Office at the John Radcliffe Hospital, and some teams are housed in Old Road Campus and the Science Area.

For more information, please see visit https://www.medsci.ox.ac.uk/the-divisional-office

Organisation of Health & Safety

The Council of the University is ultimately responsible for health and safety management. The University Occupational Health and Safety Office, headed by its director, comprises a team of specialist professional officers supported by administrative and technical staff. It provides advice to University departments, institutions, staff, and students on all aspects of health and safety, including fire and radiation protection.

Council has delegated responsibility for health and safety in each individual department to the head of department. The departmental health and safety structure includes a departmental safety officer (DSO) and a departmental biological safety officer (BSO) appointed by the head of department, and a departmental safety advisory committee and departmental biological safety committee. A number of Area Safety Officers (ASOs) and Divisional Safety Officers have been appointed to enhance the work of DSOs and BSOs and to provide Heads of Division with assurance of health and safety compliance in their division.

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.

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, Carolyn.mckee@medsci.ox.ac.uk or divoff.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 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** 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 (see https://hr.web.ox.ac.uk/family-leave). 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/.

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