## Summary

|  |  |
| --- | --- |
| Job title |  |
| Division | Medical Sciences |
| Department | Nuffield Department of Primary Care Health Sciences |
| Location | Radcliffe Primary Care Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG |
| Grade and salary | Grade X: £-£ per annum |
| Hours | *Delete as applicable:*  Full time / Part time (x hours / %FTE) / Variable hours |
| Contract type | *Delete as applicable:*  Permanent / Fixed-term (X months/ X years) / Open-ended, externally-funded (*only available for academic-related)* / Maternity leave cover / Secondment |
| Reporting to | [ *(optional)*, job title] |
| Vacancy reference | [Xxxx] |
| Additional information | *(eg this vacancy is for internal applicants only, secondments considered)*  *HR only: Include below where applicable*  This role will not attract sufficient points to obtain a sponsored skilled worker visa under the points based immigration system, however applications are welcome from candidates who don’t currently have the right to work in the UK, but who would be eligible to obtain a visa via another route |

## For Research posts: **Include table below where relevant to role.**

|  |  |
| --- | --- |
| Research topic |  |
| Principal Investigator / supervisor |  |
| Project team |  |
| Project web site | [www.ox.ac.uk/](http://www.ox.ac.uk/) [research project URL] |
| Funding partner | The funds supporting this research project are provided by............ |
| Recent publications |  |

## The role

*Where possible, use a generic job descriptions which can be tailored to the context of this role -**https://hr.admin.ox.ac.uk/generic-job-descriptions*

*Include a short overview of the role and its purpose, including the context within the team/department and why the vacancy has arisen, if appropriate. Describe the role as positively as possible to help attract suitable candidates. Do not include detailed responsibilities and selection criteria, as these are outlined in separate sections.*

### Maternity (or other family) leave cover post *[delete if not appropriate]*

This post is to cover the absence of the substantive postholder, who is taking a period of maternity [or adoption or shared parental] leave. The post is available until [date] 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

*List the key responsibilities/duties of the post (try to list* ***no more*** *than 10).*

*When drafting a new job description, please refer to the list of HERA elements:* <https://hr.admin.ox.ac.uk/higher-education-role-analysis-hera>

## Selection criteria

### Essential selection criteria

*Essential criteria are those that are required to perform the job effectively. Aim for no more than 8. The criteria should flow directly from the responsibilities/duties of the role so that you can judge and select candidates objectively. For example:*

* *Technical ability (knowledge and experience)*
* *Communicating and relating to others (oral / written)*
* *Professional expertise and/or qualifications where required*
* *Service delivery*
* *Leading and developing others – line management*
* *Teaching and learning support*
* *Decision-making, problem-solving, planning and organising*
* *Analysis and research*

***NB*** *Do not use any criteria which may be discriminatory such as stating the number of years’ experience required, or requiring that a candidate is ‘physically fit’, etc. For further information, please see* [*https://hr.admin.ox.ac.uk/planning-a-recruitment*](https://hr.admin.ox.ac.uk/planning-a-recruitment)

### Desirable selection criteria

*This is optional: if you do include desirable criteria aim for* ***no more*** *than 4* .

## 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>

### Hazard-specific / Safety-critical duties *[if not relevant delete whole section]*

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:

*[Delete as appropriate:]*

* Working at heights
* Night working (11pm-6am)
* Lone Working
* Work in hot or cold environments
* Driving on University business
* Working with Ionising Radiation
* Regular manual handling
* Open food handling
* Working with category 3b or 4 lasers ([laser safety class](http://www.admin.ox.ac.uk/safety/policy-statements/s2-09/))
* Working with infectious pathogens (hazard group 2/3) - [Hazard Group 3 pathogens](http://www.hse.gov.uk/pubns/misc208.pdf)
* Working with blood, human products and human tissues
* Work in clinical areas with direct contact with patients (NOT administrative roles)
* 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:  
   
* Travel outside of Europe or North America on University Business

### Additional security pre-employment checks *[if not relevant delete whole section]*

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

* List duties associated with the required security checks

*Include* ***one*** *of the following statements:*

* A satisfactory enhanced Disclosure and Barring Service check due to [give reasons, eg regulated activity involving children **OR** regulated activity involving ‘at risk’ adults] ***[delete if not appropriate]***
* A satisfactory basic Disclosure and Barring Service check due to [give reasons] ***[delete if not appropriate]***
* University security screening (eg identity checks) ***[delete if not appropriate]***

*Version date*

*March 2024*