



## Job Description

<b>Job title</b>	Personal Assistant to the HoD and HAF
<b>Division</b>	Medical Sciences
<b>Department</b>	Nuffield Department of Primary Care Health Sciences
<b>Location</b>	Radcliffe Primary Care Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
<b>Grade and salary</b>	Grade 5: £26,341 - £31,406 per annum (with discretionary range to £34,304)
<b>Hours</b>	Full-time (part-time ay 80% FTE would also be considered as long as 5 days are worked)
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Lucy Curtin, Executive Assistant
<b>Vacancy reference</b>	153910

## The role

This is an exciting and responsible post which offers the opportunity for involvement at the heart of one of the largest and most highly ranked centres for academic primary care globally, where you will help with business in a busy, challenging, and fast-moving environment. It will suit an experienced person who enjoys being part of a high performing, close-knit team.

The Head of Department and Head of Administration operate to an extremely busy and demanding schedule and together with the Executive Assistant, the post-holder will play a key role in helping them to conduct business in a timely and efficient manner. This will include direct support for the HoD, his research team and clinical trials unit and to the HAF, dealing with and progressing a wide range of matters, often highly confidential, sensitive and/or urgent, and exercising judgment about the course of action required. You will work closely with, and report to, Professor McManus' EA in the management of the Head of Department's and the Head of Finance and Administration's diaries and meeting arrangements.

The workload in the office is demanding, requiring first class judgment, personal organisation, and flexibility, as well as an ability to work to deadlines. Applicants must be able to demonstrate that they have an excellent level of English, which is essential for drafting letters, proof-reading and accurate typing.

This is an external-facing and key role which is one of the first points of contact in the Head of Department's office:



- for stakeholders external to the University including government offices and officials, MPs and local councillors, large corporations, sponsors and donors, and major contractors and suppliers;
- for senior members of the University e.g., heads of colleges, divisions and departments, members of Council or other University committees, and senior officers and professional staff of the University including the Vice-Chancellor's office.

This post is for you if you have excellent organisational abilities, mature judgement, and a professional, 'can-do' approach. You will also bring the experience, skills and attributes to handle confidential information with tact and diplomacy, and be comfortable managing competing priorities.

## Responsibilities

### 1. **Provide PA support, bringing considerable organisation skills and the ability to prioritise workload to meet varying needs. Duties will include:**

- Manage the diaries of the Head of Department and Head of Administration & Finance, using initiative to make considered judgements when juggling the demands placed on their schedules.
- Prioritise business and handle complex situations arising out of the Head of Department's busy work schedule, in particular identifying priority items of business for immediate attention, taking action where possible or drafting responses for the HoD, making judgements about which need to be dealt with by the HoD and which can be more appropriately dealt with by other staff or members of DSC and the Senior Team.
- Make complex travel arrangements for UK and international travel, including making arrangements for visas where necessary.
- Arrange meetings for the Head of Department and Head of Administration & Finance as well as for the appropriate BRC lead and Heart Failure Team including sourcing suitable venues, liaising with participants, arranging catering and preparing refreshments as required.
- Act as the first point of contact for visitors. This will require you to deal effectively with correspondence and telephone calls, diverting these to other staff where appropriate.
- Co-ordinate monthly reporting packs with the HAF and help set up and maintain the Sharepoint site
- Arrange and service all BRC theme meetings, handling queries, arranging travel, handling expenses
- Maintain BRC theme on Sharepoint and OneDrive as well as maintaining research group listings and HoD and research team publications on Symplectic and ResearchFish.
- Collating and disseminating BRC theme newsletter, quarter theme publication records and completing the relevant referencing using Endnote

- Provide administrative support on financial matters including the management of travel, subsistence and other expenses, including Barclaycard expenses, and allowances as well as keeping an up to date list of the HoD's project grants
- Prepare and circulate papers, agendas, minutes and draft briefing notes as required. Ensure actions have been carried out ahead of each meeting.
- Liaise with a broad range of people from scientists and research institutions, to University departments, co-administration officers and external parties.
- Maintain, and improve as appropriate, record-keeping and filing systems.

## **2. Other Departmental Support**

- Provide ad hoc PA support to other Professors as required, in particular when new senior academic staff are recruited and arrive in Oxford.
- Serve as an active member of the PA Network in the department, supporting the sharing of information and exchange of good practice.
- Assist other administrative staff within the department as requested, to cover leave or exceptional workload. This will include providing cover for Reception when required.
- Any other duties commensurate with the grade and scope of this role.

## **Selection criteria**

### **Essential**

- Considerable previous one-to-one PA experience and highly motivated to provide proactive support at a senior level managing busy and complicated diaries
- Demonstrable experience of complex diary management, including supporting senior colleagues to juggle competing priorities
- Excellent interpersonal skills and comfort in liaising with people at all levels, internal and external to the University
- Strong communication skills and the ability to draft correspondence and produce well-presented reports
- Good organisation and planning skills and the ability to manage and prioritise a varied and busy workload and work to deadlines
- Self-motivated, pro-active and able to organise and prioritise own work without regular supervision or detailed instructions
- Experience of minute taking, producing documentation containing technical and scientific terms

- Advanced skills in office IT systems, including Email, internet, MS office applications, databases, SharePoint, OneDrive and Symplectic etc, along with an ability to deal with changing office technologies
- Able to multi-task, handling several complex assignments at once
- Proficient in audio/touch typing
- Evidence of tact and discretion in dealing with highly confidential or sensitive matters
- Ability to solve problems and troubleshoot
- Professional and flexible approach to work

### **Desirable**

- Experience in administration within a Higher Education or research environment
- Experience of events organisation
- An interest in primary care research

## **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. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. 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](http://www.ox.ac.uk/about/organisation)

### **Nuffield Department of Primary Care Health Science**

The top ranked centre for academic primary care in the UK, we lead world-class research and training to rethink the way healthcare is delivered in general practice and other primary care

settings, both across the UK and globally. Integrating evidence and innovation, our main research focus is on the prevention, early diagnosis and management of common illness.

Our research is led by internationally renowned scientists; many of whom are practising GPs, but we also have academics from a range of non-medical disciplines including the social sciences and humanities. We cover the broad range of issues that you might expect to consult your GP about including cardiovascular and metabolic disease, infectious diseases and childhood illness, diet, smoking and cancer. We also focus on understanding and improving the experiences of patients, utilising big data, developing digital health interventions and working internationally. We have methodological expertise in clinical decision making and diagnostics, clinical epidemiology, medical statistics, modelling, qualitative research and the wider application of social science theory and methods to address practical and theoretical challenges in health and care settings. We also have a dedicated in-house Primary Care Clinical Trials Unit.

The department was established in October 1998 (as the Department of Primary Health Care) with the appointment of a foundation chair in general practice. We provide a strong multi-disciplinary training environment, a full programme of academic support and good IT facilities. Our ability to collaborate with other epidemiological and community-based research groups across the University and with GP surgeries locally and nationally enables us to utilise a broad range of relevant expertise into our teaching and research.

The department has recently developed a new stream of clinical research which seeks to improve the conceptual understanding and use of monitoring in a number of chronic diseases. We have an international reputation for developing research methodologies to ensure that research findings have a positive impact on clinical practice.

We are home to the Oxford Centre for Evidence-Based Medicine; the international Cochrane Tobacco Addiction Group which collates and summarises research evidence from across the world to underpin governmental health policies on smoking; the Interdisciplinary Research in Health Sciences research group (which uses both quantitative and qualitative methods to examine the human, organisational and societal issues relating to the delivery of healthcare and the improvement of health services). We also host the Medical Sciences and Health Experiences Research Group (MS&HERG), which undertakes qualitative research into the patient experience, published on [www.healthtalk.org](http://www.healthtalk.org) through a close working experience with the charity DIPEX. The Department is a founding member of the National Institute for Health Research (NIHR) School of Primary Care Research, houses both the NIHR Collaboration for Leadership in Applied Health Research and Care Oxford and the NIHR Community Healthcare MedTech and In Vitro Diagnostics Co-operative, and leads 3 Themes of the Oxford BRC.

The Nuffield Department of Primary Care Health Sciences holds a departmental Silver Athena SWAN award to recognise advancement of gender equality: representation, progression and success for all.

Our staff are mostly located in the superbly renovated Grade II listed Radcliffe Primary Care Building on the Radcliffe Observatory Quarter (ROQ), the University's most prestigious development site for a generation, and close to the city centre (see <http://www.ox.ac.uk/roq/> for more information). Some staff are located nearby in the Gibson Building at the ROQ and at Eagle House, off Walton Street.

Car parking is very restricted at both sites with only a small percentage of staff being granted an annual parking permit. Bus Pass, Train Pass, bicycle loans and Season Ticket Loan Schemes are all in operation for staff.

The Nuffield Department of Primary Care Health Sciences currently holds a Gold NUS Green Impact award. Green Impact is an environmental accreditation scheme championed by the National Union of Students and is designed to support environmentally and socially sustainable practice. The department supports sustainability initiatives in the following areas: supporting and leading change; energy; water; materials and waste; sustainable travel; biodiversity and nature; and food.

For more information on the department please visit: <http://www.phc.ox.ac.uk>

## Medical Sciences Division

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford.

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: <http://www.medsci.ox.ac.uk/>

## 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>.

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).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

If you are applying for a research post and you have had periods of working part-time, please indicate this on your CV or in your supporting statement. This will ensure that any outputs such as publications are fairly judged when considered alongside the expected outputs of full-time workers.

Where posts are advertised full-time, we may be able to consider part-time working or job share arrangements depending on the requirements of the role. If you want to work part-time and this option is not expressly stated in the advert or job information, please email [hr@phc.ox.ac.uk](mailto:hr@phc.ox.ac.uk) to enquire whether the role you are applying for might be available on a part-time basis.

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.

Only in exceptional circumstances and with prior agreement can we consider applications submitted via methods other than the on-line recruitment system.

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails. **We contact all candidates, whether shortlisted for interview or not, so if you have not heard from us, please check your spam/junk folder and then contact us if you have not received a response.**

#### **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 departments.*

*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**

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.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 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**

##### **Pre-employment screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

[www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

##### **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: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/). The University's Policy on Data Protection is available at:

[www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

##### **The University's policy on retirement**

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

There is no normal or fixed age at which staff in posts at **grades 1–7** 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

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club provides 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](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

### Information for international staff

The University offers support and advice to international staff, including a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See [www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/).

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation and local schools. See [www.welcome.ox.ac.uk](http://www.welcome.ox.ac.uk).

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

### Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

### Family-friendly benefits

The University subscribes to My Family Care service through which staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' advice service and a wide range of guides and webinars through a website called the Work+Family space. See: [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/).

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff).

### Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at [www.admin.ox.ac.uk/eop/inpractice/networks/](http://www.admin.ox.ac.uk/eop/inpractice/networks/).

### Additional benefits

Staff can enjoy a range of other benefits and discounts, including free entry to the Botanic Gardens and University colleges, and discounts at University museums. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits).