



## Job Description

Nuffield Department of Primary Care Health Sciences

<b>Job title</b>	Personal Assistant
<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: £25,941 - £30,942 per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term (1 year in the first instance)
<b>Reporting to</b>	Professor Julia Hippisley-Cox, Professor Stavros Petrou, Professor Gail Hayward and Dr Philip Turner
<b>Vacancy reference</b>	BZ20024

### The role

The post-holder will provide comprehensive administrative support for Professors Julia Hippisley-Cox, Stavros Petrou and Gail Hayward and their respective research groups. This will include administrative work related to large scale health related studies using electronic databases, a variety of mixed method primary and secondary research studies and a variety of health economic analyses. The post holder will deal with a wide range of matters, sometimes of a highly confidential nature. The post-holder will also be the point of contact for internal and external visitors for Professor Hippisley-Cox's, Professor Petrou's and Professor Hayward's research groups and will provide comprehensive administrative support to researchers applying to use the QResearch database and users interested in accessing the QResearch database.

More information about each team lead can be found at the following webpages:

<https://www.phc.ox.ac.uk/team/julia-hippisley-cox/>

<https://www.phc.ox.ac.uk/team/stavros-petrou>

<https://www.phc.ox.ac.uk/team/gail-hayward>

### Responsibilities

- Manage diaries, using initiative to make considered judgements when juggling the demands placed on schedules.



- Reply to a range of issues on behalf of Professor Hippisley-Cox, Professor Hayward and Professor Petrou and their Research Groups, researching and preparing information and drafting replies where appropriate.
- Organise meetings including video and tele-conferences. Where required, book rooms, organise catering, compile agendas, take meeting minutes and follow-up on action points to ensure that they are completed.
- Maintain relevant sections of the departmental and research websites.
- Assist in the preparation and submission of grant applications. This will include co-ordinating CVs for the applicants, completing parts of the application (such as applicant details, publications, budget and data management plans), obtaining relevant signatures and completing online forms.
- Allocate *ad hoc* tasks to other members of the team where appropriate.
- Make complex travel arrangements for UK and international travel, including making arrangements for visas where necessary.
- Provide full administrative support on financial matters, for example the management of travel, subsistence and other expenses and allowances, and invoices for subscriptions.
- Maintain, and improve as appropriate, record-keeping and filing systems.
- Develop successful working relationships with academic and support staff colleagues across the department and in the wider University.
- Compile expense claims and check that they are coded to the appropriate research grant before submitting to the finance team for processing.
- Act as the first point of contact for visitors, dealing effectively with postal correspondence, telephone calls, emails and diverting such correspondence to other staff where appropriate.
- Take an active role in supporting the Department's administrative and financial processes and the PA Network
- Undertake other general administrative and support tasks as required.

## **Pre-employment screening**

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and 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 so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

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/).

## **Selection criteria**

### **Essential selection criteria**

- Qualified to A Level standard or equivalent
- Experience of diary management, including making complex travel arrangements
- Excellent written and oral communication
- The ability to draft correspondence and produce well-presented reports
- Proficient in audio and touch typing
- Excellent computer skills including knowledge of email, Word, Excel and the internet
- Experience of working on confidential matters using diplomacy, tact and discretion
- The ability to manage and prioritise a varied and busy workload and work to deadlines
- Flexibility, attention to detail and a high level of accuracy

### **Desirable selection criteria**

- Previous experience of working with senior academics in a higher education environment
- Experience of using financial information systems such as Oracle Financials
- Experience of events organisation

## **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) and the Health Experiences Research Group (HERG), which undertakes qualitative research into the patient experience including the Healthtalk research programme [www.healthtalkonline.org](http://www.healthtalkonline.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 some clinical teachers are based at the Old Road Campus.

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 holds a departmental Silver Athena SWAN award to recognise advancement of gender equality: representation, progression and success for all.

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>

## **The NIHR MIC**

Oxford Health NHS Foundation Trust (OHFT) and the Nuffield Department of Primary Care Health Sciences at the University of Oxford have hosted the National Institute for Health Research (NIHR) Community Healthcare MedTech and In Vitro Diagnostic Cooperative (MIC) since funding was awarded in 2018.

The Community healthcare MIC works to identify critical unmet needs for diagnostic tests in community healthcare settings, helps develop new tests that will meet such needs, and collaborates with the NHS and companies to help make sure that commercially available tests really will transform community healthcare before they become part of routine care.

Our four main clinical themes address acute childhood illness, help support doctors to appropriately prescribe antibiotics, assist doctors in the diagnosis and management of chronic diseases, and support the development of new ambulatory models of care. These clinical pillars are supported by two cross cutting themes, which focus on the identification and development of novel diagnostic technologies to address unmet needs, and the development of better methods for the evaluation of diagnostic tests.

The Oxford collaboration spans several boundaries between primary and secondary care, between commissioners, industrial partners and providers, and across the translational continuum by linking with the Oxford AHSN and the Oxford NIHR Biomedical Research Centres.

## **QResearch**

The Department is home for the QResearch database which is the largest anonymised medical research database of electronic health records derived from UK General Practices using the EMIS computer system. The QResearch database is linked to hospital, cancer and mortality records creating an outstanding resource to support high quality, ethical medical research. The

QResearch database has been widely used for innovative epidemiological research, including health services research, assessment of drug safety, development and validation of risk prediction tools with many papers published in high impact journals such as the British Medical Journal. The results of projects have influenced clinical guidelines and lead to changes in clinical practice for the benefit of patient care. For more details see [www.qresearch.org](http://www.qresearch.org).

## 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

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

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. Please provide details of two referees and indicate whether we can contact them now.

You will also 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** on the closing date stated in the online advertisement. Incomplete or late applications will not be considered.

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 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).*

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about the university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). 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

### 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. 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

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes 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).

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club 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](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 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).

There is also 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/).

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/).

### Childcare

The University has excellent childcare services, including 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/).

### 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/).

### 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 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](http://www.newcomers.ox.ac.uk).