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# Nuffield Department of Population Health

## Job description and selection criteria

<b>Job title</b>	Assistant to Professors/Administrative Assistant
<b>Division</b>	Medical Sciences Division
<b>Department</b>	Nuffield Department of Population Health
<b>Group / Unit</b>	Health Economics Research Centre (HERC)
<b>Location</b>	Old Road Campus, Headington, Oxford
<b>Grade and salary</b>	Grade 5: £25,482 - £30,395 p.a.
<b>Hours</b>	Full time (part time considered)
<b>Contract type</b>	Fixed term – 2 years
<b>Reporting to</b>	HERC Administrator
<b>Vacancy reference</b>	139359
<b>Probationary Period</b>	1 year

## Introduction

### Nuffield Department of Population Health

The Nuffield Department of Population Health (NDPH) provides an excellent environment for multi-disciplinary research and teaching and in the 2014 REF (Research Excellence Framework) was ranked first for research in the area of public health, health services and primary care. NDPH has over 500 staff working in a number of world-renowned population health research groups, including the Clinical Trial Service Unit and Epidemiological Studies Unit (CTSU), the Cancer Epidemiology Unit (CEU), the National Perinatal Epidemiology Unit (NPEU) and other groups working on public health, health economics, ethics and health record linkage. It is also a key partner in the new Oxford University Big Data Institute.

The wide range of opportunities for research within the department includes access to very large data-sets from clinical trials, meta-analyses and epidemiological cohorts. These research programmes are well supported by scientific teams which include clinicians, epidemiologists, statisticians, analyst programmers and research coordinators, and by excellent computing and laboratory facilities.

In addition to its research activities, the Department is home to the [MSc in Global Health Science and Epidemiology](#). Students also come to undertake research for [DPhil degrees](#). Teaching is provided for undergraduates reading for Medicine and for Public Health doctors in specialist training.

For more information please visit: [www.ndph.ox.ac.uk](http://www.ndph.ox.ac.uk)

### The Medical Sciences Division

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching, and 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>

### 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)

## **Overview of role**

This post offers an opportunity to be closely involved with a very successful and enterprising research group within the Nuffield Department of Population Health of Oxford University. The Health Economics Research Centre (HERC) comprises of a team of 37 health economists and three administrators working in the University of Oxford's Nuffield Department of Population Health. Health economics is a growing discipline, and HERC is a leader in the field with an international reputation. The team is itself international with many countries represented among staff, students and visitors. Staff are engaged on a wide variety of research projects in health economics.

The post will appeal to someone who is interested in making a career in university administration as it will provide experience of university structures and processes, while also working with those in the front line of research and teaching. The University provides numerous training opportunities in specific skills and management.

## **Specific duties of the post**

Assistant to the Professors: Currently there are two full Professors within HERC; one of whom is the Director. The postholder would predominantly support the Director.

- Manage the Professors' diaries and meeting schedules in a timely and accurate manner. Prepare papers, reports, travel itineraries, and any other relevant documentation for meetings, conferences and events in Oxford, the UK, and overseas.
- Communicate effectively and professionally, on behalf of the Professors, to a broad range of people across the department and university.
- Evaluate and prioritise queries between those that can be responded to directly and those that could be more appropriately dealt with by the Director/Professors.
- Convene and set the agenda for HERC's Senior Management Team meetings.
- Ensure deadlines are flagged where necessary and ensure follow-up action is appropriately scheduled.

- Manage financial matters relating to activities such as: subscriptions, memberships, expense claims and credit card expenses etc., on behalf of the Professors.
- Take a proactive approach to suggesting, developing and implementing systems to increase the efficiency of the administration of the Professor's time and workload.
- Carry out ad hoc projects on behalf of the Professors.

Course Administration – 3-day HERC residential course entitled '*Applied Methods of Cost-Effectiveness Analysis*,' run twice a year July/December:

- Event management: Responsible for the complete planning, management and coordination of HERC's residential course. You will oversee all aspects of the course from advertising 6-months in advance to collating post-event participant feedback.
- Course Budget: Manage the courses budget of around £40,000 per annum by arranging all relevant supplier contracts. Coordinate delegate payments by managing the invoice process using Oracle Financials/Online Store software. Administer teaching/tutoring staff payments and liaise with NDPH finance to help manage course revenues.
- Responsible for all course related communications between HERC admin, teaching staff and course delegates during the build-up and delivery of the course. You will act as an ambassador for HERC towards course participants.
- Coordination of academic teaching staff and materials: Responsible for organising teachers and tutors for each course and session, and for liaising with guest speakers. You will take a lead in managing the completion of teaching materials by working closely with the course's academic coordinator, helping to pull together and proofread final versions of all teaching materials, getting them ready for printing and organising their collection and delivery to the venue. Manage the online teaching materials for each course on the University teaching platform - Weblearn.
- Ensure the overall smooth delivery of the course. You will coordinate the course set-up and participant registration at the venue, with the help of HERC's Administrative Assistant and Unit Administrator. You will be required to attend all three days of the course to be on-hand to troubleshoot where necessary.

Newsletter and Website:

- Production co-ordinator for HERC's quarterly newsletter: Attend regular newsletter meetings and play a key role within the HERC newsletter editorial team. You will assist the editorial group with all administrative issues that arise during the production and release of the monthly newsletter, with particular responsibility for production of the back page and liaison with design agency.
- Contribute to the development of each monthly newsletter by assisting with the look, feel and stylistic direction of each publication.
- Develop and maintain a good working relationship with the design agency, working closely with them to ensure the timely production of each newsletter.

- Assist in the administration of the HERC website by managing HERC's electronic profiles on-line and monthly newsletter home page uploads, as well as contribute towards improving or updating existing pages when needed such as news items, seminars, job vacancies etc.
- Assist with production of dynamic content for website i.e. short video clips, recordings etc.
- Prepare Google Analytics report for monthly HERC Business meeting.

#### Other Duties:

- Acting as first point of contact for principle investigators on a range of matters.
- Manage HERC's main telephone line and deal with occasional queries.
- Co-manage HERC's general email inbox with HERC's Administrative Assistant and deal with any queries when necessary.
- Assist the Unit Administrator with managing the flow of visitors to HERC and with office space when required.
- Assist the Unit Administrator with equipment orders, expense claims etc.
- Manage HERC's mailing lists.
- Help maintain HERC administrative records.
- Occasional minute taking during HERC's monthly business meetings.
- Put together and send out occasional doodle polls and staff surveys.
- Help organise one-off work-related social events to celebrate completion of a DPhil etc.
- General admin support including: Assisting with laptop bookings, software and IT queries, stationery orders, room bookings, taxis, posters, printing, occasional catering orders etc.
- Carry out ad hoc projects on behalf of the Unit Administrator.

### **Selection Criteria**

#### **Essential**

- Experience in a PA role.
- Experience of event management.
- Experience of budget management.
- Good editing skills and attention to detail.
- Excellent interpersonal and communication skills.
- Highly organised with ability to prioritise own workload and set own work goals.
- IT skills: Proficient in the use of Microsoft Word, Excel, PowerPoint and Outlook.
- Adaptable and flexible approach to work.
- Experience of working in an administrative environment.

## Desirable

- Experience of website editing, online media and eye for design.
- Experience of Oracle Financials' Accounts Receivable software.

For more information on the Health Economics Research Centre please visit our website [www.herc.ox.ac.uk](http://www.herc.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.

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.

### 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)*

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 be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

## **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 69th 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+/).

From 1 October 2017, 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

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. 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/).

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

### Disabled staff

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

### 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/)

### Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts.

See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits)