



Summary

Job title	Academic Administrator (Year 3)
Division	Medical Sciences
Department	School of Medicine and Biomedical Sciences
Location	Medical Sciences Teaching Centre, South Parks Road, Oxford, OX1 3PL Mode of working: at least 75% of working hours on site (after an initial period of working 100% on site with occasional remote working)
Grade and salary	Grade 6: £35,681-£41636 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Louise Taylor, Senior Academic Administrator (Admissions, Years 3 & 4)
Vacancy reference	187362
Additional information	

The role

The Academic Administrator (Year 3) will have operational responsibility for student administration, on-course administration and assessment administration for Year 3 of two interdepartmental undergraduate programmes: Pre-clinical Medicine and Biomedical Sciences.

Pre-clinical Medicine is a 3-year programme with approx. 155 students in each cohort. Biomedical Sciences is a 4-year Integrated Masters programme with approx. 45 students in each cohort. In Year 3, the teaching and assessment arrangements for both programmes are very similar, and there is a shared Examination Board.

The postholder will work in a team of academic administrators in the Undergraduate Studies Office at the Medical Sciences Teaching Centre. The staff work closely with a small number of members of academic staff who serve part-time and have academic responsibility for the areas of work administered by the team.

Flexible working

The post is full time. There is a minimum of 75% on site working, to maximise the effectiveness of the academic administration team and to allow in-person interaction with academic staff and students. There will be an initial period of 100% on site working to allow for close supervision and training at the start of the role. Occasional remote working may be possible during this period.



Responsibilities

- Provide student administration and course administration for Year 3 of the Pre-clinical Medicine programme and Year 3 of the Biomedical Sciences programme. This includes:
 - o Prepare the termly timetable for lectures and seminars.
 - o Provide on-course material for staff and students including course handbooks, course information on the Virtual Learning Environment (Canvas), routine and non-routine circulars to staff and students.
 - o Keep records of arrangements for student research projects, and escalate issues raised to the Associate Director of Pre-clinical Studies and Biomedical Sciences and Senior Academic Administrator.
 - o Provide administrative support, policy advice and statistical data to the Associate Director of Pre-clinical Studies & Biomedical Sciences and the Advanced Option Organisers.
 - o Organise student consultation sessions; collect and process student feedback on teaching; follow up on issues raised.
- Administer the University Examinations for Year 3 of each programme:
 - o Manage the yearly examination schedule, in liaison with the Chair of Examiners.
 - o Organise meetings of the Examination Board and act as Secretary to the Board.
 - o Support examiners during the paper-setting process.
 - o Liaise with external examiners.
 - o Manage the recruitment of Assessors.
 - o Advise the Chairs of Examiners, Examiners and Assessors on procedural and practical issues.
 - o Inform students and Examiners of the regulations and deadlines associated with the examinations.
 - o Manage the submission of coursework and its distribution to markers.
 - o Manage the receipt of marks from examiners and assessors and maintain the overall marksheet.
 - o Manage the consideration of Mitigating Circumstances notices (MCEs) and report on outcomes.
 - o Manage the dissemination of results and marks to candidates and College Tutors.
 - o Administer prizes and scholarships.
 - o Respond to Subject Access Requests from exam candidates.
- Service meetings of the Joint Consultative Committees for each programme, at which student representatives discuss the delivery of the programme with academic members of staff, and students are consulted about academic developments.
- Provide advice on policy and procedure to College Tutors and students.
- Provide papers, numerical data and other information as may be necessary for reviews by external bodies such as the Quality Assurance Agency and the General Medical Council.
- Deputise when appropriate for the Senior Academic Administrator (for example during holidays and sick leave)
- Provide assistance to and/or cover for other members of the academic administration team where required.
- Such other duties and responsibilities as may from time to time be required by the Course Administration Manager or the Senior Academic Administrator (Admissions and FHS). The exact duties and responsibilities may change from time to time according to changes of circumstances.

The post-holder will be supervised by and will report to the Senior Academic Administrator (Admissions and Year 3). However, in the areas of work for which they have their own responsibility, they will be expected to work with minimal supervision.

Selection criteria

Essential selection criteria

- An honours degree or equivalent qualification.
- Recent and direct experience of academic administrative work in Higher Education, preferably including experience of student administration.
- Excellent administrative, organisational and analytical skills; ability to manage a broad workload in an efficient manner and willingness to take a flexible approach to workload and hours as appropriate. A high standard of personal organisation.
- Excellent standard of numeracy: ability to handle numerical data with confidence and accuracy. Ability to work with large and complex datasets.
- Ability to provide strategic advice on course and examination matters, and to understand and interpret complex regulations and conventions.
- Willingness and ability to work harmoniously as a team member within a culture of academic leadership, as well as to work independently and to take the initiative to find solutions to problems, or to progress key tasks.
- Ability to draft reports and committee papers.
- Excellent written and oral communication skills; excellent interpersonal skills; a high level of personal discretion and judgement, especially when dealing with sensitive and confidential information; a mature and responsible attitude.
- Ability to work systematically and to a high level of accuracy, with excellent attention to detail, even when working under pressure.
- Excellent standard of IT literacy: ability to type quickly and accurately, and proficiency in using Microsoft Office applications.
- Excellent understanding of the principles of data protection and information security.

Desirable selection criteria

- Recent experience of student administration in the University of Oxford or one of the Oxford colleges.
- An understanding of medical education.

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.ox.ac.uk/about/jobs/explore-our-careers/applications-process/pre-employment-screening>

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 <https://www.ox.ac.uk/about>

School of Medicine and Biomedical Sciences

The mission of the School of Medicine and Biomedical Sciences is to lead and co-ordinate the delivery of four interdepartmental undergraduate programmes: Pre-clinical Medicine, Clinical Medicine, Graduate-entry Medicine and Biomedical Sciences. There are over 1000 students on course at any one time.

The School also occupies and manages various teaching spaces and facilities: both on the John Radcliffe Hospital site in Headington and in the Medical Sciences Teaching Centre in the University's science area.

For more information please visit: [School of Medicine and Biomedical Sciences — University of Oxford, Medical Sciences Division](#) and [School of Medicine and Biomedical Sciences: Facilities Booking and Management — University of Oxford, Medical Sciences Division](#)

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 promotes 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: [Medical Sciences Division — University of Oxford, Medical Sciences 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.ox.ac.uk/about/jobs/explore-our-careers/applications-process/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 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.

Information for internal candidates

If you currently work at 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 and information about your performance.
 - 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.
 - Before applying for this post, you are advised to read the [Internal Mobility Principles](#). The principles promote good practice for moving into professional services roles, and are designed to provide clarity on expectations for managers and individuals.
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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://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/support-with-online-applications>

Non-technical questions about this job should be addressed to the recruiting department directly, please contact us by emailing divoff.jobs@medsci.ox.ac.uk

To return to the online application at any stage, please go to: <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply>

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. For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://unioxfordnexus.sharepoint.com/sites/OXINTRANET-working-here/SitePages/the-ejra.aspx>

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.

Equal Opportunity

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, support for sustainable travel and other discounts. Staff can also access a huge range of personal and professional development opportunities. See <https://www.ox.ac.uk/about/jobs/working-here>.

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://www.ox.ac.uk/about/jobs/life-in-oxford/healthcare-and-wellbeing>

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

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See <https://www.ox.ac.uk/about/jobs/life-in-oxford>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants.

See <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/visas-and-immigration>

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://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/terms-and-conditions-of-employment>). 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://www.ox.ac.uk/about/jobs/life-in-oxford/childcare-and-schooling/childcare>

Supporting disability and health-related issues

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/support-for-disabled-staff>. The Staff Disability Advisor can be contacted at staffdisability@admin.ox.ac.uk

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/researcher-hub/about>