



Faculty of Linguistics, Philology and Phonetics

Job description and selection criteria

Job title	Temporary Secretary of the Phonetics Laboratory
Division	Humanities
Department	Phonetics Laboratory; Faculty of Linguistics, Philology and Phonetics
Location	Wellington Square, Oxford
Grade and salary	Grade 4: £19,972-£23,121 per annum (pro rata)
Hours	Part time (22 ½ hours / week, 0.62 FTE)
Contract type	Fixed-term for 3 months (maternity leave cover)
Reporting to	Director of the Phonetics Laboratory
Vacancy reference	104767
Additional information	

Introduction

The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 21,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes 5,900 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and 2,820 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2010/11 was £919.6m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £376m p.a., and more than 70 spin-off companies have been created.

For more information please visit <http://www.ox.ac.uk>

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology, as well as the Ruskin School of Drawing and Fine Art. The division has responsibility for over 500 members of academic staff, for over 4,000 undergraduates (more than a third of the total undergraduate population of the University), and for about 1600 postgraduate students.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study.

The Division's faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

For more information please visit: <http://www.humanities.ox.ac.uk/>

The Phonetics Laboratory

The Phonetics Laboratory was established in 1980, and is now part of the new Faculty of Linguistics, Philology and Phonetics. It is based at 41 Wellington Square. We teach and do

research into human speech: physiology, acoustics and perception. Despite the science focus of the Laboratory, its academic staff mostly teach arts/humanities students in linguistics and various languages. It is a small unit: about 10 teaching, research and support staff are based here, and a few research students. For more information, please visit our web-site at <http://www.phon.ox.ac.uk>.

Job description

Overview of the role

We are seeking a fixed term Secretary to cover the final three months of the maternity leave of the current postholder. The Secretary provides wide-ranging, general support and oversees all matters relating to the laboratory's premises, a group of 12 rooms in Wellington Square. This includes looking after cleaning, waste disposal, and dealing with electricians, Estates, Surveyors, Parks, Security etc. The Secretary also looks after the day-to-day financial business of the Laboratory, including VAT returns, financial statements, purchasing, receipting, expenses claims, research project finances, payroll, and petty cash. As there are no other clerical or administrative staff in the Laboratory, the person appointed must be efficient, self-motivated and adaptable, though training can be supplied to meet our needs. But you will not be working alone: the Secretary is a key point of contact, support and information for everyone who works here, including the Director (Professor John Coleman), the University Lecturer in Phonetics and Phonology (Dr Elinor Payne), research associates, academic visitors, IT staff, some research students, undergraduates attending for lab practicals or classes, contractors, and callers. And you will liaise with and be supported by administrative colleagues in the Linguistics Faculty offices, located nearby, and adjacent departments.

The Secretary reports to the Director of the Phonetics Laboratory.

Responsibilities/duties

1. General administrative/clerical support for the Director of the Phonetics Laboratory, the University Lecturer in Phonetics, and any other academic, research and support staff based in the Phonetics Laboratory.
2. Day-to-day oversight of the premises of the Phonetics Laboratory, e.g. dealing with contractors, cleaners, waste disposal, Estates/Surveyors/Parks Departments, and staff in neighbouring units.
3. Day-to-day financial administration of the Phonetics Laboratory, i.e. all areas of financial administration except budgeting and overall financial *management*. This includes:
 - a) Validation of VAT returns
 - b) Generation and verification of financial statements
 - c) Purchasing
 - d) Accounts payable (in particular, to receipt, record and send invoices to Finance Office)
 - e) Processing travel claims and other reimbursements for all staff in the Phonetics Laboratory
 - f) Period-end closedown
 - g) Project finances

- h) Approval of expenditure within set budgets
 - i) Contacts with the Faculty administrative staff, University Central Finance office, Payroll Office staff, and the Humanities Divisional Accountant's office
 - j) Insurance
 - k) Payroll administration for research staff and support staff
 - l) Casual payments to demonstrators, experimental subjects etc.
4. Fielding telephone enquiries and dealing with visitors and callers.
 5. Correspondence on departmental administrative matters (e.g. staff, premises, insurance etc.).
 6. Maintaining and cataloguing the (small) departmental library collection.
 7. Organising and carrying out filing.
 8. Inspecting, maintaining and ordering stocks of stationery and consumables.
 9. Keeping petty cash, the Phonetics Laboratory credit card, and keys; keeping records of them.
 10. Monitoring office equipment and arranging servicing as necessary.
 11. Maintaining a fixed asset register and a general inventory of smaller equipment.
 12. Inducting staff and students into Laboratory procedures and regulations, such as those regarding access, or use of the library.
 13. Recording staff absences due to sickness, holidays etc; logging accidents and incidents.
 14. Clerical support for recruitment of staff accommodated in the Laboratory.
 15. Other such duties as may be required from time to time by the Director of the Phonetics Laboratory.
 16. If you live in or close to Oxford, you may be required to participate in the on-call rota for out-of-hours attendance to the intruder alarm. An additional annual payment (currently £250) is given for this participation, irrespective of call-outs. (Call-outs are very rare: typically one every two years, and are usually attended to by one of the other staff on the rota.)

Selection criteria

Essential

1. A high level of literacy, numeracy and general computer literacy (e.g. European Computer Driving Licence standard), preferably using Microsoft Windows-based applications.
2. Previous experience of general administration.
3. An ability to work in a flexible and very independent fashion much of the time.
4. Excellent interpersonal skills.

Desirable

1. Previous experience of financial administration.
2. Previous experience with Oracle Financials (especially General Ledger, Purchasing, and Projects modules).
3. An interest or qualification in linguistics or languages.

Working at the University of Oxford

For further information about working at Oxford, please see:

http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/

How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a supporting statement. The supporting statement should describe what you have been doing over at least the last 10 years. This may have been employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

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 owing to the fact that he or she has 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 and this letter **must** be attached to any application they submit.*

The priority application date for this post is 12.00 noon UK time on 03 October 2012

Full details of the priority application process are available at:

<http://www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate>

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk

To return to the online application at any stage, please click on the following link
www.recruit.ox.ac.uk

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.