# Job description and selection criteria

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| Job title | Head of Administration and Finance |
| Division | Humanities |
| Faculty | Medieval and Modern Languages |
| Location |  41 & 47 Wellington Square, Oxford, OX1 2JF |
| Grade and salary | Grade 9: £43,312-£50,186 per annum |
| Hours | Full time  |
| Contract type | Fixed term for up to twelve months (maternity leave) |
| Reporting to | Head of Administration, Humanities Division |
| Vacancy reference | 107081 |

## 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 [www.ox.ac.uk](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 Humanities 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 Faculty of Medieval and Modern Languages

The Medieval and Modern Languages Faculty comprises roughly 80 academic staff, and a further 15 language teaching staff, with some 1,000 undergraduates and 150 postgraduates. It is divided into seven sub-faculties: French, German, Italian, Russian and other Slavonic Languages, Spanish, Portuguese, and Modern Greek. The Faculty is run by a Faculty Board, with various committees, to which either the post holder or one of the senior administrative staff is secretary. The Chair of the Faculty Board is a senior academic who serves in a near full-time capacity for two or more years, and whose role is to oversee the activities of the Faculty, provide academic leadership, and represent the Faculty to other university bodies.

The Faculty's administrative offices are based at 41 Wellington Square and house most of the administration team, plus academic offices and some teaching spaces. The Faculty also has premises at 47 Wellington Square, as well as the Taylor Institution in St Giles', which includes the Taylor Institution (modern languages) Library.

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

## Job description

### Overview of the role

This is a senior administrative post within the University. The Head of Administration and Finance is responsible for the effective and efficient day to day non-academic management and administration of the History Faculty. Working with the Faculty Board Chair and other senior academic staff, the Head of Administration and Finance plays a key role in the Faculty’s strategic and operational planning, designing and implementing Faculty policies and procedures, and ensuring that the Faculty meets divisional and University requirements.

The non-strategic duties are wide-ranging and include personnel management of a team of twenty-one (17.8 FTE) academic-related, non-academic support and premises staff, financial management, and administration of research support activities, as well as oversight of academic and student administration and premises management. There are also opportunities to contribute to Humanities Division and University administration.

This is a fixed-term post available for up to twelve months to cover a period of maternity leave.

### Responsibilities/duties

## Selection criteria

* 1. *Financial management*

You will be responsible for planning and managing the budget of the Modern Languages Faculty Board, supported by the Faculty and Division finance teams. You will be responsible for ensuring that financial transactions are conducted in accordance with the University’s financial regulations and procedures, and, through the Chair, for ensuring that the Board stays within budget.

* 1. *Personnel management*

You will be responsible for the personnel management of the administrative and support staff of the Faculty, which comprises 21 members of full-time and part-time staff providing administrative, IT and facilities support to the Faculty. You will also support personnel administration for research staff.

* 1. *Research administration*

You will be responsible for supporting the development and implementation of the research strategy and policies of the Faculty, and for the administration of the externally-funded and John Fell-funded research projects.

* 1. *Academic administration*

You will have a general overview of academic affairs, including syllabus development and quality assurance, student number planning and student load, student progression and monitoring systems, support services, examination arrangements, grants and planning. You will be familiar with divisional and central University procedures and regulations and able to advise the Faculty Board Chair and other academic staff as appropriate.

You will undertake all conventional duties of a committee and Faculty Board secretary and act as a point of reference for all enquiries by academic staff in the Faculty.

* 1. *Facilities management*

Supported by the Premises Team, you will be responsible for overall buildings management within the framework set by the University’s Estates Strategy. This encompasses security, day-to-day running and maintenance of the buildings, and preparing for and managing consequences of major building works. As Unit Safety Officer**,** you areresponsible for ensuring safe working conditions, appropriate fire safety arrangements, general health and safety in the workplace, and so on.

Supported by the IT Team, you will be responsible for ensuring the provision of a satisfactory IT infrastructure and service support, including the Faculty website.

The post is funded in part by the Medieval and Modern Faculty and in part by the Academic Administration Division of the University Administration and Services. You will be ultimately responsible to the Registrar, but on a day to day basis will be accountable to the Chair of the Medieval and Modern Languages Faculty Board. Your line manager will be the Head of Administration and Humanities Divisional Secretary (currently Ms Lynne Hirsch).

**Specific duties:**

*General management*

* Play a strong role in setting the financial and administrative strategy for the Faculty, including establishing efficiency savings and identifying possible new income streams, and setting and maintaining high administrative service standards.
* Aid the development of the Faculty academic and research strategy by identifying areas for potential restructure or growth and providing procedural expertise, and input to the development of divisional procedures and guidelines supporting academic and research growth.
* Brief the Faculty Board Chair and other senior academic officers as required and provide continuity of management and expertise.
* Represent the Faculty at meetings within the Humanities Division, including committees and working groups.
* Represent the Humanities Division on University committees and working groups, and lead Faculty or divisional working groups as required.
* Lead in developing specific functional administrative policies and practices for the Humanities Division.
* Other management service as required, including acting as mentor to management staff in other faculties across the Division.

*Financial management*

* Overall responsibility for the Faculty’s financial Scheme of Delegation, all Oracle users and appropriate permissions, ensuring compliance with the University’s Financial Regulations and meeting the schedule of deadlines for the Financial Year, including responding to Audits, annual self assessment exercises and other reviews.
* Play an active role in setting the financial objectives of the Faculty, including financial modelling and forecasting, presenting budgets, strategic plans and forecasts to Faculty and Divisional Boards, with supporting narratives.
* Lead in developing and managing the Faculty budget, and overseeing the analysis of faculty income and expenditure including overall responsibility for the preparation of annual budgets and periodic forecasts, as well as authorising budgeted expenditure.
* Working with the Divisional Finance team to ensure best practice in financial management and consistency of documentation across the Division.
* Overall responsibility for ensuring the updating and monitoring of the Faculty space charges, room hire charges, risk register, insurance policies, and asset management.
* Overall responsibility for the management of research grant income, from first application through to closure of the award.
* Maintain an overview of the Faculty’s trust funds including ensuring administrative support for the committees for trust funds that have boards of management; advising the Chair and Board on the use of trust funds; ensuring compliance with the requirements of the University’s Trust Management Board.

*Personnel management*

* Management of the Faculty’s administrative staff, setting the overall direction and line-management of staff including completion of Personal Development Reviews (PDR), provision of coaching and identification of training and development needs.
* Support the entire recruitment process for academic staff, including advising selection committees on employment legislation and University and liaising with colleges as required.
* Lead the recruitment and employment of administrative, fixed-term and casual staff, ensuring compliance with relevant Codes of Practice and employment legislation.
* Support the implementation of the University’s Employer-Justified Retirement Age for academic and academic-related staff.
* Advise research project directors on personnel issues and assist in the recruitment of researchers and research support staff.
* Ensure all Faculty personnel activities are carried out effectively and in compliance with the University’s policies and procedures staff.
* Maintain confidential staff records, including Right to Work documentation, taking account of Data Protection policy.
* Lead user for the Faculty of the University’s HR Information System, including for e-recruitment, electronic staff records, and payroll.
* Act as the point of contact for personnel and welfare issues and manage issues using appropriate policies in consultation with Personnel Services and Occupational Health.
* Ensure appropriate review procedures are in place for academic and non-academic staff.
* Develop induction materials and conduct induction sessions for all new administrative, academic and academic-related staff.
* Draft and update staff handbooks for faculty academic and administrative staff.
* Serve as the Faculty's Disability Contact.

*Research administration*

* Maintain oversight of the financial and administrative aspects of research projects, in liaison with the Finance Officer and Divisional Finance and Research Facilitation teams.
* Advise the Director of Research and the Research Committee, including on the development of Faculty policy and the overall management of applications and awards.
* Assist in preparations for the 2013 REF exercise.

*Committee servicing and governance*

* Act as Secretary to the Faculty Board, Academic Policy Committee, General Purposes Committee, Research Committee and other key Faculty committees, ensuring that consultation on key University, Division and Faculty policy and procedural matters are brought to the attention of the relevant committees and sub-faculty meetings, and that actions and decisions are communicated and followed up. Contribute administrative expertise to committee discussion, providing advice on regulations and policies as required.
* Oversee all of the administrative arrangements for the Faculty’s committees and attend a subset of these committees.
* Ensure the nomination and appointment of Faculty Board officers and advise on their roles.

*Academic administration*

* Have a general overview of academic affairs and quality assurance arrangements, including Faculty reviews, syllabus development, student progression and monitoring systems, support services, and examination arrangements.
* Be familiar with divisional and central University procedures and regulations and advise the Faculty Board Chair and other academic staff as appropriate.
* Oversight of academic planning and monitoring academic activities, including teaching stint (i.e. the amount and types of teaching required, which may vary by post type).
* Oversight of undergraduate and postgraduate taught examination administration, including approval of changes to Regulations.
* Oversight of postgraduate taught and research administration.
* Oversight of the administration of Joint Schools (undergraduate programmes of study shared between two or more faculties/departments).

*Facilities management*

* Be responsible for the management and administration of the Faculty premises, including the Taylor Institution and its annexes, in accordance with regulations and guidelines as set down by the Oxford University Estates Directorate.
* Manage space allocation for all Faculty staff.
* Overall responsibility for workplace Health and Safety and the safe working practices of faculty staff.
* Oversight of the provision of a suitable IT infrastructure and service support, including the Faculty website.

### Essential

1. An honours degree or equivalent experience and evidence of very strong intellectual and analytical skills.
2. Extensive experience in a management position with substantial experience in finance, planning and project management.
3. Significant experience of personnel management involving a diverse workforce.
4. An understanding, preferably within the university sector, of HR and personnel policies and associated statutory legislation.
5. The ability to handle and prioritise a complex portfolio in a challenging environment, to show equally high effectiveness in contributing to strategic thinking and in undertaking key operational tasks.
6. The ability to work well under pressure and handle competing demands on time effectively.
7. Well developed negotiating skills, and the ability to demonstrate a diplomatic and consensual approach to problem-resolution.
8. Excellent interpersonal skills with an understanding of highly sensitive areas involving integration of staff and managing change and the ability to gain the confidence of a wide range of people, including academic staff, senior University officers, and all grades of administrative and support staff.
9. Excellent oral and written skills, including making presentations in formal and informal contexts.
10. Excellent committee servicing skills and experience of providing strategic and operational advice on planning and resource allocation, including the presentation and interpretation of complex financial data.
11. Experience of financial management, analysis and process modelling, and of business planning.
12. Proficient user of MS Office applications (Word, Excel, Outlook), and some experience of database and content management systems.

### Desirable

1. Employment experience within a Higher/Further Education Institution, the public sector, or other large and complex organisation.

## Working for the University of Oxford

For further information about working at Oxford, please see:

<http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/>

## 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 CV and 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.*

**There is no separate priority application date for this post.**

**Full details of the priority application process are available at:** [**http://www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate**](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](http://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.