



Job description and person specification

Job title	Administration Assistant
Division	Humanities
Department	Theology and Religion
Location	Theology and Religion Faculty, Gibson Building, Radcliffe Observatory Quarter, Oxford
Grade and advertised salary	Grade 4 - £20,781 – 24,057 per annum
Hours	36.5
Contract type	Post available until 31 st March 2016.
Reporting to	Deputy Faculty Administrator
Vacancy reference	117307

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 22,000.

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 over 6,500 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and over 2,700 '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 2012/13 was £1,086.9m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £436.8m p.a., and more than 80 spin-off companies have been created.

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

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/>.

Faculty of Theology and Religion

Theology is one of the oldest faculties in Oxford: Alexander Neckham from St Albans is recorded as giving biblical and moral lectures as early as 1193. The modern Faculty of Theology and Religion is large, with 32 academic staff (professors and lecturers), and around 90 other Faculty members who hold positions in Colleges and Halls of the University. Its students currently number c. 390 undergraduate students and 300 postgraduate students, of whom 125 are engaged on taught courses and 175 on programmes of research. The Faculty has a distinguished record for research in the discipline, supported by the rich resources of the Oxford libraries including the Bodleian and the Sackler, the libraries of the Theology and Religion Faculty itself, of the Philosophy Faculty, and of the Oriental Institute. In addition to the University libraries, there are several specialist theological collections in college libraries, as well as important printed and manuscript collections in Pusey House. The academic structure of the Faculty comprises the following subject groups: Old Testament; New Testament; History, Doctrine & Ethics; and the Study of Religion.

For further information about the Faculty, please visit: <http://www.theology.ox.ac.uk>

Job description

Overview of the role

Under the overall supervision of the Deputy Faculty Administrator, the Administration Assistant will provide comprehensive and effective administrative support for the Faculty's activities with particular responsibility for the administration relating to the Bachelor of Theology and the Master of Theology.

The post holder will be a member of the Faculty's administrative team based in the Faculty Centre in the Gibson Building. S/he will be expected to contribute proactively to the development of administrative procedures under the guidance of the Deputy Faculty Administrator and others as appropriate.

Applicants must have excellent communication and organisational abilities along with a pro-active approach to their work and professional development, and a willingness to learn. Accuracy, attention to detail, the ability to manage competing priorities, and a readiness to contribute to the smooth running of the Theology and Religion Faculty are essential. The post holder should have experience of working in an office and enjoy working as part of a busy, but friendly, team.

The post holder will come into contact with a range of individuals, including academic and administrative staff, as well as visitors to the Faculty. It is essential that the post holder have the necessary interpersonal skills.

The post is a part-time position with a 36.5 hour working week (Monday – Friday).

Responsibilities/duties

General and Academic Administration (50%)

1. Act as a receptionist for the Faculty and the Ian Ramsey Centre, dealing with enquiries and distributing post and supporting mail outs
2. Greeting visitors to the Faculty
3. Supporting events including arranging catering, supporting delegates, using the online booking system and assisting with the generation and circulation of relevant materials
4. Working with colleagues to make updates to the Faculty's website, WebLearn site, and printed materials to ensure that all information is accurate, consistent, and up-to-date
5. Making room bookings using the Planon system
6. Support team members in examination administration, providing support during critical periods such as Final Honour Schools examinations, Preliminary examinations, graduate examinations
7. Support colleagues in the administration and running of Faculty Open Days and access initiatives etc
8. Support team members in organising meetings, preparing and circulating agendas and papers for committee meetings
9. Send out regular updates to faculty members as requested
10. Coordinate mail lists for the Faculty ensuring they are kept up to date
11. Support the Finance Officer with transactions including raising purchase orders and invoices, receipting goods and processing expense claims

Support for the Bachelor of Theology and the Master of Theology (50%)

1. Liaise with key academic and administrative staff in the production and updating of course literature, including handbooks; assisting with the organisation of any induction events; attending relevant committees and acting as the main point of administrative contact for these courses.

2. Assist the Deputy Faculty Administrator and the Chairmen of Examiners for the B.Th, M.Th and other examiners with the administration of examinations, including ensuring that the timetable for examination activities is implemented, maintaining procedure notes and a record of policy decisions related to examinations, and disseminating relevant information accurately and in a timely manner; assisting with the collection and distribution of scripts/essays; producing Camera Ready Copies (CRCs);inputting marks.
3. Collating relevant student data using the University student records system (currently OSS / eVision);
4. Under the overall supervision of the Deputy Faculty Administrator, to support examinations, including keeping students informed of procedures, regulations, and deadlines and responding to their enquiries about these; The post holder is also required to work closely with the Chairs of Examiners to set up examiners' meetings, assist with the appointment of assessors, ensure examination regulations are interpreted and implemented, and to finalise results;

The post holder will also be expected to undertake any other duties commensurate with the grade and scope of this role and to support colleagues in times of peak workload.

Selection criteria

Essential

- proven relevant experience for example as a receptionist or in a similar customer facing role
- excellent written and oral communication skills
- ability to work effectively with a wide range of people in a confident, friendly and tactful manner
- willingness to support colleagues and to take on tasks in a positive way
- meticulous attention to detail, producing high quality, accurate, independent work with little supervision
- ability to handle sensitive and confidential matters with a high level of discretion, tact, and judgment
- experience of developing, monitoring, and documenting administrative procedures and policies
- ability to establish and maintain effective and appropriate filing systems, both electronically and on paper
- fluency with Microsoft Office software (e-mail, word processing, spreadsheets and databases)
- ability to effectively organise workload, work under pressure, and prioritise competing demands
- experience of making web updates

Desirable

- experience of University systems such as weblearn, oracle financials and eVision
- experience of providing high-quality administrative support to senior academics (or equivalent)
- experience of academic administration

Working at the University of Oxford

For further information about working at Oxford, please see:

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 CV and supporting statement which explains how you meet the selection criteria for the post. The supporting statement should explain your relevant experience which may have been gained in 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 deadline for priority applications for this post.

Full details of the priority application process are available at:

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

Further help and support is available from http://www.ox.ac.uk/about_the_university/jobs/support/

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.