



Bodleian Libraries



Job description and selection criteria

Job title	Personal Assistant to Bodleian Libraries Executive
Division	Academic Services and University Collections (ASUC)
Department	Bodleian Libraries
Location	Directorate, Clarendon Building, Broad Street, Oxford
Grade and salary	Grade 5: £24,298 - £28,982 per annum (pro rata)
Hours	Part-time: 14.6 hours per week (0.4 FTE) This post is a job share for which you would be required to work Tuesdays and Wednesdays.
Contract type	Fixed-term for one year Possibility of renewal subject to departmental requirements
Reporting to	Head of Assessment
Vacancy reference	122088
Additional information	This post requires Disclosure Scotland and financial background checks You are required to submit a supporting statement with your application, outlining how you meet each of the selection criteria for the role (see page 5 for further details).
Closing Date	12.00 midday (GMT) Monday 15 February 2016

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 nearly 12,000 staff and has a student population of over 22,000.

Our annual income in 2014/15 was £1,429.3m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts in 2014/15 exceeded £522.9m p.a., and more than 80 spin-off companies have been created to date.

Oxford is a collegiate university, consisting of the central University and colleges. The central University is composed of academic departments and research centres, administrative departments, libraries and museums. There is a highly devolved operational structure, which is split across four academic divisions, Academic Services and University Collections and University Administrative Services. For further information, please see:

www.ox.ac.uk/staff/about_the_university/new_to_the_university/structure_of_university

For more information please visit www.ox.ac.uk/about

Academic Services and University Collections

The Academic Services and University Collections (ASUC) group includes the providers of the major academic services to the divisions, and also departments with responsibilities including, but extending beyond, the immediate teaching and research needs of the University. The collections embodied within these departments are an essential part of the University's wider nature and mission. They are part of its heritage as the country's oldest University and now form a resource of national and international importance for teaching, research and cultural life; they also make a major contribution to the University's outreach and access missions.

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

The Bodleian Libraries

The University of Oxford's many libraries contain the largest and most diverse collections for the support of teaching and research in any institution of higher education in the United Kingdom. Its library holdings as a whole are world-class. Because its principal library, the Bodleian, has been in effect a library of legal deposit for almost 400 years, members of the University and scholars from far and wide have a reasonable expectation of satisfying a very high proportion of their library needs somewhere within Oxford's libraries.

The libraries, which together form Bodleian Libraries, contain more than 12 million volumes; and, if periodical parts are included, Bodleian Libraries adds to stock an average of well over 1000 items per day throughout the year. A large proportion of the library stock will be preserved in perpetuity and a significant percentage of the legal deposit intake forms a part of the national printed archive.

In addition to its vast print and archival collections, Bodleian Libraries offers access to over 80,000 e-journals and over 900 licensed electronic databases and reference works. The library service is currently also significantly extending its e-book collection to support both learning and research.

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

The Directorate

The Bodleian Libraries' Directorate was established in 1997. Its role is to advise and support the Bodley's Librarian in the existing areas of their University-wide remit, and to facilitate a more integrated approach to library and information service provision across the University.

Job description

Overview of the role

To deal with a wide range of matters, sometimes of a highly confidential nature, on behalf of one or more specified members of the Bodleian Libraries Executive. The post-holder will provide administrative support and facilitation, and be the point of contact for internal and external visitors for the specified members of the Bodleian Libraries Executive.

Key responsibilities/duties

- Manage the diary of your assigned member of Bodleian Libraries Executive, including using initiative to make considered judgements when juggling the demands placed on the schedule
- Act as the first point of contact for telephone/email enquiries, including dealing with senior members of the university and influential contacts
- Deal effectively with incoming correspondence, emails and telephone calls. Divert such correspondence to other staff, or replying to a range of issues on behalf of the specified member of the Bodleian Libraries Executive, or progressing matters / researching and drafting responses as appropriate. Identify priority items of business for immediate attention
- Provide administrative support for meetings, including contacting participants, drafting and the preparing of agendas, taking minutes and ensuring actions are logged and taken forward on behalf of the specified member of the Bodleian Libraries Executive. Arranging appropriate facilities and catering for meetings
- Make complex UK and international travel arrangements, including making arrangements for visas where necessary
- Organise visits, conferences and other events, including contacting participants, devising itineraries, arranging facilities and catering, and supporting visa applications where necessary
- Rapidly produce reports and other documents as required, including searching administrative databases
- Provide administrative support for projects, including researching, preparing and presenting information for others to act on
- Provide full administrative support on financial matters, including the management of travel, subsistence and other expenses, and the tracking and monitoring budget information

- Develop and maintain administrative processes, reviewing and improving them as necessary
- Provide support to the Directorate, including Reception, when needed, including covering during absences. Organise cover for your absences to ensure essential administrative tasks are completed
- Contribute towards the team's success at regular meetings and through follow up actions
- Any other duties commensurate with the grade and scope of the post

Other Duties

- Participate in regular Annual Reviews
- Attend team briefings and training sessions when required
- Comply with the policies and procedures set out in the Handbook for Non-Academic staff
- Any other duties that may be required from time to time commensurate with the grade of the job

Bodleian Libraries reserves the right to make reasonable amendments to the job description in consultation with the post holder at any time.

Selection criteria

Essential

- Previous senior PA experience
- Experience of diary management, including making complex travel arrangements
- High standard of literacy and numeracy and the ability to draft correspondence on behalf of your assigned member of Bodleian Libraries Executive
- Excellent skills in office IT systems, including e-mail, Internet, MS Office applications with an aptitude to learn new computing packages quickly
- Accurate and fast word processing / touch typing
- Attention to detail and a high level of accuracy
- Excellent telephone manner and communication skills
- Evidence of tact and discretion in dealing with confidential or sensitive matters
- Excellent administrative and organisational skills
- Ability to multi-task, and to manage and prioritise a varied and busy workload in an ever-changing environment
- Ability to work under pressure and to deadlines
- Flexible approach to work
- Experience of Higher Education or similar administration
- Ability to work independently, using own initiative, or as part of a team

Desirable

- Experience of using the Oracle financial system
- Experience of finance and budget control
- Minute taking experience

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. All applicants must read the candidate notes on the University's pre-employment screening procedures, found at:

www.ox.ac.uk/about/jobs/preemploymentscreening/.

Furthermore, additional pre-employment screening is required for this post due to access to confidential and sensitive information, as such; the successful candidate will be required to undergo University security screening (Disclosure Scotland) and financial background checks.

Working at the University of Oxford

For further information about working at Oxford, please see [www.ox.ac.uk/about the university/jobs/supportandtechnical/](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** which explains how you meet the selection criteria for the post.

Please upload all documents **as PDF files** with your name and the document type in the filename. Please save all uploaded documents to show your name and the document type.

Supporting Statement

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.

Your supporting statement should list each of the essential and desirable selection criteria in the further particulars and explain how you meet each one.

The inclusion of the statement is **a mandatory step** in the online application process. Please note that CVs will not be considered as part of the selection process and will not therefore be accepted as a substitute for a supporting statement.

All applications must be received by **12:00 midday (GMT)** on the closing date stated in the online advertisement.

References

Please give the details of two people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have managed you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who have supervised you in a recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'college tutor'). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; your attendance during the last 12 months; and of any disciplinary processes which are still considered 'live'. We will assume that we may approach them at any stage unless you tell us otherwise. If you wish us to ask for your permission before approaching a particular referee, or to contact them only under certain circumstances (for example, if you are called to interview) you must state this explicitly alongside the details of the relevant referee(s).

Priority applications

From time to time the University has applications from current employees who are at risk of redundancy. Should an application form be received from one of these people, they will be given preferential treatment and will be considered prior to other applicants.

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.

If you are a priority candidate, please ensure that you:

- attach your redeployment letter to your application (or e-mail it to the contact address on the advert if the application form used for the vacancy does not allow attachments)*
- explain in your supporting statement how you meet the selection criteria for the post.*

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.

Relocation

At the moment, the Bodleian Libraries is not offering relocation expenses to this post