# Job description and selection criteria

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| Job title | Administrator |
| Division | Humanities |
| Department | Ertegun Graduate Scholarship Programme in the Humanities |
| Location | Ertegun House, 37a St Giles’, Oxford |
| Grade and salary | Grade 6: £27,328-£32,600 p.a. |
| Hours | Full time |
| Contract type | Permanent |
| Reporting to | **Education Support Officer, Humanities Division;**  **Director, Ertegun Programme** |
| Vacancy reference | 122910 |
| 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 11,000 staff and has a student population of over 22,000.

Our annual income in 2013/14 was £1,174.4m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £478.3m p.a., and more than 80 spin-off companies have been created.

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](http://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](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 and Religion, 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 Humanities Division has one of the largest concentrations of humanities academics in the world, enabling Oxford to undertake research and teaching in Arts and Humanities unparalleled in its range, from music and fine art to ancient and modern languages. In the 2014 Research Excellence Framework, no other institution in the UK submitted a larger number of 4\* researchers, and it is consistently ranked in the top three in international rankings of universities worldwide.

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

### The Ertegun Graduate Scholarship Programme in the Humanities

The Ertegun Programme is made possible through the generosity of Mica Ertegun. Mrs. Ertegun, widow of Ahmet Ertegun, the celebrated founder of Atlantic Records, is one of the world’s foremost interior designers. “For Ahmet and me,” Mrs Ertegun explained, “one of the great joys of life has been the study of history, music, languages, literature, art and archaeology. I am very proud of the Ertegun Graduate Scholarship Programme at Oxford, and I intend that it provide an enduring inspiration for brilliant and enthusiastic students from all over the world to devote themselves to the study of the humanities.”

### Mission of the Ertegun Programme

The mission of the Mica and Ahmet Ertegun Graduate Scholarship Programme in the Humanities shall be to fund and otherwise encourage graduate study in the humanities by Ertegun Graduate Scholars, a group of highly qualified students from throughout the world who:

1. have a plan to enlarge their knowledge,
2. have the desire to extend their vision, and
3. seek the opportunity to exchange their ideas.

### Activities and initiatives encompassed by the Ertegun Graduate Scholarship Programme

The Ertegun Programme has several aspects:

1. Scholarships to fund at least 15 graduate students per year from across the world to study postgraduate degrees in the Humanities at the University of Oxford. The first group of Scholars commenced their studies in October 2012. The Ertegun Graduate Scholars are doctoral and master’s degree students in Humanities disciplines who receive the usual teaching and supervision from faculties and support from their colleges.
2. An Ertegun Programme Director in Residence. The Director is an existing academic postholder at the University of Oxford, who is seconded to the role of Director for afixed term. The current Director is the eminent historian, Dr Bryan Ward-Perkins. The responsibilities of the Director include providing mentorship and academic counselling to the Ertegun Graduate Scholars, and overseeing the operation of The Mica and Ahmet Ertegun House for the Study of the Humanities.
3. The Mica and Ahmet Ertegun House for the Study of the Humanities: a non-residential Georgian building at 37a St Giles’ in the heart of Oxford, the House was opened in September 2012. This state-of-the-art facility serves as the base for study and research by the Ertegun Graduate Scholars and offers a new work and study environment exclusively for the Ertegun Graduate Scholars and their administrative team. The Ertegun Director and the Ertegun Administrator are based at Ertegun House. In its dedication to Humanities graduate scholars, Ertegun House is unique, both at Oxford and universities world-wide.
4. A programme of lectures, seminars, concerts and other activities at Ertegun House – developed by the Ertegun Director, with the assistance of the Ertegun Administrator.
5. For more information please visit: <http://www.ertegun.ox.ac.uk/>

## Job Description

### Overview of the role

A core part of your role will be to develop and deliver the non-academic aspects of the Ertegun Graduate Scholarship Programme, including the administrative and financial systems that support its running. This encompasses the Scholarship Programme, Ertegun House, and a busy events programme, ranging from student-led events to high profile public lectures. With a scope comprising students, academics, donors and visitors, as well as a dedicated building, this is a flagship programme in the Humanities Division that requires innovative and assured management from the appointee to this important role.

The post is fixed-term for three years in the first instance. The post involves some evening and weekend work. Appointment is subject to an initial probationary period of one year.

### Responsibilities/duties

1. **Provide administrative support to the Director in all aspects of the Ertegun Graduate Scholarship Programme, in keeping with the Programme’s mission statement, including the following:** 
   * marketing and promoting the Scholarship Programme
   * production of materials in support of the Scholarship Programme
   * the selection process for candidates, including servicing the Ertegun Graduate Scholarships Selection Panel
   * queries from prospective and current Scholars
   * ensuring the maintenance of a records system of current and previous scholarship holders
   * regular monitoring and review of the efficiency of the Programme’s operations
   * regular liaison with the Humanities Division’s Graduate Studies team and the University’s Graduate Admissions and Funding Office

* Support the Ertegun Director in the strategic development of the Ertegun Graduate Scholarship Programme, including undertaking research and contributing to the drafting of reports.
* In close liaison with the Ertegun Director, develop evaluation questionnaires and other appropriate tools for evaluating the efficacy of the Ertegun Programme in fulfilling the Mission Statement.
* Provide day-to-day administration services, including reception services.

1. **Finance**

* Financial planning and management for a budget in excess of £630k, to include establishing and maintaining appropriate financial systems, encompassing data analysis and monitoring, budget forecasting and long term financial forecasting and planning.
* Financial administration relating to all activities associated with the Ertegun Graduate Scholarship Programme
  + ensure that the financial activities comply with the University’s Finance Regulations
  + monitor all financial activity and produce financial reports
  + liaison with the Humanities Division’s Finance Team
  + develop quarterly reports for the Board of Ertegun Overseers

1. **Events administration**

* In close liaison with the Ertegun Director, coordinate the planning, organisation, delivery and promotion of a programme of lectures, seminars, screenings, concerts and other events in Ertegun House.
* Organise the visits of speakers both from the UK and overseas for the programme, following the suggestions of the Board of Overseers and the Ertegun Director. This entails engaging with Humanities academics to foster their involvement in academic and social events organised under the auspices of the Ertegun Programme, and ensuring the smooth operation of all appropriate support work for these visits.
* Develop appropriate publicity material for events.
* Work to ensure that all events are delivered to the highest standard and within budget.
* Assess the effectiveness of the events programme, using quantitative and qualitative feedback to inform the planning process.
* Maintain financial oversight of the events programme.

1. **Building/Facilities Management**

* Manage Ertegun House, overseeing the systems for the operation of the building, including setting schedules for the building’s regular maintenance and cleaning.
* Serve as the key liaison and conduit between the Board of Overseers and the University for all matters concerning the upkeep and operation of Ertegun House.

1. **Ertegun communications**

* Coordinate and contribute to the further development of the Ertegun Graduate Scholarship Programme’s communications strategy.
* Manage the Programme’s social media platform, with support from the University’s IT services.
* Manage the Ertegun website and intranet, ensuring that the website is lively and relevant to all users.
* Maintain an alumni group of the Ertegun Graduate Scholarship Programme, ensuring regular and positive communication and engagement.

1. **Board of Ertegun Overseers**

* Support the Ertegun Director in communication with the Board of Overseers and preparation for Board meetings.
* Support the Director in maintaining ongoing communication with the members of the Board of Overseers.
* Coordinate all aspects of the meetings of the Board of Ertegun Overseers, ensuring their timely organisation and early distribution of materials.
* Undertake all arrangements, including travel arrangements, for the international and non-Oxford Board members.
* Work with the Ertegun Director to produce termly reports for the Board in timely fashion, to include all events at Ertegun House.

1. **Health and Safety Officer for Ertegun House**

* Act as the Health and Safety Officer for Ertegun House.

1. **Other**

* The postholder may from time to time be required to undertake other aspects of work related to the Ertegun Graduate Scholarship Programme and to carry out ad hoc projects as may be requested by the Ertegun Director or the Humanities Education Support Officer.

## Selection criteria

### Essential

1. An honours degree or equivalent experience and evidence of strong intellectual and analytical skills.
2. Successful administrative experience in a complex environment.
3. Experience of successfully administering budgets and of financial planning.
4. The ability to handle and prioritise a complex portfolio of responsibilities in a challenging environment, and to show equally high effectiveness in contributing to strategic thinking and in undertaking key operational tasks.
5. Ability in, and preferably experience with, engaging in planning in a large and complex organisation.
6. Excellent IT skills, including MS Office applications, along with proven experience of database and content management systems, as well as wider web management skills, including social media.
7. The ability to work well under pressure and handle competing demands on time effectively.
8. Excellent interpersonal skills, with the ability to communicate effectively and gain the confidence of a wide range of people of diverse social and cultural backgrounds, including students and academic staff, senior University officers, and all grades of administrative and support staff.
9. Experience of dealing day to day with leaders, decision-makers and VIPs, both internal and external, in a given organisation.
10. Excellent oral and written skills, including making presentations in formal and informal contexts.
11. A proven interest in continuing and/or developing a career in Higher Education administration.

## Desirable

## Experience of committee servicing.

1. Employment experience within a large and complex organisation.

**The University’s policy on retirement**

The University operates an employer justified retirement age for all academic and academic-related posts (any grade above grade 5), for which the retirement date is the 30 September immediately preceding the 68th birthday.

The justification for this is explained at:

[www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/)

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures outlined at:

[www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/)

**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/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

## Working at the University of Oxford

For further information about working at Oxford, please see: [www.ox.ac.uk/about\_the\_university/jobs/professionalandmanagement/](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 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 priority application date for this post.**

**Full details of the priority application process are available at:** [**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](mailto: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.