



Job description and selection criteria

Job title	PA/Administrative Officer, INET Oxford
Division	Social Sciences
Department	Oxford Martin School
Location	INET Oxford, Eagle House, Walton Well Road
Grade and salary	Grade 5 (£24,565 – £29,301 pa)
Hours	Full Time (36.5 hrs per week 1.0FTE)
Contract type	Fixed-term (3 years)
Reporting to	Centre Manager, INET Oxford.
Vacancy reference	126953

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

The Social Sciences Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The academic divisions are responsible for academic oversight of the teaching and research of their constituent departments and faculties, for strategic and operational planning, and for personnel and resource management. The Head of the Social Sciences Division is Professor Roger Goodman, who is a member of the University's Council. The Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and two cross-divisional units. (These are as follows: Law, the Saïd Business School, Economics, Politics and International Relations, the Blavatnik School of Government, the School of Anthropology and Museum Ethnography, International Development, Sociology, Social Policy and Intervention, the Oxford Internet Institute, Archaeology, the School of Interdisciplinary Area Studies, Education, the School of Geography and the Environment, the Oxford Martin School and the Oxford-Man Institute of Quantitative Finance). Interdisciplinary links within and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, where Oxford accounted for more world-leading (4*) research than any other institution, across the social sciences units of assessment to which it made submissions. The division has an extensive portfolio of external funders and collaborators, with competitively-awarded external research income exceeding £40million per year. Researchers in the division engage actively beyond academia and their research has influence in many spheres from innovation in public policymaking to practitioner communities such as law, business, education, social welfare and NGOs.

The division also delivers an exceptional range of high quality educational programmes (undergraduate, postgraduate taught and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. Programmes range from those at the interface of the natural sciences, through to professionally-oriented provision in areas such as business, law and education. The division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE); the BCL;

the MPhils in International Relations, in Economics, and in Development Studies; the MBA and EMBA; and the nationally regarded PGCE.

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

Oxford Martin School

INET Oxford is a part of the Oxford Martin School (www.oxfordmartin.ox.ac.uk) which is a research community of over 300 scholars, working across disciplines to address the most pressing challenges of the 21st Century and to harness its opportunities. From the governance of geo-engineering and the possibilities of nanotechnology, to the future of food and the implications of our ageing population, the Oxford Martin School supports Oxford-based research teams to consider some of the biggest questions that concern our future.

Under the leadership of Achim Steiner, the School acts as a central hub in facilitating collaboration and exchange, not just within the University of Oxford, but also through its networks with policy makers, business leaders and other leading experts. The Oxford Martin School was founded 2005 through the vision and generosity of Dr. James Martin (1933-2013), who established the school with the largest benefaction made to Oxford in its history. The Oxford Martin School is a part of the University's Social Sciences Division.

INET Oxford

The Institute for New Economic Thinking at the Oxford Martin School (INET Oxford, www.inet.ox.ac.uk) was established in May 2012 as a result of a major grant to the University by the Institute for New Economic Thinking (INET, www.ineteconomics.org). INET is a philanthropic foundation based in New York that was founded in 2009 to promote innovative, cross-disciplinary, policy-relevant economic research. INET Oxford was established by INET and University of Oxford to become a major centre for leading-edge economic research addressing questions ranging from how do we prevent future financial crises, to how do we address rising inequality, to how do we tackle the threat of climate change?

INET Oxford has six major research programmes: Complexity Economics, Economic Modelling, Ethics and Economics, the New Economics of Sustainability, Employment, Equity and Growth, and Curriculum Development each led by a senior academic Director or co-Directors. INET Oxford faculty, researchers and graduate students have affiliations and collaborations with a number of the University Departments and Schools, including Economics, Maths, Physics, Computer Science, Social Policy, Philosophy, Geography, and Sociology, the Saïd Business School, the Blavatnik School of Government, the Smith School of Enterprise and Environment, and the Oxford-Man Institute of Quantitative Finance. The institute is currently housed in the Eagle House building which it shares with the Oxford-Man Institute.

Overview of the role

The post holder will provide administrative support to Directors and teams of the INET Oxford programmes, Complexity Economics, Employment Equity and Growth (EEG) and the Economics of Sustainability which includes liaising with affiliated departments. The role is a responsible and challenging post in a busy environment.

Duties and Responsibilities:

Personal Assistant to the Directors

- Manage two of the directors' diaries. including: organising meetings and conference calls with a range of stakeholders and external collaborators , using initiative to make considered judgements when juggling the demands placed on the .schedule.
- Managing relationships with stakeholders including donors and external academic collaborators while exercising independent judgement and problem solving on a range of issues on behalf of the directors.
- Manage complex travel arrangements for UK and international travel, including production of itineraries and travel packs, booking of flights, travel insurance, expenses and making arrangements for visas where necessary etc.
- Provide full administrative support on financial matters: for example, the management of director's expenses.
- Provide administrative support, including word-processing documents, preparing PowerPoint presentations and spreadsheets.. Prepare publications and papers, in terms of editing, adding images, references, format etc.
- Maintain, and improve as appropriate, record-keeping and filing systems for important and confidential documents.
- Take minutes, following upon action points as required.
- Develop successful working relationships with academic and support staff colleagues across the department and in the wider University

Administrative Coordination

- Provide administrative support and guidance to groups and ensure their smooth running.
- Assist in the preparation of standard and large research reports: gathering and manipulating information, liaising with collaborators and affiliated departments.

- Coordinate HR processes including inductions, drafting contracts, updating handbooks and right to work check etc., suggesting improvements to processes as appropriate.
- Ensure that all purchases/travel expenses are charged to the appropriate project, and maintain up-to-date records of expenditures, which can be cross-checked against standard R12 reports to verify project grant expenditure
- Assist the Centre Manager in liaising with internal and external collaborators when preparing grant applications.
- Order goods and services including office supplies and IT equipment using iProcurement in Oracle.
- Act as a first point of contact in the administration office for staff and visitors of the three programmes. Respond to general enquires interpreting University and external regulations as appropriate.
- Manage workshops/events including, booking venues, accommodation and catering keeping to budget.
- Coordinate INET Oxford's Visiting Fellows Programme including travel, visa arrangements and the coordination of seminars and talks.
- General office housekeeping and facilities coordination.
- Allocate ad hoc tasks to administrative staff
- Participate in internal and/or external networks/groups/forums. Sit on a committee/forum to share information and exchange best practise
- The post holder may be asked from time to time to take on other duties within INET Oxford commensurate with the grade of the post.

Selection Criteria:

Essential

- Excellent skills in office IT systems, including email, the internet, the ability to use social media, content management systems and MS Office applications. He/she must be able to deal with changing office technologies and learn new technologies when required.
- Substantial administrative/PA experience including managing diaries, itineraries, and small administrative projects. Excellent interpersonal skills and telephone manner.

- High standard of literacy and an ability to proof read and draft correspondence and minutes. Attention to detail in all matters, including working on reports, correspondence, management of complex travel arrangements etc.
- Ability to manage a variety of tasks at the same time, and to organise and prioritise the post's own work, including coping with unpredictable volumes of work and busy periods.
- Evidence of tact and discretion in dealing with extremely confidential or sensitive matters.
- Ability to deal effectively with a wide range of people, to work as part of a team, and to liaise with colleagues where work interests overlap.
- A highly organised, self-motivated individual with a flexible approach to work, who enjoys problem-solving and is keen to manage their work load with minimal supervision.
- Ability to absorb substantial detail and keep track of a range of diverse activities and to make connections between them. Strong organisational skills in managing files, document flow, and correspondence.
- Willingness to work outside normal office hours on occasion.

Desirable

- An understanding of University administrative structures and processes.
- Interest in the aims and values of INET Oxford and it's work
- Experience of working within higher/further education

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/.

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.

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

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.

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 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.