# Job Description

## ENGINEERING SCIENCE

<table>
<thead>
<tr>
<th>Job title</th>
<th>Administrative Assistant</th>
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</thead>
<tbody>
<tr>
<td>Division</td>
<td>Mathematical, Physical and Life Sciences Division</td>
</tr>
<tr>
<td>Department</td>
<td>Engineering Science</td>
</tr>
<tr>
<td>Location</td>
<td>Begbroke Science Park</td>
</tr>
<tr>
<td>Grade and salary</td>
<td>Grade 3 £18,412 - £21,220 per annum (pro-rata if part-time)</td>
</tr>
<tr>
<td>Hours</td>
<td>Full time (36.5 hours). Although from 22 hours per week over 5 days will be considered. Please state preferred working pattern in application.</td>
</tr>
<tr>
<td>Contract type</td>
<td>Permanent</td>
</tr>
<tr>
<td>Reporting to</td>
<td>Supervised by the PA and Administrative Assistant</td>
</tr>
<tr>
<td>Vacancy reference</td>
<td>128016</td>
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<tr>
<td>Additional information</td>
<td>This role will not attract sufficient points to obtain a sponsored tier 2 visa under the points based immigration system, however applications are welcome from candidates who don’t currently have the right to work in the UK, but who would be eligible to obtain a visa via another route No relocation expenses apply to this post.</td>
</tr>
</tbody>
</table>

## The role

This role is to provide additional administrative support to the research activities of the Department of Engineering Science at Begbroke Science Park. The Administrative Assistant will support departmental academics who have their base at the Science Park. You will be the first point of contact, including for visitors, and deliver good customer service to both internal and external customers. The role includes broad administrative support, including raising purchase orders and checking expense claims and you will need to liaise with a wide variety of people.

## Responsibilities

- Provide assistance for visitors and new arrivals to the department as necessary, including dealing with basic queries and making travel and accommodation arrangements
- Provide secretarial support for academics; note taking, typing, preparing and distributing papers, letters and other correspondence, as directed
- Make the arrangements for conferences, seminars and meetings, including booking accommodation, meals and registration.
• Arranging meetings as requested, booking parking spaces for meetings, booking rooms and providing keys on request.
• Assisting with the expenses claims process. Proof checking any completed expense claims before they go to accounts.
• Administrative support to recruitment as necessary. Collecting interviewees from reception as appropriate. Providing any support required to the recruitment process.
• Completing the ordering service, from the original request, getting a company on Oracle, raising a Purchase Order and monitoring the arrival of the goods. Informing staff who made the request if there is going to be a delay. Answering any queries relating to POs.
• Taking responsibility for keeping up to date timesheet records, sending out the monthly email reminders, chasing up any that are more than two months behind.
• Working with the PA and Administrative Assistant to keep up to date records about seating plans and available space at Begbroke. Making such reports as required.
• Arranging induction schedules for staff new to the Department in line with departmental best practice.
• Collecting and distributing the post every day.
• Ensuring that the printer/photocopiers are in full working order at all times, maintaining toner and paper stock levels adequately for their use on a daily basis. Ensuring there is a continuous supply of toner/paper available in the office. Doing photocopying/printing as requested.
• Making sure the stationary cupboard is fully stocked.
• Organising and compiling computerized documents such as academic papers.
• Liaising with other parts of the department to ensure that all administrative processes are run efficiently. Being a point of contact for Engineering Science Begbroke staff about departmental administrative processes and personnel, referring as necessary to Finance, HR etc.
• Providing administrative support to other aspects of the Department as required.
• Assisting, if required, to provide cover for the PA and Administrative Assistant.
• Taking part in the Departmental personal development review process.
• Any other duties that are commensurate with the grade of the post.

Selection criteria

Essential
• A good understanding of standard administrative procedures, evidenced by formal secretarial/administrative qualifications (for example NVQ Level 2 Business Administration or RSA Diploma) and/or significant work experience at a similar level.
• Previous experience of working as part of a team in a busy office environment.
• Ability to use standard computer programs (Outlook, Word, Excel).
• Ability to understand and pass on clear and accurate information.
• Attention to detail.
• The post-holder is expected to be self-motivated and to work effectively, knowing when to refer matters to others.
• Experience of working in a positive and pro-active manner.
• A good understanding of issues around confidentiality.
• Excellent communication skills including strong written and spoken English.

Desirable
• Experience of using Oracle.
About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

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

Engineering Science Department

Engineering teaching and research takes place at Oxford in a unified Department of Engineering Science whose academic staff are committed to a common engineering foundation as well as to advanced work in their own specialities, which include most branches of the subject. We have especially strong links with computing, materials science and medicine. The Department employs about 90 academic staff (this number includes 13 statutory Professors appointed in the main branches of the discipline, and 25 other professors in the Department); in addition there are 9 Visiting Professors. There is an experienced team of teaching support staff, clerical staff and technicians. The Department has well-equipped laboratories and workshops, which together with offices, lecture theatres, library and other facilities have a net floor area of about 22,000 square metres. The Department is ranked third in the world in the latest Times Higher Education World University Rankings, behind Caltech and Stanford, but ahead of MIT (4th), Cambridge (5th), Princeton (6th) and Imperial (7th).

Teaching

We aim to admit 160-170 undergraduates per year, all of whom take a 4-year Engineering Science course leading to the MEng degree. The course is accredited at MEng level by the major engineering institutions. The syllabus has a common core extending through the first two years. Specialist options are introduced in the third year, and the fourth year includes further specialist material and a major project.

Research

The Department was ranked the top engineering department in the UK, as measured by overall GPA, in the Research Excellence Framework 2014 exercise. We have approximately 350 research students and about 130 Research Fellows and Postdoctoral researchers. Direct funding of research grants and contracts, from a variety of sources, amounts to an annual turnover of approximately £19m in addition to general turnover of about £18m. The research activities of the department fall into seven broad headings, though there is much overlapping in practice:
Thermofluids; Materials and Mechanics; Civil and Offshore; Information, Control and Vision; Electrical and Optoelectronic; Chemical and Process; Biomedical Engineering.

For more information please visit:
http://www.eng.ox.ac.uk/

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. The Department of Engineering Science holds a Departmental Bronze Athena award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women.

The Mathematical, Physical, and Life Sciences Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. In the results of the six-yearly UK-wide assessment of university research, REF2014, the MPLS division received the highest overall grade point average (GPA) and the highest GPA for outputs. We received the highest proportion of 4* outputs, and the highest proportion of 4* activity overall. More than 50 per cent of MPLS activity was assessed as world leading.

The MPLS Division's 10 departments and 3 interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research addresses major societal and technological challenges and is increasingly focused on key interdisciplinary issues. MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. We have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships.

We have around 6,000 students and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (http://www.oxfordsparks.net/) and a large variety of outreach activities. We also endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: http://www.mpls.ox.ac.uk/

How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the Apply Now button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. 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 (one of which must be your current or most recent employer/supervisor) 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.

Supporting Statement
The supporting statement should describe your skills and experience relevant to the post. These may have been gained through employment, education/training, voluntary/community work or you may have taken time away from these activities in order to raise a family, care for a dependent, 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. We will short list for interview those whose applications best demonstrate that the applicant meets the selection criteria, so it is important that you use your supporting statement to explain clearly, point by point, how you match them. Please note that a copy of a CV will not be accepted as substitute for a supporting statement and that inclusion of the statement is a mandatory step in the online application process.

References
Please give the details of people who can provide a reference for you. If you have previously been employed, your referees should be people who have managed you, and at least one of them should be your formal line manager in your most recent or current 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.

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).

If you currently work, or have previously worked, for the University of Oxford, we will also take up a reference from the head or administrator of the previous employing department. This will be in addition to taking references from the referees you have provided.

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

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 because they have 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 email it to the contact address on the advert if the application form used for the vacancy does not allow attachments)

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 go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.

**Important information for candidates**

**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. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

**The University’s policy on retirement**

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), 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/.

For existing employees any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

There is no normal or fixed age at which support staff in posts at grades 1–5 have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

**Equality of Opportunity**

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
Benefits of working at the University

**Training and Development**
A range of training and development opportunities are available at the University. Further details can be found at [www.ox.ac.uk/staff/working_at_oxford/training_development/index.html](http://www.ox.ac.uk/staff/working_at_oxford/training_development/index.html).

**For research staff only: Support for Research Staff**
There is a particularly wide range of support for career development for research staff. Please visit [www.ox.ac.uk/research/support-researchers](http://www.ox.ac.uk/research/support-researchers) to find out more.

**Pensions**
The University offers generous occupational pension schemes for eligible staff members. Further details can be found at [www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/](http://www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/).

**Information for international staff (or those relocating from another part of the UK)**
A wealth of information is available on the University’s International Staff website for staff who are relocating to Oxford from abroad, at [www.admin.ox.ac.uk/personnel/staffinfo/international/](http://www.admin.ox.ac.uk/personnel/staffinfo/international/).

**The University of Oxford Newcomers’ Club**
The Newcomers’ Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

**Transport schemes**
The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at [www.admin.ox.ac.uk/estates/ourservices/travel/](http://www.admin.ox.ac.uk/estates/ourservices/travel/).

**University Club and University Sports Facilities**
The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

**Childcare and Childcare Vouchers**
The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/). **NB: Due to the high demand for the University’s nursery places there is a long waiting list.**

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

**Disabled staff**
The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details.

**BUPA - Eduhealth**
Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families [www.eduhealth.co.uk/mini-site/](http://www.eduhealth.co.uk/mini-site/).

**All other benefits**
For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see [www.admin.ox.ac.uk/personnel/staffinfo/benefits/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/).