**Job Description**

**ENGINEERING SCIENCE**

<table>
<thead>
<tr>
<th>Job title</th>
<th>Administrative Assistant and PA</th>
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<tbody>
<tr>
<td>Division</td>
<td>Mathematical, Physical and Life Sciences Division</td>
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<tr>
<td>Department</td>
<td>Engineering Science</td>
</tr>
<tr>
<td>Location</td>
<td>Eagle House, Central Oxford</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 4: £21,585 - £24,983 per annum</td>
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<tr>
<td>Hours</td>
<td>Full time (36.5 hours). Although <em>from</em> 22 hours per week over 5 days will be considered. <em>Please state preferred working pattern in application.</em></td>
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<tr>
<td>Contract type</td>
<td>2 years Fixed-term</td>
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<td>Reporting to</td>
<td>Finance and Administration Manager</td>
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<tr>
<td>Vacancy reference</td>
<td>134022</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. Interviews will most likely be held on 19th April 2018</td>
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**The role**

You will be an active member of the administrative team in the Oxford Man Institute (OMI) led by the Finance and Administration Manager. You will carry out key administrative duties to a high professional standard and act as a first point of contact for the Institute. You will deliver strong customer service to both internal and external customers. You will have general responsibility for the administrative support for the institute including finance, membership and events.

You will also provide part time PA support to the Director of the Institute and the Man Professor including diary management, administrative and secretarial support. You will be a proactive, team player with an enthusiasm for administrative work.
Responsibilities

- Act as first point of contact in the administration office for students, staff and visitors. Respond to general enquiries interpreting university and external regulations as appropriate and dealing effectively with all correspondence (e.g. post, telephone calls and emails), diverting such correspondence to other staff where appropriate.

- Develop successful working relationships with academic and support staff colleagues across the department and in the wider University.

- Diary management for the Director and Man Professor if required, using initiative to make considered judgements when juggling the demands placed on the schedule

- Efficiently organise the arrangements for meetings, trainings and events including arranging catering, room bookings and liaising with external venues.

- Make travel and accommodation arrangements ensuring value for money concept is followed and keeping stakeholders updated on the booking process. Complete and proof expense claims.

- Undertake the ordering service from the original request, 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. Coordinating the delivery of goods to the orderer. Answering any queries relating to POs.

- Prepare and circulate papers, agendas, minutes and draft briefing notes as appropriate. Create and maintain spreadsheets as required.

- Maintain, and improve as appropriate, record-keeping and filing systems. Follow standard administrative procedures and set up new office systems as required.

- Carry out regular stationery stock checks and place stationery orders with suppliers; make recommendations to ensure value for money concept is followed.

- Assist in producing and maintaining a number of sources of information on the website and in publications

- Liaise with other parts of the department to ensure that the OMI office is run efficiently and take part in the Departmental Admin and PA group

- Take part in the Departmental PDR process.

- Any other duties that are commensurate with the post.

Selection criteria

Essential

- Experience of managing administrative processes and customer facing work
- Good understanding of administrate procedures including the ability to organise a varied workload and to work to deadlines, evidenced by formal qualifications at (for example
BTEC ND, NVQ Level 3 or equivalent) and/or significant work experience at a similar level
- Ability to interpret, apply and communicate regulations and procedures
- The ability to work independently, with minimum supervision, and a willingness to resolve situations, as well as knowing when to refer issues to others
- Ability to organise events and make administrative arrangements
- Strong IT skills including the ability to use standard computer programs (Outlook, Word, Excel) and experience of using a database
- Previous experience of working as part of a team in an office environment
- Ability to understand and pass on clear and accurate information
- Experience of working in a positive and pro-active manner
- A good understanding of issues around confidentiality; tact and discretion.
- Excellent communication skills including strong written and spoken English.

Desirable

- Experience of using financial information systems (e.g. Oracle Financials)
- Experience of working within an HE institution or within a service industry environment.

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](http://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.

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.

Oxford Man Institute (The Oxford-Man Institute of Quantitative Finance)

Founded in 2007, the Oxford Man Institute (OMI) is a leading centre for the study of quantitative finance. From August 2016 the OMI will be embedded within the Department of Engineering Science and the focus of research will be the application of machine learning to quantitative finance.

The Oxford-Man Institute of Quantitative Finance is an interdisciplinary research centre in quantitative finance. It is a part of the University of Oxford. It has a particular focus on alternative investments and data driven science. At the Oxford-Man Institute (OMI) we aim to do academically outstanding research that addresses the key problems facing the financial industry. We create new tools and methods that can give deeper insight into financial markets – how they behave, how they become stable or unstable, how to extract value from data at scales beyond human and how they could be made to work better. We achieve this through a unique combination of academic innovation and external engagement. It provides excellent research facilities including outstanding computing and data resources and a well-supported seminar and conference program.
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 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 (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at:

www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

From 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

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

University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See: www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor. See: www.internationalstaffwelcome.admin.ox.ac.uk/

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see www.admin.ox.ac.uk/childcare.

Family-friendly benefits

The University subscribes to My Family Care (www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University's Staff Disability Advisor.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/

Other benefits

Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts. See www.admin.ox.ac.uk/personnel/staffinfo/benefits