**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: £28,660 - £34,189 p.a. |
| Hours | Full time |
| Contract type | Permanent |
| Reporting to | **Assistant Registrar (Education), Humanities Division;**  **Director, Ertegun Programme** |
| Vacancy reference | 139354 |
| Additional information |  |

**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, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, 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 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 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)

**Humanities Division**

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the following faculties: Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; Theology and Religion; the Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,000 undergraduates (more than a third of the total undergraduate population of the University), over 1,000 postgraduate research students and 870 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University’s libraries and museums, including the famous Bodleian Libraries, with their 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. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

For more information please visit: [www.humanities.ox.ac.uk](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 a term. The current Director is Professor Edmund Herzig, Soudavar Professor of Persian Studies. 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, at both 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 permanent. 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
  + liaise 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.
* Support the Ertegun Alumni 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 the 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 Assistant Registrar (Education), Humanities Division.

## 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

1. Experience of committee servicing.
2. Employment experience within a large and complex organisation.

## 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/professionalandmanagement/](http://www.ox.ac.uk/about/jobs/professionalandmanagement/).

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. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

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](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about\_the\_university/jobs/support/](http://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](http://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/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

**Data Privacy**

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/). The University’s Policy on Data Protection is available at: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

**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+/](http://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+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

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

Membership of the University Club is free for all University staff. The University Club provides social, sporting and hospitality facilities. 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](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

## Information for international staff

The University offers support and advice to international staff, including a visa loan scheme to cover the costs of UK visa applications for staff and their dependents.

See [www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/).

## Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation and local schools. See [www.welcome.ox.ac.uk](http://www.welcome.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](http://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](http://www.admin.ox.ac.uk/childcare/).

## Family-friendly benefits

The University subscribes to My Family Care service through which staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' advice service and a wide range of guides and webinars through a website called the Work+Family space.

See: [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/).

## Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University’s Staff Disability Advisor, see [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff).

## 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/](http://www.admin.ox.ac.uk/eop/inpractice/networks/).

## Additional benefits

Staff can enjoy a range of other benefits and discounts, including free entry to the Botanic Gardens and University colleges, and discounts at University museums.

See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits)