
FACULTY OF MEDIEVAL AND MODERN LANGUAGES

Job title	Year Abroad and International Agreements Officer
Department	Faculty of Medieval and Modern Languages
Division	Humanities
Location	41 Wellington Square
Grade and salary	Grade 6: £29,614-£35,526 per annum
Hours	Full-time
Contract type	Permanent
Start date	As soon as possible
Reporting to	Education Manager
Vacancy reference	154121

The role

This post is part of the Faculty’s Academic Administration team and reports to the Education Manager.

The role is responsible for overseeing the Faculty’s year abroad activities; including monitoring/recording of placements; advising students on opportunities and practicalities; dealing with risk assessment/H&S requirements.

About the MML Year Abroad

The Faculty has students studying nine different languages – French, German, Spanish, Italian, Portuguese, Russian, Czech, Polish and Greek (in addition to courses in Galician, Catalan, Yiddish, Bulgaria /Macedonian, Croatian/Serbian, Slovak, Ukrainian) – and most students study two of these languages.

The Faculty has approximately 280 students each year undertaking a year abroad – across 30 countries world-wide. The Faculty’s year abroad programme is very independent and students are encouraged to undertake a wide range of activities including study, work placements, volunteering and independent travel. Most students will do at least two placements during the year.



Responsibilities

- Dealing with queries from undergraduates and tutors relating to planning year abroad activities; and to queries/concerns from students on their year abroad interpreting university/Faculty policies as appropriate
- Developing processes and systems for accurate record keeping and monitoring - ensuring that students update the Faculty and their tutors as to their plans.
- Co-ordinating year abroad information sessions and providing information as part of these
- 'Advertising' year abroad opportunities on the Faculty's Canvas site
- Developing processes for undertaking risk assessments and provisional assessment of these risk assessments
- Providing health and safety and risk assessment training, and putting in place processes to monitor the compulsory attendance at these sessions
- Ensuring robust processes for dealing with emergency/crisis situations (Note: This may on occasion require out of hours input)
- Ensuring college tutors and (where necessary) Senior Tutors are kept informed of any issues regarding their students
- Processing travel insurance applications for year abroad students, and being the Faculty point of contact for claims for this
- Liaising with the Erasmus/Turing Office regarding funding opportunities for students and the necessary paperwork associated with these grants
- Liaising with sub-faculty year abroad co-ordinators (Academic staff) regarding opportunities for their students, and any exchange arrangements arising from study placements
- Liaising with sub-faculty year abroad co-ordinators and the Erasmus/Turing Office regarding the development of new collaborative/reciprocal arrangements with other HEIs
- Developing paperwork and processes regarding agreements with new employers/voluntary organisations
- Providing regulatory (HESA) returns regarding year abroad activities and travel grants
- Developing and maintaining systems for the advertising and awarding of prizes, travel grants and hardship grants
- Identifying key workload peaks and liaising with the Faculty's Office Manager to ensure additional resources are assigned.
- Ensuring clear guidance and appropriate procedures are in place for delegation of specific (eg. data entry, committee paperwork) tasks to the Faculty's Professional Services Assistants and supervising the tasks of these staff as necessary
- Provision of occasional training/briefing sessions for the Professional Services Assistants and other members of the Faculty's Professional Services team, ensuring that all team members are briefed as to key issues
- Actively participating in the Faculty's Academic Administration team, and serving on Divisional/University groups to share information/exchange best practice/input to new systems and processes.

- Developing successful working relationships with academic and support staff colleagues across the department and in the wider University
- Assist and, on occasion, provide cover for other members of the Academic Administration team, and deputising for the Education Manager where necessary.
- Other tasks commensurate with the grade

It is expected that all members of the Faculty's Professional Services team devote approximately/on average 10% of their time to training, development or continuous improvement activities and regularly feedback key learning/best practice from these activities.

Selection criteria

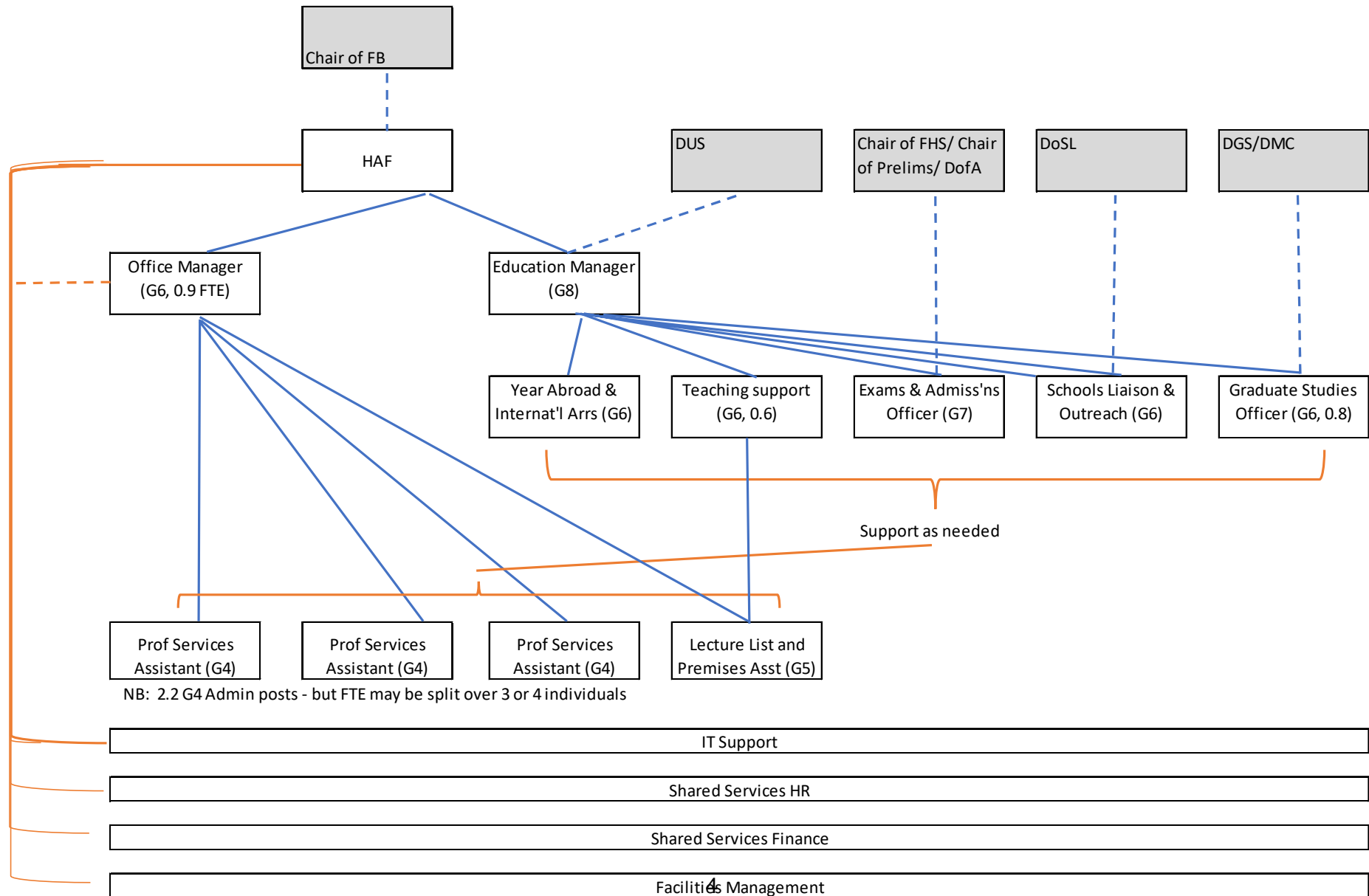
Essential

- Good general education to A-level standard or equivalent, or equivalent relevant experience
- Experience of an office based/administration role preferably in higher education or a similar field.
- Strong organizational skills, with proven experience of prioritising a varied workload and challenging, often competing, demands to tight deadlines
- Experience of developing processes and procedures to systematically progress activities, including appropriate use of IT
- A proactive approach to solving problems and a commitment to continuous improvement
- Advanced IT skills, including Outlook/Teams, Word, and – in particular - Excel
- Experience of updating webpages or similar to provide information to students/clients
- Sound numerical skills and the ability to understand and interpret straightforward numerical data;
- An awareness of potential issues that can arise from international travel and placements

Desirable

- Some experience of working in an education environment
- Knowledge of a European language other than English
- Experience of international travel and working abroad
- An awareness of health and safety/risk assessment processes

APPENDIX 1: ACADEMIC ADMINISTRATION STRUCTURE



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.

Faculty of Medieval and Modern Languages

The Faculty is one of the leading centres for the study of European language, literature, and culture world-wide, offering expertise in the entire chronological range from the earliest times to the present day, and with specialists in film studies, cultural studies, history of the book, and cultural history as well as languages and literatures. The Faculty offers expertise in French, German, Italian, Modern Greek, Spanish, Portuguese, Russian, Polish and Czech, as well as in a range of other languages spoken in Europe. Colleagues across the various languages work together in various interdisciplinary projects and research centres, which bring specialists in language and literature together with historians, philosophers, and social studies scholars.

The Faculty is partly college-based, and partly housed in University buildings in Wellington Square, where some academic staff and the Faculty's administrative staff have offices, and at the Taylor Institution in St Giles' where some teaching takes place and the main Faculty and research library is based. The Taylor Institution, a fine nineteenth-century building sharing with the Ashmolean Museum a commanding site on St Giles', contains both the Taylorian Library, the largest and best resourced Modern Languages library in the country, and the Faculty's largest teaching rooms.

The Faculty is divided into seven sub-faculties: French, German, Italian, Portuguese, Russian and other Slavonic Languages, Spanish and Modern Greek. It includes 11 established professorships as well as 15 individuals with the title of professor and 80 permanent academic post holders. The colleges, which are responsible for undergraduate admissions and undergraduate tutorial teaching, admit a total of about 270 students a year to read for the Honour School of Modern Languages and its joint schools with Classics, English, History, Philosophy, Oriental Studies, and in the near future, Linguistics. The Modern Languages Faculty Board is responsible for the admission and supervision of graduate students. There are about 50 graduates taking taught Masters degrees, and about 120 research students.

For more information please visit: www.mod-langs.ox.ac.uk

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 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 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.

The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the [Stephen A. Schwarzman Centre for the Humanities](#).

The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study. The Faculty of Medieval and Modern Languages will move to the Schwarzman Centre upon the completion of the project.

For more information please visit: www.humanities.ox.ac.uk

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

To retrieve the relevant 'Job Details' page, search for ID ref (154121) at: www.jobs.ox.ac.uk or go to: https://my.corehr.com/pls/uoxrecruit/erg_jobspec_details_form.jobspec?p_id=154121

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

The closing date is midday on Wednesday 10th November 2021.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will 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)

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

All applications must be received by **midday** UK time 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)

If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email recruitment.support@admin.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

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/. The University's Policy on Data Protection is available at:

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. 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+/.

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

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers 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 and <https://www.sport.ox.ac.uk/>.

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 <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including 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 <https://childcare.admin.ox.ac.uk/>

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 <https://edu.admin.ox.ac.uk/disability-support>

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 <https://edu.admin.ox.ac.uk/networks>

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 settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.