



Job Description



Summary

Job title	Events and Communications Assistant
Division	Social Sciences
Department	Economics
Location	Department of Economics, Manor Road Building, Oxford
Grade and salary	Grade 5: £28, 759 -£33, 966 per annum
Hours	36.5 hours/week, occasional out of office hours events work may be required (with notice)
Contract type	Fixed-term (3 years)
Reporting to	Comms and Events Manager
Vacancy reference	168028

The role

This post encompasses a broad range of administrative duties which support the Department's research and teaching activities. The post holder will coordinate the organisation of the seminar series, support the administration of department conferences and events (including the Oxford University Business Economics Programme), support department communication activities managed by the Communications Manager, and undertake general administration duties required to ensure a smooth day-to-day operation of the department.

Responsibilities

Seminar Series Management and Event Support

Seminar Series Management

- Coordinate the administration of the department's busy seminar series, which is currently comprised of 19 different weekly seminars;
- Work with research convenors to arrange the termly programme, and source and book rooms for each event;
- Liaise with visiting speakers to acquire information about their requirements and details of their presentation, and book the necessary accommodation and travel arrangements;
- Arrange the catering for all relevant seminars each week;



- Schedule, prepare and distribute a 'visitor timetable' for guest speakers visiting the department;
- Be available in the Manor Road Building to welcome seminar visitors on the day of their visit. Delegate to a team member with a full brief of the visit details, only when necessary. Act as an in-person point of contact throughout the seminar visit.
- Monitor the budgets relating to each seminar;
- Prepare and circulate a weekly 'Events Digest' summarising the upcoming department events;
- Ensure the smooth running of events, resolving any issues that arise in a timely manner;
- Respond to requests from all participants and contributors, as and when they arise.

Academic and recruitment visitor support

- Coordinate the accommodation and office space as requested by Department academics for their research visitors;
- Prepare and schedule meetings for research visitors as required;
- Support the hospitality, meetings and collection of feedback for recruitment visitors.

Event Support

- Support the Events and Outreach Coordinator in organising ad-hoc conferences and events for academics and external contacts as and when required;
- Arrange venues, catering, accommodation, travel arrangements, and any other relevant requirements for departmental events;
- Advertise upcoming events as widely as possible to ensure that they are well attended
- Add event's webpages to the Department website and update with public information about the event such as RSVP details, venue details, schedules and any further necessary detail;
- Maintain up-to-date records detailing all event arrangements and contact details;
- Liaise with all event attendees and hosts on a regular basis to ensure they are informed of arrangements;
- Attend events to ensure all arrangements run smoothly, sometimes out of hours work for such events will be required with notice
- Supporting the MPhil Students Reps and MPhil Academic team in organising regular Townhalls and other social events;
- Support the Department EA in ordering catering for Department meetings;
- Build and maintain strong working relationships across the department, including with senior academics as well as with key contacts across the university and externally.

Communications Support

- Support the Communications Manager in updating and editing the department's website and intranet pages and review content regularly to ensure it is current and complete;
- Monitor the Communications and Conferences inboxes for enquiries. Handle enquiries with efficiency and forward any enquires as necessary to other members of administration.
- Input and edit information about department events onto Oxford Talks;
- Process new Working Papers added to the department's Discussion Paper Series;
- Uphold correct GDPR practices when handling any sensitive or personal data;
- Maintain the department's mailing lists to ensure they are up-to-date and complete.

General Administrative Support

- Manage the department's central administrative enquiries mailbox, dealing with incoming queries effectively and calling upon experience to communicate clear and accurate information across the department;
- Manage room bookings for department events in the Manor Road Building, liaising with Facilities Management and all other relevant internal and external service providers;
- Provide cover to other members of the administrative team as and when necessary.

- Any other duties as deemed appropriate by the Head of Administration and Finance that are commensurate with the grade of this role.

Selection criteria

Essential selection criteria

- Educated to A-level or equivalent professional experience.
- Experience of website content management systems and SharePoint;
- Strong IT skills, Nexus 365, SharePoint and Office suite
- Excellent writing skills and attention to detail.
- Excellent interpersonal skills, with an ability to communicate clearly with stakeholders.
- Organisation and administrative skills.
- Competent using a range of computer-based and online applications.
- Able to organise own workload and work to deadlines.

Desirable selection criteria

- Experience of working in an events role;
- Proficiency working with a range of computer-based and online applications, including website content management systems such as Drupal and Mosaic and newsletter software;
- Experience of working within an HE institution or within a service industry environment;
- Experience of current University systems, including Oracle.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) 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 for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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.

The Department of Economics

Oxford Economics is one of the largest and most diverse groups of academic economists in Europe with a permanent faculty of over 50 including 11 statutory (established) professors, and there are additionally around 20 postdocs and early career researchers on fixed-term appointments of 3 or 4 years. Our members include some of the world's most distinguished academic economists.

We aim to produce first-class research across the range of the discipline, organised within nine Research Groups, covering all the major sub-fields as well as more specialist areas such as Economic History and Behavioural Economics. The Research Groups promote and support high-quality research and interaction, and provide an active and supportive research environment for faculty and research students in their field, including regular seminars/workshops. The Department is also home to several specialised economics research centres, including the world-renowned *Centre for the Study of African Economies*.

Economists in Oxford are not confined to the Department of Economics, but are also present in other places including the Said Business School, the Blavatnik School of Government and the Oxford Internet Institute and candidates may well also find researchers with related interests outside the Department. In the most recent Research Assessment Exercise (REF 2021) Oxford submitted the largest number of researchers of all UK institutions to the Economics and Econometrics Unit of Assessment (UoA). Over half of submitted outputs, impact case studies and environment statements received the highest grade of 4*.

Members of the Department provide economics teaching for three undergraduate programmes (including Oxford's flagship *Philosophy, Politics and Economics* degree) and five graduate programmes including the *MPhil* and *DPhil in Economics*, with a total of around 1000 undergraduates and 330 graduate students.

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

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 divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,000 academic and research staff working across fifteen departments, faculties and schools. The Head of the Social Sciences Division is Professor Dame Sarah Whatmore, who is a member of the University's Council.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings placed the University of Oxford as number one in the world for Social Sciences in 2018 and 2019. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, accounting for more 4* research than any other institution. Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance and justice. As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders,

partners and supporters, with competitively-awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year. As part of our commitment to equality of opportunity, five of our departments have achieved bronze Athena SWAN awards: Economics, Law, Geography & the Environment, Anthropology & Museum Ethnography, Saïd Business School and the Blavatnik School of Government, with all our other departments either in the process of applying or scheduled to do so shortly.

The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include 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) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

For more information, please visit: www.socsci.ox.ac.uk.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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

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 department(s).

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

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly personnel@economics.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 online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

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: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades 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 dependants. 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.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.