



## JOB DESCRIPTION

### Summary

<b>Job title</b>	Assistant to the Director – Oxford Poverty and Human Development Initiative (OPHI)
<b>Division</b>	Social Sciences
<b>Department</b>	Oxford Department of International Development
<b>Location</b>	Main Building: Queen Elizabeth House, 3 Mansfield Road, Oxford, OX1 3TB OPHI Building: 2 South Parks Road, Oxford, OX1 3UB
<b>Grade and salary</b>	Grade 6: £ 32,332 – 38,205 per annum
<b>Hours</b>	This post is offered for 12 months either full-time or part-time at 80% FTE.
<b>Contract type</b>	Fixed-term for 12 months (with the possibility of extension depending on the availability of funding), to start as soon as possible.
<b>Reporting to</b>	OPHI Director
<b>Vacancy reference</b>	168102

### The role

The Oxford Poverty and Human Development Initiative (OPHI) has registered an excellent opportunity for an experienced Executive Assistant to join our small and friendly team in Oxford. The post holder will have the opportunity to contribute to the work of our research and policy centre, thereby helping the team to build a systematic methodological and economic framework to reducing multidimensional property. You will do so by providing prompt professional and proactive executive support to the Director of OPHI, Professor Sabina Alkire. The post holder will also work closely with OPHI’s leadership team to identify and respond to fundraising opportunities.

The OPHI team operates to a busy and fast-paced schedule, which includes extensive overseas engagements and high-profile meetings. It works with a range of collaborators in international agencies, universities, and national governments.

As Assistant to the Director, you will deliver a high level of direct support for the Director, proactively dealing with a wide range of matters, sometimes highly confidential and/or time sensitive, while demonstrating initiative, sound judgement, and professionalism. You will carry responsibility for the effective day-to-day organisation of the Director’s diary (across multiple time zones) and international travel arrangements, and provide extensive support in correspondence. You will also have a substantive role, supporting the Director in preparing for meetings, providing background documents and logistical assistance. In addition, you will ensure deadlines are met, and facilitate communication among team members.

You will also work with OPHI’s Director and Director of Programmes and Operations, among others, to research potential funding opportunities related to OPHI’s work, summarize funder priorities and any proposal requirements,



and coordinate follow-up with individuals and/or organizations. This will require excellent writing skills and a keen eye to detail to ensure that deadlines are met.

As a valued member of the team, you will be encouraged to identify processes in which you can make improvements, offer better support in an organised and highly efficient manner.

This role would suit an individual who is highly organized, professional, hard-working, and committed to working as part of an international team on poverty measurement and reduction.

At ODID we embrace and cherish our differences, and endeavour to be considerate and welcoming of all. You are most welcome at ODID, without the need to hide any part of who you are. We acknowledge societal inequalities and how these affect us, and those around us, personally and professionally. We hold an Athena Swan bronze award in recognition of our efforts to introduce organisational and cultural changes which promote equality, cherish diversity and create a better working environment for all. We are also taking active steps to promote race equality and reduce the risk of bias and discrimination. We work together to enrich, fortify and grow our community and dedicate our combined efforts to teaching and research to increase our impact and influence in development debates at the national and global level. We encourage all eligible candidates to apply for our vacancies and join us in pursuing our goals.

## Responsibilities

- Manage the Director's diary, including tracking multiple projects, timelines and work-plans, and organizing UK and overseas meetings in multiple time zones.
- Draft appropriate and professional correspondence and other documents, on the behalf of the Director including communications with high-level individuals and organisations; finalise and send correspondence, when approved.
- Organise the Director's international travel, including visas, accommodation and hospitality, and coordinate support for occasional equipment or software challenges in coordination with relevant offices.
- Routinely deal with incoming post and e-mails on behalf of the Director, making judgements on content in order to bring high-level correspondence to the Director's attention in a timely manner.
- Maintain the Director's contact lists, taking initiative to suggest improvement on contact and organisational systems.
- Prepare the Director's day-to-day paperwork by assessing the needs for upcoming meetings, ensuring that essential paperwork is provided in advance. This includes tracking projects the Director is engaged with, following up action points in coordination with project teams.
- Track correspondence and meeting notes and follow up on agreed actions, where necessary. This includes occasional note-taking during meetings, and sharing and archiving meeting reports.
- Act as a point of contact for internal and external colleagues and visitors of all levels, including obtaining input from colleagues on responses to correspondence, and arranging appropriate catering for the Director's meetings, when needed.
- Alongside the Administrative Assistant, process the Director's expenses claims and credit card bills in accordance with the University's financial regulations and ODID procedures.
- Research potential funding opportunities and coordinate follow-up from Director and other OPHI team members; organise correspondence with ongoing supporters.
- Meet regularly with the Director and advance the above activities in regular and detailed communication and dialogue with the Director and other colleagues, in order to coordinate closely and set and adjust priorities as required.
- Proactively identify processes in which improvements can be made

## Selection criteria

### Essential selection criteria

- Excellent and highly developed communication skills to develop and proactively maintain warm professional relationships with all team members as well as a wide range of colleagues locally and internationally.
- Experience of providing professional executive support at a senior level, including tracking multiple work-plans and commitments and making complex international travel arrangements (organising flights, accommodation, visas, travel insurance, etc) and interfacing with other team members.
- The ability to proactively and efficiently manage and prioritise a varied and busy workload and work to multiple deadlines, using appropriate tenacity and flexibility.
- Extensive experience in researching and drafting correspondence, proof-reading, writing agendas/minutes, presentations and reports.
- Strong self-motivation, with the ability to work effectively both independently and as part of a team, demonstrating a positive, proactive and can-do approach.
- Experience in dealing with sensitive and confidential situations/information with impeccable tact and discretion.
- Excellent skills in office IT systems, especially Word, Excel, Outlook and PowerPoint. An experienced user of electronic diaries, e-mail and the Web, and the ability to develop innovative electronic ways of working.
- Demonstrated experience with proposal writing and successful fundraising.

### Desirable selection criteria

- A strong interest in international development and poverty reduction, and experience working in international development or similar areas.
- Ability to speak and write in a major foreign language (Spanish, French, Arabic, Chinese, Hindi).
- Knowledge of new IT technologies such as virtual assistant and AI products.

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

## Oxford Department of International Development

The Oxford Department of International Development (ODID) is the focus in the University for post-graduate teaching and advanced research on developing countries and emerging economies, and on their relationship with the rest of the world. ODID is located at Queen Elizabeth House in central Oxford, and is thus often known as “QEH”. The Department is recognized as one of the leading international centers in its field. It was ranked as the top development studies department in the country in the UK government’s national assessment of research excellence in both 2008 (Research Assessment Exercise) and 2014 (Research Excellence Framework), with most of its research rated as world-leading and internationally excellent. ODID maintains a world-wide network of scholars and policy researchers in developing countries. The Department has particular strength in the study of Africa, Asia and Latin America. It has close relationships with cognate departments in Oxford, such as Politics and International Relations, Anthropology, Area Studies, Economics and Law.

The Department comprises a core of some 25 academic staff engaged in teaching and research, together with 71 research staff in five research centres - the Refugee Studies Centre, the Young Lives Study, the Oxford Poverty and Human Development Initiative, the Technology and Management Centre for Development and the International Growth Centre, which is led by ODID and the Department of Economics, with the LSE. These centres have support from key research partner institutions in developing countries, and engage in extensive policy advisory work for governments, international agencies and civil society organisations.

ODID teaches around 260 postgraduate students on doctoral and Masters’ programmes. Students come with outstanding academic track records from all over the world. Degrees offered at ODID include the DPhil in International Development, a DPhil in Migration Studies (based at Anthropology), a two-year MPhil in Development Studies and four one-year MSc courses on Economics for Development, Refugee & Forced Migration Studies, Global Governance & Diplomacy, and Migration Studies. These programmes are research-led, and combine rigorous research methods training with applied thesis work which prepares students for both academic and policy careers. The Department is also home to a considerable number of post-doctoral fellows and academic visitors from a wide range of developing countries.

Further information about the Department can be found at <https://www.qeh.ox.ac.uk/> and on the courses at <https://www.qeh.ox.ac.uk/content/study>.

## Oxford Poverty & Human Development Initiative (OPHI)

The Oxford Poverty and Human Development Initiative (OPHI) is a multidisciplinary research centre within the Oxford Department of International Development at Oxford University. Launched in 2007 and led by Sabina Alkire, OPHI is the leading research centre on multidimensional poverty globally, with researchers focusing on quantitative methodologies of poverty analysis, as well as on novel but rigorous measure of poverty in many dimensions. OPHI also functions as the secretariat for the Multidimensional Poverty Peer Network, in which over 50 countries participate, plus over 10 international institutions; its global Multidimensional Poverty index (MPI) is studied and used globally, and its new magazine *Dimensiones* documents how countries are creatively using national MPIs to guide multisectoral and integrated policy interventions. OPHI is at an exciting point in its development, with a need for a visible presence in many fora, both academic and policy relevant. As a research centre in its tenth year, OPHI is at the point of consolidating its research portfolio, stabilising its funding base, and broadening its leadership.

## 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 Timothy Power.

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, seven of our departments have achieved Bronze Athena SWAN Awards: the Blavatnik School of Government, Economics, Education, International Development, Law, Anthropology and Museum Ethnography and the Saïd Business School. The School of Geography and the Environment now holds an Athena SWAN Silver Award. All our other departments are 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](http://www.socsci.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>.

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

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](mailto:recruitment.support@admin.ox.ac.uk).

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 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

### 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 all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, 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 **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](http://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](http://www.newcomers.ox.ac.uk).