

Job Description

Summary

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| Job title | Executive Assistant |
| Division | Kellogg College |
| Department | College Administration |
| Location | Banbury Road, Oxford, OX2 6PN |
| Grade and salary | Grade 6: £32, 332 - £38, 205 per annum |
| Hours | Full time (37.5 hours per week) |
| Contract type | Permanent |
| Reporting to | HR Manager |
| Vacancy reference | 168185 |
| Additional information | |

The role

This post offers the opportunity for involvement in a busy and challenging environment, providing support to the Kellogg President. It will suit a highly experienced person, able to provide strong administrative, operational and strategic support.

In addition to supporting the diary and College responsibilities of the Kellogg President, the post also delivers support services to two externally funded groups where the Kellogg President holds a position of responsibility:

- i. The Universities Association for Lifelong Learning (UALL) – the post provides administrative and event organisation support to UALL, as the UALL Administrator, averaging at two days per week over the year. The President is the Chair of UALL;
- ii. The *International Review of Applied Economics* editorial assistance work, as the Editorial Assistant. The President is the Managing Editor. This effort averages one day per week over the year.

Should either of these tasks cease, the postholder will take up additional tasks within the College.

Responsibilities

Executive Assistant to the Kellogg College President

- Managing the diary of the Kellogg President, using initiative to make considered judgements when juggling the demands placed on the schedule. This is a core activity of the role and requires very close attention to



detail and an understanding of the competing demands on the President's time to ensure his time is employed in the most efficient and productive manner.

- Researching and preparing reports and presentations, including PowerPoint presentations as required (e.g., producing biographies of guests, researching contacts, summarising related news items for a presentation).
- Preparing for national and international meetings.
- Devising and implementing administrative systems and procedures for the President's office.
- Identifying priority items of business and contacting staff as appropriate on behalf of the President.
- Receiving visitors ranging from senior academics from a range of international universities, as well as senior office holders from government organisations, industry, and commerce, in liaison with Kellogg's Development office, and providing appropriate support for these visits. Managing the interface between the President and these contacts in relation to his national and international work.
- Corresponding via email regarding a range of issues on behalf of the Kellogg President.
- Efficiently organising internal and external meetings, events and conferences involving the Kellogg President.
- Making complex travel arrangements for UK and international travel, including making arrangements for visas where necessary.
- Co-ordinating committee work as and when required, including organising business papers, preparing agendas, writing minutes, producing and disseminating papers, and ensuring business is dealt with in a timely manner. Identifying actions and ensuring decisions are effectively implemented.
- Managing liaison with a range of important contacts for the President and ensuring that these are maintained, and working with the President and the Development Office regarding initiatives within the College, the University and in the national and international policy-making sectors.
- Providing administrative oversight on financial matters: for example, the management of the annual President's Office budget, and tracking expenditure against budget.
- Liaison with the Communications Office and the President to ensure the College website is kept up to date.
- Developing successful working relationships with academic and support staff colleagues across the College and in the wider collegiate University.

Support to Externally Funded Groups

Universities Association for Lifelong Learning (UALL)

- Working with the President (Chair), the Secretary, and the Communications Administrator to promote the aims of UALL
- Working with the Secretary to arrange the annual conference
- Responding to emails, circulating information to members, and dealing with correspondence
- Organising meetings and events on behalf of UALL
- Working with the Communications administrator to keep the UALL website updated
- Keeping a membership list, and invoicing members annually
- Working with the Treasurer to keep a record of financial transactions

The International Review of Applied Economics (IRAE)

- Working with Prof Michie, Managing Editor, to promote the IRAE
- Using the ScholarOne system (training to be given) to receive and check submissions have been formatted correctly, and forwarding to the next phases, including acceptance and completion
- Corresponding with authors and reviewers as and when required
- Corresponding with the production team / editors / enquiries on behalf of the Managing Editor, Prof Michie, as and when required

Other Responsibilities (as time allows)

- Providing support for the Finance Bursar and other members of the College senior management
- You may be called upon to perform other duties, commensurate with the grade of the post, as required by the President.

Selection criteria

Essential selection criteria

- Experience of managing the office of a senior member of staff, including the ability to quickly acquire the knowledge necessary to assess and prioritise demands on the President's time.
- Experience of diary management, including making complex travel arrangements including negotiation on the President's behalf with external individuals.
- A high standard of literacy, and the ability to draft correspondence and to produce well-presented reports and PowerPoint presentations.
- Fast and accurate typing/keyboard skills.
- Ability to deal effectively with a wide range of people, to work as part of a team, and to liaise with colleagues where work interests overlap.
- Excellent interpersonal skills, and the ability to deal with highly influential external contacts.
- Excellent computer skills including email, Word, Excel, PowerPoint, Teams, Zoom, and the internet.
- A good standard of numeracy and attention to detail.
- Experience of working on confidential matters; tact and discretion.
- The ability to manage and prioritise a varied and busy workload and work to deadlines without direct supervision.
- Attention to detail and high level of accuracy.
- Experience of managing events with a small team.

Desirable selection criteria

- Experience of using WordPress
- Experience of events organisation
- Experience of managing systems for tracking workflow and follow up actions.

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.

Kellogg College

The President and fellows of Kellogg are committed to supporting the lifelong learning work of the University and the expansion of opportunities for full-time, part-time and professional development students. Kellogg is Oxford University's most international College and, at present, comprises the President, 255 fellows, 31 Common Room Members, 49 Research Members of Common Room and more than 1430 Master's and Doctoral students (over 1100 part-time and 330 full-time). The College is based on the Norham Manor site in North Oxford, a short distance from the city centre. The College has a reputation for being a friendly and supportive community, which encourages diversity and excellence in all its activities. The College maintains its sense of community through its active calendar of events. Kellogg is a vibrant, growing, and egalitarian College and each of our members and our staff has the opportunity to shape our future and our traditions.

For more information, please visit: www.kellogg.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 three 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 at vacancies@kellogg.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.