



Executive Administrator for Oxford Saïd Online

Park End Street, Oxford Grade 6: £32,332-£38,205 per annum

Fixed term contract 2 years, full time

Saïd Business School, University of Oxford

SAID BUSINESS SCHOOL UNIVERSITY



The role

The Executive Administrator will provide a comprehensive range of office administration and executive support to the Director of Oxford Saïd Online. The post holder will be responsible for ensuring that critical tasks are properly communicated, followed through, and achieved on time.

The post holder will provide administrative and project support to the Director of Oxford Saïd Online through efficiently managing the Director's time, providing information necessary for decision making, and monitoring and resolving issues and problems. This position requires a keen awareness of executive-level administrative best practice and excellent interpersonal and relationship skills, enabling effective communication at all levels within the University (senior officers, faculty, students, staff, and associate fellows) and with external agencies.

The postholder will also need to be organised and have the ability to manage a workload with competing deadlines. A particular focus on written communication skills is required in this role with the ability to write well and crafted reports and documents for a variety of stakeholders, including senior members of the School, Division and wider university.

The post holder will maintain strict confidentiality on sensitive and confidential matters. The post holder will need to be able to reprioritise an ever-changing list of activities, work under pressure and be highly organised.

Responsibilities

- **Diary Management:** Efficiently manage schedules, including making appointments and organising meetings. Ensure that important dates and commitments are not overlooked.
- **Email Management:** Proactively manage email accounts, including identifying high-priority emails and responding when appropriate. Research appropriate connections on LinkedIn and make connections according to profiles. Respond to emails and correspondence independently and efficiently.
- **Travel Coordination:** Plan and implement travel itineraries, including making travel arrangements and preparing and submitting necessary visa applications.
- **Meeting Support:** Assist in organising and supporting complex meetings, including booking meeting rooms and arranging catering or refreshments.
- **Performance Development:** Organise and track the completion of Performance Development Reviews (PDRs) as required. Also, monitor merit and excellence awards.
- **Meeting Coordination:** Lead the planning, coordination, and delivery of departmental meetings, which may involve collaboration across multiple departments. Record minutes for reference and action items, and follow up as needed.
- **Team Handbooks:** Take the lead in creating team handbooks for onboarding purposes and as general reference guides.

- **Contract Administration:** Prepare contracts for signature, liaise with relevant stakeholders to ensure contracts are appropriately archived, and perform compliancy checks related to contracts. Handle invoices related to contracts.
- **Relationship building:** Develop successful working relationships with colleagues across the department and external stakeholders aligns with the need for strong "Stakeholder Relationships."
- **Research and Information Sourcing:** Research and source information as requested to respond to queries or provide material for presentations or papers. Assist in building PowerPoint presentations when necessary.
- **Project Support:** Undertake project work, including researching and drafting briefing and speaking notes for meetings. Independently write replies to correspondence, reports, and minutes as required.
- **Event Coordination:** Support the planning and coordination of special events, workshops, and conferences. This may include managing audiovisual equipment, catering, and guest speaker logistics.
- **Office and Information Management:** Create, implement, and maintain office and information management systems. Monitor progress on initiatives and projects and take proactive actions as needed.
- **Meeting Representation:** Represent the Director at meetings when appropriate and work closely with Associate Directors for task allocation.
- **Financial Tracking:** Monitor and manage the Director's Development management account, including tracking spend, invoicing, and expense allowances.
- **HR Support:** Work with the HR Business Partner on HR matters, including submission of recruitment forms, confirming interview panels, and ensuring staff contracts are updated correctly.
- **Team Onboarding:** Assist with the induction and onboarding of new colleagues to the team.
- **Reporting:** Generate regular reports for the Director, providing information on business health and status.
- **Intranet Management:** Serve as the Oxford Saïd Online Storyteller and Publisher for the organisation's intranet site, ensuring content is up to date.
- **Visitor management:** Act as the first point of contact for visitors and ensuring a professional welcome aligns with our values.
- **Additional Duties:** Perform other duties as requested and commensurate with the grade of this role.



Selection criteria

Essential selection criteria

- Experience of diary management, including making complex travel arrangements.
- The ability to draft correspondence and to produce well-presented reports.
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- Experience of independent decision-making within senior administrative role to the extent that the post holder can operate efficiently and effectively without reference to a senior line manager.
- Experience of working on highly confidential matters associated with the senior management of a large and complex institution.
- Excellent knowledge and experience of office IT systems, including Microsoft Outlook (both email communications function and calendar management function), Microsoft Power point (able to quickly create professional presentations) and advanced knowledge of Microsoft Office, including Word and Excel.
- Excellent document/file management skills requiring a high degree of organisation and logic.
- High standards of writing and oral communication, with the ability to draft correspondence particularly for an executive-level audience. Attention to detail in working on reports and correspondence.
- Ability to work on a multiplicity of tasks independently and at the same time, and to organise and prioritise own work, including coping with unpredictable volumes of work and busy periods.

- Discretion in dealing with confidential or sensitive matters and able to resolve problems; and comfort with making executive decisions at the appropriate level, knowing when to seek further guidance, but otherwise acting independently.
- A complete team player, flexibility in all senses and willing, on occasion, to work outside regular hours.
- Self-motivated and resilient, extremely calm under pressure.
- Service oriented and driven to achieve the highest standards; courteous, helpful and professional in all respects.
- Experience of events organisation.

Desirable selection criteria

- Experience of using financial information systems (e.g. Oracle Financials)
- Working in a complex, matrix organisation
- Working in a Higher Education setting
- Experience of working in Digital Education

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.

Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business school, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate people for successful business careers, and as a community seek to tackle world-scale problems. We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom and open programmes, and accredited diplomas for executives, and we

undertake ground-breaking research that transform individuals, organisations, business practice, and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.

We seek to be a world-class business school community, embedded in a world-class University, tackling world-scale problems.

Further information about Saïd Business School is available at www.sbs.oxford.edu

The School holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Social Sciences

The School is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit <https://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 HR.recruitment@sbs.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

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 69th 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.



Oxford Saïd Exclusive Benefits

Wellbeing initiatives

The Business School runs an annual Wellbeing Day for all staff. In addition to this, there is yoga, healthy food deliveries, health MOTs and a range of other ad hoc programmes. Our excellent catering facilities provide a high standard of food, including healthy eating and vegetarian options at a subsidised cost.

Staff Summer and Christmas parties

Oxford Saïd like to reward all of their staff for their great work and their Christmas and Summer parties are our way of saying thank you. The Christmas party is for all staff and the summer party is for staff and their immediate family members, because we know how important family is to all of us.

Employee Assistance provider

Validium is an employee assistance and wellbeing consultancy that works in partnership with the Business School to provide staff and their immediate family with a free 24-hour per day helpline providing confidential information and counselling services on personal issues.

University of Oxford Benefits

Annual leave

38 days (inc. public holidays) Long service additional annual leave – up to 5 days per annum, pro rata for part time employees. Previous service within higher education sector can be recognised. An additional scheme enables staff to request to purchase up to 10 additional days in each holiday year.

Pay increases

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic.

Pension

If you are on an academic or academic related pay scale (grade 6 or above), you are automatically a member of USS. Employer contribution is 21.4% and Employee contribution is 9.8%.

If you are on a pay scale other than academic or academic related (grade 1-5) you are automatically a member of OSPS. Employee contribution can be between 4%- 8% and Employer contribution 6%-10%.

NUS Extra discount card

All University staff can purchase a card for £12 for 12 months (£22 for 2 years, £32 for 3 years) which gives access to numerous exclusive offers and discounts from many popular retailers.

University discounts

Wide range of discounts from external companies using a university card.

University Club

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/>.

Access to Oxford buildings

Free access to a number of Oxford colleges, Botanic Gardens, Harcourt Arboretum, Wytham Woods and discount at numerous restaurants/shops.





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Park End Street**

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www.sbs.oxford.edu

All information is correct at the time of going to press.

Please check our website for the most up-to-date information.

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