

UAS

University Administration and Services

Summary

Job title	Cyber Security Administrative & Procurement Assistant
Division	University Administration and Services
Department	Assurance Directorate / Information Security
Location	16 Wellington Square
Grade and salary	Grade 5 £27,131 - £35,333
Hours	Full time
Contract type	Permanent
Reporting to	Matrix. Primary to Chief Information Security Officer (CISO) with links to Assurance Directorate admin and IT Services procurement.
Vacancy reference	

The role

This cyber security team supports several hundred departments, divisions, schools and colleges across Oxford. This is a complex and stimulating organisation that retains a leading global reputation. This role provides a challenging opportunity for an administrative and procurement assistant, with an interest in cyber security, to become a key member of a diverse, friendly and highly motivated team. We assume no prior knowledge of Cyber, but an interest in the subject is essential. The cyber function provides proactive and reactive cyber support to the University of Oxford and Colleges. The post holder will be part of a team that delivers essential benefit every day to every corner of Oxford. Your primary role is to keep the leadership team as busy as you can. These activities cover the following areas:

- **Support** –Provide direct assistance to the INFOSEC leadership.
- **Procurement** –managing a range of transactions from small (replacement equipment) to large (sensitive and high value security products) procurements. Working with IT Services procurement when necessary and interfacing with digital transformation projects.
- **Scheduling** – direct support the INFOSEC leadership team. Further involvement in the scheduling of a multitude of critical termly governance meetings and provide a secretariat for those led by the INFOSEC



team. Assist in the planning and delivery of events and become part of the stakeholder management on behalf of the cyber security team.

- **Triage.** Support the team, when capacity allows, in handling queries raised on the ticketing system and allocating them to the correct person. Maintain relevant information sources (such as sharepoint on line, termly briefings, training completion figures)
- **Directorate.** Provide resilience and a community of practice with other administrative support staff in the Assurance Directorate.

Responsibilities

- (i) **Learn & Operate.** Learn some basic cyber understanding to allow you to engage with our stakeholders. Operate critical corporate systems including HR and Finance after appropriate training.
- (ii) Manage the appointments and calendars for CISO and two deputies.
- (iii) Manage the INFOSEC calendar including renewal dates for critical application licenses and service contracts. Map the renewal date to a financial 'Forecast of Out-turn' (FOO) to ensure planned consumption of the INFOSEC budget.
- (iv) Manage and drive through rapid acquisitions including small item purchases and coordination with central and IT procurement staffs for larger services.
- (v) Engage with INFOSEC Programme communications staff to ensure coordination of routine 'Early Warning Service' messaging with wider campaigns.
- (vi) Support stakeholder engagement on INFOSEC current capability and the programme. This will require the production of documentation and collateral (banners, posters, cards) to support the work of the team.
- (vii) Preparation and analysis of management data and performance indicators such as training completion data.
- (viii) Act as the first point of contact for many internal and external stakeholders, dealing with urgent and highly confidential matters according to priority and recognising when escalation is required.
- (ix) Handle general enquiries in any form of communication (in person, post, email or telephone) with tact, discretion and initiative and greet and welcome visitors on behalf of the team.
- (x) Organise and support internal and external meetings and training sessions, including room bookings, registration processes, preparing and circulating agendas and papers, recording minutes and following up on key action points.
- (xi) Coordinate and record training activities undertaken by, and provided by, the team.
- (xii) Provide advice and guidance on administrative processes for other members of the team.
- (xiii) Support ad hoc projects, undertake research and prepare briefings as required by the team.
- (xiv) Manage SharePoint sites, webpages, and mailing lists used by the team.
- (xv) Collaborating with the PA and other administration staff in the Assurance directorate providing cover during absences. Liaising with wider administrative officers and business partners to ensure that business is dealt with in a timely manner
- (xvi) Any other reasonable duties as required by the heads of functions or deputy heads, and commensurate with the responsibilities and grade of the post.

Selection criteria

Essential selection criteria

- (i) The ability to organise own workload and to work to deadlines, evidenced by formal qualifications at (for example BTEC ND, NVQ Level 3 or equivalent) and/or significant work experience at a similar level..
- (ii) An experienced administrator and/or executive assistant with a breadth and depth of expertise in office administration.
- (iii) Ability to manage a busy and varied workload to meet deadlines, prioritising and delegating as appropriate, sometimes dealing with unpredictable volumes of work.
- (iv) Able to liaise and communicate professionally and confidently with internal clients, including senior members of the University and external contacts.
- (v) Excellent written and oral communication skills, and accurate proofreading skills, demonstrated through a high standard of literacy and ability to draft correspondence, reports, minutes etc.
- (vi) Capable of building excellent working relationships with individuals and departments in order to achieve mutual aims. This will require the assimilation of institutional knowledge and may include sharing and explaining specialist information.
- (vii) Comfortable working individually and as part of the wider team and be willing to participate fully and proactively in wider initiatives and activities.
- (viii) High standard of numeracy and the ability to undertake quantitative and analytical work.
- (ix) Evidence of strong and sound decision-making skills, sound judgement and ability to provide advice and guidance on complex matters.
- (x) Thorough and conscientious, with demonstrable attention to detail and outstanding organisational abilities.
- (xi) Excellent IT skills and knowledge of Microsoft packages and the ability to learn new systems.
- (xii) Possess a flexible, proactive and positive attitude to work, with the ability to adapt your approach to meet the different needs and working styles of staff within the office.

The duties above are set out as they are envisaged at present, but it will be important for the person appointed to shape and improve the role and contribute to the development of the team.

Desirable selection criteria

In addition, it would be desirable for the post holder to have one or more of the following:

- (i) Experience of working in a large and complex organisation.
- (ii) An understanding of the structure of the collegiate University.
- (iii) An interest in cyber security.

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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>

University security screening will also be required for the postholder.

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.

Assurance Directorate

The Information Compliance Team is part of the Assurance Directorate, delivering professional risk, assurance, information compliance and information security services across the University. For more information please visit: <https://governance.admin.ox.ac.uk/assurance>

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 **[Insert your departmental contact details]**.

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.