



Summary

Job title	Administration Officer
Division	Social Sciences Divisional Office
Department	Centre for Socio-Legal Studies, Faculty of Law
Location	Manor Road Building, Manor Road, Oxford
Grade and salary	Grade 5: £28,759-£33,966 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Centre Administrator, Centre for Socio-Legal Studies
Vacancy reference	170910
Closing date	Midday on Wednesday 28 February 2024
Interview date	Interviews are likely to be held week commencing 11 March 2024

The role

The postholder will be directly responsible to the Centre Administrator and will provide general administration and secretarial support to the Centre Administrator and the Centre Director. The postholder will also provide assistance to the Director of Graduate Studies. It is important to note that this is a front-facing role and the postholder will be expected to be based onsite.

Responsibilities

Graduate Matters

The postholder will:

- Arrange the yearly graduate interviews, and prepare documentation for the Director of Graduate Studies, collating applications from eVision, producing a spreadsheet of applicants, etc. and give administrative support to the DGS during this busy period.
- Recording eVision decisions concerning admissions and processing documentation to update applicant status.

- In consultation with the Faculty Graduate Studies Officer process administrative paperwork associated with on-course CSLS graduate students, including deferrals, extensions, suspensions and progression.
- Be responsible for preparing, updating and publishing the yearly Graduate Handbook.
- Oversee the process of inducting new cohorts of MPhil and DPhil students at the start of the academic year.
- Respond to general enquiries and assist students.

Visitors' Programme

- The postholder will be required to oversee the Academic Visitors and Recognised Students coming to the Centre, in collaboration with the Head of the Visitors' Programme. This will involve
- publicising the programme,
- administering the application process in termly gathered fields,
- creating and sending acceptance letters,
- allocating workspace while considering visitor dates in consultation with the Head of the Visitors' Programme,
- inducting visitors upon their arrival, carrying out Right to Work visa checks,
- invoicing for recognised student fees and monitoring the collection of fees from academic visitors, and
- supporting visitors during their stay, and providing certification of visits when requested.

Event Management

The postholder will:

- Act as the Centre's seminar co-ordinator. Duties will include: organising events, making bookings, designing promotional material, booking rooms and related catering/equipment.
- Be required to organise and set up online bookings for Centre events, as requested, and oversee and manage the booking process for delegates.
- For special events, the postholder will also provide administrative support for selection of participants in consultation with the event lead.

Support for the Centre Director and Centre Administrator

The postholder will:

- Be required to draft/type correspondence, undertake photocopying, arrange meetings, make occasional travel arrangements and input expense reimbursement claims for the Centre Director.
- Assist the Centre Administrator in Health and Safety matters in the Centre and may be asked to deputise when Centre Administrator is absent.

Communications and Social Media

The postholder will be:

- The first line of contact for all enquiries in the Centre for Socio-Legal Studies by telephone, email, and other correspondence, as well as being responsible for welcoming visitors to the Centre.

- Act as the first point of reference for couriers, deliveries, etc. and will manage incoming and outgoing mail. Proactive in soliciting content for the Centre’s website, promoting research and events through social media and liaising with the Blog team.
- Attend MRB comms meeting to represent CSLS and Law Research Area and their comms requirements.
- Required to update and maintain the Centre’s website, in collaboration with other web editors in the Centre. The Centre uses Drupal software to create and amend webpages.
- Responsible for maintaining and updating the Centre’s email mailing lists, and reviewing and approving messages sent by internal and external sources. The Centre uses Sympa software to manage its mailing lists.

Financial Administration & Support

The postholder will undertake a variety of financial duties and is responsible for:

- Sales Invoicing including requests for Customer setups
- Petty Cash and Credit Card – maintaining float and reconciling petty cash on a regular basis, and processing credit expenditures monthly
- Raising requisitions, receipting against POs and processing supplier invoices
- Processing and approving Expenses – Checking and approving SAP Concur expenses for staff and students, and manually processing and/or checking and approving expenses claims from submitted by external parties.
- ordering and maintaining stationery supplies and other necessary consumables and equipment, whilst checking that prices comply with budget. Most purchasing duties will be carried out via the University’s Oracle computerised finance system, with some via petty cash and the departmental credit card.
- keeping and maintaining well-ordered and up to date financial records.

Housekeeping

The postholder will:

- Be responsible for ordering refreshments for the Centre (e.g. online orders of wine deliveries and sundries for the CSLS kitchen), whilst also physically collecting the food and refreshments for the Monday seminars during term time. The postholder also books and collects milk orders for the Centre as and when required from the Manor Road Building canteen. The Centre uses Planon software for this.
- Be responsible for purchasing cake for the Thursday “Afternoon Tea” and for setting out refreshments every Thursday morning at 4pm at the Centre for staff and students, throughout the year. The postholder will be required to nominate a deputy for this task (e.g. a student helper) in his/her absence.
- Be required to take initiative in ensuring the Centre (including the kitchen and postroom) remains clean and tidy.

The postholder may be requested to undertake any other duties, as required.

Selection criteria

Essential selection criteria

- Excellent communication skills, both written and oral
- Highly competent IT user, with experience of using Microsoft Word applications

- The ability to collaborate effectively and flexibly with colleagues and work as part of a small and tightknit team
- Good numeracy skills
- The ability to organise and prioritise own workload and work effectively without supervision, whilst ensuring attention to detail and a high level of accuracy, even under pressure
- A flexible “can-do” approach to undertaking routine tasks, and the willingness to assist Centre members when required to do so

Desirable selection criteria

- Experience of working within a Higher Education institution
- Knowledge and experience of using the University’s eVision system and the University’s Oracle financial software
- Experience of event organization, including using online booking systems
- Knowledge of updating and maintaining websites using web editing tools (e.g. Drupal) and of using and maintaining social media channels

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>

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.

Centre for Socio-Legal Studies

For nearly fifty years the Oxford Centre has been at the forefront of research into the nature and role of law in society. Our researchers study law as a historical and culturally specific mode of social organisation that takes a variety of forms within and across societies. Our expert staff bring together a wide variety of disciplinary expertise including law, sociology, anthropology, politics, international relations, human rights, economics, geography and art history to examine the interface of law and society. Staff at the Centre also have area expertise in Eastern Europe, Africa, Australia, Asia and the US. Researchers at the Centre specialise in theoretically informed studies of law in action and much of our work draws on expertise in interviewing, participant observation, oral history, focus groups, surveys, discourse analysis and statistical analysis of data. Our core staff of experienced Professors, Associate Professors and Post-doctoral fellows are complemented by 25 research students who form the largest collection of socio-legal students in one academic unit in the UK. In the informal and relaxed atmosphere of the Centre we teach and supervise graduate research students at both Master's and doctoral level. Our students are international in their backgrounds and outlook as well as being diverse in their academic qualifications. They bring exciting and fresh ideas to our research clusters and their commitment and energy contribute substantially to our success. The Centre is also an ideal base for post-doctoral scholars who wish to receive specialist mentoring, develop their projects, gain academic experience, and launch their careers. Members of our community conduct research into the socio-legal dynamics of some of the most pressing political questions of the day, such as human rights, technologies and social media; comparative legal cultures; access to justice; governance of environmental resources; ethical business regulation; the migration crisis and cultural expertise; legal ideology and religion; and the management of counter terrorism cases in the courts. The Centre has a select number of research associates and a lively visitors' programme.

Faculty of Law

The Faculty of Law in the University of Oxford is the largest Law Faculty in the UK. It is a federation of thirty law schools in the colleges of the University. Legal scholars in the colleges and University are members of the Faculty, which coordinates and supports the teaching and writing of one hundred fifty three academics. The Law Faculty has a distinguished reputation in research and publications in Law. There are five specialised centres associated with the Law Faculty: the Centre for Socio-Legal Studies, the Centre for Criminology, the Institute of European and Comparative Law, the Oxford Intellectual Property Research Centre and the Bonavero Institute of Human Rights. Oxford is consistently listed in the top three for law in the leading guides to British and international universities. There are 225 students in each of the three years of the Faculty's BA in Jurisprudence. The Faculty's graduate programme includes the BCL, the MJur, the MSc in Criminology, the Master's in Law and Finance, the MSc in Taxation, the MSc in Intellectual Property and the MSc in International Human Rights Law, and a MLF PGT further particulars– April 2023 6 large doctoral programme. There are over 40 professional support staff in the Faculty. The Faculty of Law holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all. For more information please visit www.law.ox.ac.uk.

Social Sciences Division

Social Sciences is 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. Thirteen departments, one faculty, and three cross-divisional research units come under the aegis of the division which spans the full range of social science disciplines with links into the humanities and physical sciences (including Law, Management, Economics, Politics and International Relations, Sociology, Social Policy, Area Studies, Development Studies, Education, Anthropology, Archaeology, Geography, Public Policy). There are over 700 academic staff, 2,700 graduate students (postgraduate taught and postgraduate research), and 1900 undergraduates working and studying in the division. The division is established as a world-leading centre for research in the social sciences and regularly sits at the highest levels of international league tables of one form or another. It is the largest grouping of social science disciplines in the UK and it is also home to several of Oxford's most widely recognised teaching programmes, such as PPE, the BCL, the MPhils in International Relations, in Economics, and in Development Studies, and the nationally regarded PGCE. We believe that excellence in teaching and research is synergistic and remain committed to sustaining and developing the high quality of our activities in both these areas. Our departments are committed to research which develops a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to Communications Assistant – August 2023 5 human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit: <http://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

recruitment@law.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.