

UNDERGRADUATE ADMISSIONS AND OUTREACH

Summary

Job title	Policy Assistant
Division	University Administration and Services (UAS)
Department	Academic Administration Division - Undergraduate Admissions and Outreach
Location	University Offices, Wellington Square, Oxford, OX1 2JD
Grade and salary	Grade 4: £25,138 - £28,759 (pro rata)
Hours	0.5 FTE
Contract type	Permanent
Reporting to	Policy Administrator, Undergraduate Admissions and Outreach
Vacancy reference	171247
Additional information	This role will be contracted using an annualised hours contract. The post-holder will be paid a regular monthly salary throughout the year of 1/12th of the contracted salary (0.5FTE, which equates to 18.25 hours per week). It is envisioned that the post-holder will work around 21 hours per week between September and June, and take a longer non-working break in July and August.

The role

The role of Policy Assistant offers an excellent opportunity to be involved at the centre of the UAO Policy team as well as the wider department, working closely with the Director, Deputy Director, Senior Head of Policy, Policy Advisers and the Administrative Manager, as well as colleagues across the wider University. The post holder will have general responsibility for administrative support underpinning the work of Admissions Executive (AdEx), Admissions Committee (AdCom) and other groups contributing to the development of UAO policy. The role will include general responsibility for a wide range of matters within the function of the departmental, sometimes highly confidential and/or urgent, and will include the coordination of all meetings relating to AdEx and AdCom and general policy work; preparation of agendas, minutes, presentations, reports and management information; handling correspondence, predominantly via email, and acting as point of contact for UAO Policy; and responsibility for coordination and tracking of workflow.

The applicant



The role would suit someone well organised and methodical, with excellent attention to detail. The role will involve daily contact with senior staff and colleagues across the University, often in circumstances of strict confidentiality. Excellent communication skills, tact and discretion are vital in this role as is the ability to remain calm under pressure and to approach work with a positive attitude. It is envisaged to be an exciting and challenging role. It will suit an experienced assistant who enjoys being part of a small, close-knit team.

The post holder will be located in the University Offices at Wellington Square.

Responsibilities

The post holder will:

1. Assist in the production of agendas, after consultation with the Director of UAO and the Policy team, for all UAO related working group and committee meetings. Effectively plan timelines to ensure that all papers are collated, correctly formatted and approved in a timely manner before being circulated.
2. Coordinate and facilitate all UAO related policy meetings and committee meetings and make administrative arrangements for all aspects of these (agendas, risk registers, venues, catering, attendance etc.). Produce accurate and timely draft minutes for these when required.
3. Proactively maintain and update the annual Policy work plan and action and risk log, encouraging participation from colleagues to resolve outstanding issues. Create, maintain, and improve new and existing record-keeping systems, develop and implement new and effective ways to work electronically, and to track workflow.
4. Communicate clearly and effectively with key stakeholders in the collegiate University, including maintaining and updating committee membership and mailing lists.
5. Collate and circulate appropriate data for management information and prepare draft correspondence, documents and, reports, often to tight timescales as requested, and assist the team with researching, preparing and presenting information.
6. Provide administrative support to the UAO Policy Advisers, the Senior Head of Policy and the Director of UAO to enable the delivery of the Policy portfolio of work and contribute to the development of papers by producing timely, accurate and well written report content when required as well as providing accurate research for papers when needed.
7. Act as the first point of contact for the team on Policy related work (including FOI requests and Appeals/Complaints), and deal effectively with correspondence on behalf of the team. Respond to routine enquiries, and deal with, emails to shared inboxes.
8. Manage small projects required as part of the Policy portfolio of work. Leading on these projects, with support from the Policy Advisors, and supervising additional resources when required e.g. interns or casual workers.
9. Carry out any other duties as commensurate with the grade of the post required by the Director of UAO.

Selection criteria

Essential selection criteria

1. A high standard of general education, preferably to 'A' level or equivalent.
2. Excellent organisational skills and experience of providing administrative support to a team, ideally in a higher education environment.
3. High standard of literacy and ability to draft correspondence and minutes, etc.
4. High standard of numeracy and the ability to undertake quantitative work.
5. The appropriate interpersonal and communication skills to interact with senior people internally and externally, from a wide range of backgrounds; the tact and judgement to deal with sensitive and confidential situations.
6. Very thorough and conscientious, with demonstrable attention to detail and outstanding organisational abilities.
7. Ability to work under pressure and to manage a variety of tasks at the same time, and to organise and prioritise own work, including coping with unpredictable volumes of work, busy periods and multiple deadlines.
8. Excellent skills in office IT systems, especially Word, Excel, Outlook, and PowerPoint. An experienced user of e-mail and the Web.
9. The ability to work independently, with minimum supervision, and a willingness to resolve situations, as well as knowing when to refer issues to others as part of a team.
10. Ability to maintain an electronic diary and arrange meetings.
11. Experience in record-keeping and managing systems for follow up actions.

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

Desirable selection criteria

1. A general understanding of the structure of the collegiate University and the division of responsibilities between the various bodies by which the University is governed.
2. An understanding of the nature of the business that forms the UAO portfolio.
3. A general understanding of the external context in which the University operates, and the challenges of working in one of the world's leading Universities.

Training will be provided where necessary, and the successful candidate should expect to attend occasional University training courses in line with operational requirements.

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.

Undergraduate Admissions and Outreach

The Undergraduate Admissions and Outreach department (UAO) provides a stimulating and challenging working environment in one of the most strategically important areas of higher education administration, working with colleagues throughout the University and in other institutions; with potential applicants in the UK and overseas; and with parents and advisers. Our work is varied and can be broadly divided into four areas: the admissions process and policy development, student recruitment, course information and guidance, and access and widening participation.

UAO oversees admissions to the Colleges for undergraduate courses and is the contact between the University of Oxford and UCAS. We provide guidance for Oxford colleges and centrally co-ordinate the admissions process. We also co-ordinate interviews for overseas applicants in a number of international locations. We provide data and management information on admissions and recruitment and support training courses on admissions-related matters.

A key role of UAO is to provide a central schools and colleges liaison service for the University and Colleges in order to ensure a strong recruitment strategy across the UK, Europe and Internationally. Activities include school and college visits, higher education fairs, student conferences, open days, and a wide variety of teacher events. We deal with thousands of young people every year and our teams travel throughout the UK and beyond.

UAO coordinates and delivers Oxford's undergraduate outreach with young people across the UK, contributing to a variety of projects with differing scope and scale. All working towards the University's Access targets <https://academic.admin.ox.ac.uk/app> and other strategic priorities relating to access and admissions at the University of Oxford and wider Higher Education context.

In addition, UAO services a number of committees, responds to government consultations, and staff attend a number of nationally and regionally based groups. In association with the University's Public Relations Office, we

deal with the media and develop policy in areas of access and admissions alongside colleagues in the colleges and the University.

More information about our activities and admissions to Oxford can be found at www.ox.ac.uk/study.

University Administration and Services

The central administrative sections of the University are collectively called University Administration and Services (UAS). UAS comprises structures to:

- Support the University's core academic purposes of teaching, learning and research
- Ensure the University can meet the requirements of government, funding bodies and other external agencies
- Facilitate the attainment of the objectives set out in the [University's Strategic Plan](#).

UAS comprises University-wide functions, encompassing the key areas of academic administration, research services, finance, personnel, estates, IT services and external affairs as well as a number of other functions. Further information about the work of each section, together with contact details and the profiles of the head of each section, can be found on the [UAS sections page](#).

Academic Administration Division

The Academic Administration Division (AAD) is the University's group of services focused on students and learning. We provide support and information that students need to thrive in their academic and personal lives, and encourage the professional and educational development of our staff. We operate in close collaboration with colleagues in central, divisional, departmental, and college administration, as well as with academic staff and students.

The AAD's work supports the student career from pre-admission through to graduation and beyond, and promotes the development of coherent systems and services across Oxford to underpin this. We focus on:

- **Student recruitment:** Attracting the best undergraduate and postgraduate students through outreach and admissions, and advising students through the admissions process.
- **Student services:** Offering high-quality services to students once they arrive at Oxford, including counselling and disability services, sports, language courses, a careers service, and fees and funding.
- **Student administration:** Managing the University's student data, registration, examinations, and degree ceremonies, advising on visas and immigration; and developing our student systems.
- **Educational policy:** Helping to develop and implement educational policies, upholding legislation, and providing quality assurance.

We also **support academic and professional staff** and the wider Oxford community through our language, sport, and professional and educational development services.

The AAD comprises: the Careers Service, Education Policy Support, Graduate Admissions, the Language Centre, the Oxford Learning Institute, Fees and Funding, Student Registry, Student Systems, Student Welfare and Support Services, Undergraduate Admissions and Outreach, and University Sport. They are supported by two professional support functions: AAD Administration and AAD Communications.

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 please contact Emilie.ferguson@admin.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 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.

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 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.