

Summary

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| Job title | Executive Assistant to the Registrar |
| Division | University Administration and Services |
| Department | Vice Chancellor's and Registrar's Office |
| Location | University Offices, Wellington Square |
| Grade and salary | Grade 6; £32,332- £38,205 per annum |
| Hours | Full time |
| Contract type | Permanent |
| Reporting to | Arta Gerguri, Private Secretary to the Registrar |
| Vacancy reference | |
| Additional information | This vacancy is for internal and external applicants |

The role

This is a fast-paced and demanding role in which the post holder will provide professional and proactive executive support to the Registrar, ensuring that the Registrar's time is managed effectively and that she is supported in her work. The Registrar, Gill Aitken, is the senior administrator within the University and principal adviser on strategic policy to the Vice-Chancellor and to Council. The Registrar is also secretary to both Congregation and Council, and is responsible, under the Vice-Chancellor, for leading the management and administration of the University's affairs.

The post-holder will be responsible for managing the Registrar's extremely busy diary and will exercise sound judgement to anticipate the needs of the Registrar in order to effectively manage her schedule. The post holder will proactively deal with a range of business on behalf of the Registrar or other members of the Registrar's Office; these matters are often confidential or urgent and might involve drafting correspondence or briefing notes or conducting factual research. The post holder will also play a role in the implementation and maintenance of a range of office procedures for the wider Registrar's Office, including finance-related activities.

In fulfilment of the responsibilities, the post holder will build and maintain good relationships and work collaboratively with colleagues at all levels of seniority both internally and externally. The post holder will be required to act with discretion and tact when dealing with a range of confidential matters.



Responsibilities

1. To manage the Registrar's complex diary to ensure efficient use of time. The post holder will arrange meetings, regular and one-off and often involving large numbers, as well as reorganise the diary at short notice in response to urgent matters. The post-holder will show considered judgement and initiative to prioritise/deprioritise appointments based on an understanding of the Registrar's priorities.
2. To act proactively to make sure that the Registrar has the information needed for all meetings and committees. This will include ensuring that committee papers are available in advance and that information is proactively sought for other meetings, including conducting background research where appropriate.
3. To make logistical arrangements on behalf of the Registrar including audio-visual, hospitality, gift, travel and accommodation. The post holder will also be expected to liaise with IT Services to resolve issues on the Registrar's behalf as necessary.
4. To support meetings chaired by the Registrar when requested, including taking meeting notes and following up with actions.
5. To maintain an overview of the current activities of the Registrar in all areas of responsibility and to assist the Private Secretary to manage the Registrar's day-to-day business. This might include drafting correspondence, conducting background research, and ensuring that urgent items of business are brought to the attention of the Registrar or correct allocated person. This will often involve providing information at short notice and often relating to confidential matters.
6. To support the administration and efficient running of the wider Registrar's Office, including maintaining efficient filing and office procedures and ordering office supplies. The post holder will proactively identify areas for improvement in existing working methods and implement efficiencies.
7. To process the Registrar's expenses claims and credit card bills in accordance with the Finance Regulations, and to support the Private Secretary with other financial activities of the wider Registrar's Office, including purchasing.
8. To work independently on discrete projects as directed, such as creating and implementing a visit programme for the Registrar covering colleges and departments.
9. To act as a first point of contact in the office for internal and external contacts, and responding to general enquiries.
10. To develop and maintain successful working relationships with senior academic, administrative and support staff across the collegiate University in relation to the portfolio of activities of the Registrar.

Selection criteria

Essential selection criteria

1. Significant experience of providing personal/executive support to a senior officer.
2. Excellent interpersonal skills with an ability to build relationships with people at all levels, internal and external to the University.
3. High levels of literacy and excellent communication skills, including the ability to draft correspondence, take minutes/meeting notes, and produce well-researched notes.
4. Strong organisational and time management abilities; ability to self-motivate; manage a range of tasks in parallel; and reprioritise effectively in response to change.
5. Ability to solve problems and work under pressure while maintaining accuracy.
6. A proactive approach in order to quickly build a good understanding of the priorities of the Registrar and apply sound judgement to prioritise demands on the Registrar's time.
7. Ability to act with high levels of discretion and personal responsibility when dealing with confidential and sensitive matters.
8. Ability to contribute as part of a small team to achieve a common goal.
9. Good IT skills, including as a minimum Microsoft Office packages.

Desirable selection criteria

1. Ability to work flexible out of office hours on rare occasions.

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

University Administration and Services

The central administrative sections of the University are collectively called University Administration and Services (UAS). Their purpose is 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](#).

The Registrar is the senior administrator within the University and the Heads of most UAS sections report to the Registrar. The Registrar is directly supported by a small private office consisting of the, Private Secretary to the Registrar, and the Executive Assistant, who work closely with the Registrar on a daily basis.

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 to Arta Gerguri (arta.gerguri@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 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 including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme which is available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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 have excellent childcare services, including five University nurseries as well as places at many other private nurseries. See <https://childcare.admin.ox.ac.uk/>

We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>