

Job description and selection criteria

Job title	Executive Assistant to the Director
Division	Gardens, Libraries and Museums (GLAM)
Department	History of Science Museum
Location	History of Science Museum, Broad Street, Oxford, OX1 3AZ
Grade and salary	Grade 5: £28,759 - £33,966 per annum
Hours	Full time (36.5 hours)
Contract type	Permanent
Reporting to	Dr Silke Ackermann, Director
Vacancy reference	171492
Additional information	<p>Due to the nature of the role, this role requires a satisfactory Basic Disclosure and Barring Service (DBS) check result.</p> <p>You are required to submit a CV and a supporting statement (or a supporting evidence form using the attached template below) with your application, outlining how you meet each of the selection criteria for the role.</p> <p>Please contact the recruitment team if you require the job description in an alternative format.</p>
Closing date	12.00 midday BST Tuesday 2 April 2024

Job description

Overview of the role

Do you want to be part of a dynamic close-knit team, embarking on the arguably most ambitious project in the Museum's History, *Vision 2024* – a programme of activity to refurbish our spaces, reinterpret our world-class collections and re-engage new and existing audiences with extraordinary stories about how science shapes our world? Do you enjoy a fast-paced role with a diverse portfolio, working closely with the senior team in shaping the Museum's future? Then the role of Executive Assistant (EA) to the Director may be for you!

As EA you will work closely with the Director on a wide range of matters, sometimes of a highly confidential nature. You will support her in day-to-day tasks, assist with project management, support her academic roles of teaching, research, publishing and outreach, and take the lead on the Museum's Annual Review – the public representation of the Museum's achievements.

In this exciting and fast-paced role, you will be working with colleagues across the Museum, in the division GLAM (Gardens, Libraries and Museums), and across the University – as well as a broad range of external stakeholders. Outstanding communication skills on all levels, a highly collaborative outlook, diplomacy and discretion are key for this role.

You will be part of the Directorate, working closely with all members of the Executive Team, and playing a significant role in achieving success for the Museum's day-to-day operations as well as our long-term strategy.

Responsibilities

1. Support the Director in day-to-day tasks, assist with project management, and support her academic roles of teaching, research, publishing and outreach.
2. Oversee the collation of written and visual content of the Annual Review, working closely with colleagues across HSM and GLAM, liaising with the designer, reviewing and editing proofs and arranging printing and distribution.
3. Support the Director and Executive Team in applying for and reporting on external funding or awards and in participating in University-wide schemes / initiatives.
4. Manage the Director's diary, using initiative to make considered judgements when juggling the demands placed on the schedule.
5. Deal effectively and diplomatically with all forms of communication, research and prepare information and draft replies, divert to other staff members as appropriate. Oversee a range of email accounts. Maintain, and improve as appropriate, record-keeping and filing systems.
6. Prepare and circulate papers, agendas, minutes and draft briefing notes in accordance with University guidelines and templates for governance of meetings.
7. Organise efficiently the arrangements for meetings, including arranging appropriate catering for meetings held onsite and other venues as appropriate.
8. Approve insurance for business travel and complete admin as required. Act as sign-off for the Director's leave requests on TeamSeer.
9. Provide full administrative support on financial matters: for example, the Director's credit card reconciliation and purchase order requests from finance for supplier invoicing.

10. Coordinate and support the delivery of special Museum events and private views.

Other duties

- Occasionally work on weekends, in the evenings and on public holidays.
- Participate in a regular Annual Review.
- Undertake any necessary training identified.
- Comply with health and safety regulations.
- Comply with the policies and procedures set out in the Handbook for University Support Staff/Academic Related Staff.
- Any other duties that may be required from time to time commensurate with the grade of the job.

The History of Science Museum reserve the right to make reasonable amendments to the job description in consultation with the post-holder at any time.

Selection criteria

Essential selection criteria

1. Outstanding verbal and written communication skills on all levels with a wide range of stakeholders internally and externally in all relevant software packages.
2. Highest levels of discretion, diplomacy, and negotiating skills.
3. Proven ability to research content, write engagingly and concisely for a range of audiences, draft correspondence, and produce well-presented reports.
4. Experience in diary management and ability to deal with a wide range of administrative tasks.
5. Ability to arrange and deliver meetings, recording and distributing minutes in accordance with agreed guidelines and standards.
6. Proven ability to manage and prioritise a varied and busy workload, work to deadlines, and respond flexibly to unexpected demands.
7. Attention to detail and high level of accuracy.

Desirable selection criteria

1. Experience of working within complex and/or multi-layered cultural organisations.
2. Experience of working within an organisation undergoing significant strategic and operational change.
3. Experience of events organisation

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>

Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- A satisfactory basic Disclosure and Barring Service (DBS) check due to having access to restricted areas.

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

Gardens, Libraries and Museums (GLAM)

The Gardens, Libraries and Museums (GLAM) group includes the providers of the major academic services to the divisions, and also departments with responsibilities including, but extending beyond, the immediate teaching and research needs of the University. The collections embodied within these departments are an essential part of the University's wider nature and mission. They are part of its heritage as the country's oldest University and now form a resource of national and international importance for teaching, research and cultural life; they also make a major contribution to the University's outreach and access missions.

For more information please visit: <https://www.glam.ox.ac.uk/home>

The History of Science Museum

The History of Science Museum (HSM) is one of the four museums of the University of Oxford, which also include the Ashmolean, The University Museum of Natural History, and the Pitt Rivers Museum. The Museum occupies one of the oldest purpose-built museum buildings in the world, the 'Old Ashmolean Building' of 1683.

With its unique collection of astronomical instruments from the Islamic World and one of the finest collections of European Medieval and Renaissance instruments, HSM ranks amongst the leading museums in its field. It is a national and international centre of excellence for research and teaching in the material culture of science, and the interpretation of its collection is supported by a lively programme of exhibitions, community engagement, and public events for a wide range of audiences.

With 160,000 visitors to the Museum in 2018/19 (the last pre-pandemic year), HSM currently has a team of 25 core staff, and an operating budget of just over £1m that comes mostly from three different sources: University funding, Research England (formerly HEFCE) and Arts Council England. These three funding streams are supported through trust funds as well as commercial income, donations and grants. Led by the Senior Development Manager for the Museum and supported by the central Development Team, HSM has ambitious plans to secure philanthropic funding for the delivery of *Vision 2024* and to build a significant endowment over the coming years.

For more information please visit www.hsm.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).

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Supporting Statement

Please note that if you do not upload a completed supporting statement and a CV, we will be unable to consider your application for this role.

The inclusion of the supporting statement and CV is **a mandatory step** in the online application process.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description in your supporting statement.

All applications must be received by **12:00 midday (GMT/BST)** on the closing date stated in the online advertisement.

References

Please give the details of two people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have managed you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who have supervised you in a recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'college tutor'). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; and of any disciplinary processes which are still considered 'live'. We will only take up references at offer stage.

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 on recruitment@ashmus.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.

Relocation

At the moment, the History of Science Museum is not offering relocation expenses to this post.

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, which with effect from 1 October 2023 will be 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.

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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