

Job Description

Summary

Job title	Administrative Assistant
Division	Social Sciences
Department	Oxford Internet Institute
Location	1 St Giles – Oxford – OX1 3JS
Grade and salary	Grade 4: £25,138-28,759 per annum
Hours	Full time - 36.5 hours per week
Contract type	Permanent
Reporting to	Finance Officer
Vacancy reference	172900
Additional Information	<i>This role will not attract sufficient points to obtain a sponsored Skilled Worker visa under the UK Visa & Immigration points based system. Applications are welcome from candidates who do not currently have the right to work in the UK, but who can demonstrate they will be eligible to obtain a valid work visa via another route.</i>

The role

This diverse post will play a key role within the Governance and Resource team and will provide administrative support across a wide range of areas within the department, including finance, HR and recruitment, facilities, health and safety and events management. The Administrative Assistant will work closely with teams leads within the administration and with colleagues across the department to provide this support.

The post will sit in the Governance and Resources team, where the Head leads a team of 8 staff, providing high quality and responsive support for the department across a range of areas, including, Finance, HR, Facilities and Reception, Health and Safety, and Executive and PA provision. This role will suit an individual who enjoys being part of a busy collaborative office and working in an environment of changing priorities.



The post-holder will be a visible member of the team and will need to be flexible and proactive, and have a demonstrable commitment to outstanding service, with strong communication and organisational skills, and the ability to work effectively independently, often with minimum supervision, and as part of a team in a professional, effective and efficient manner.

Responsibilities/duties

- Act as the first point of contact in the reception area, providing a professional and warm welcome to students, staff and visitors, and respond to general enquiries. Training new staff on departmental reception processes interpreting university and external regulations as appropriate.
- Manage the departments casual cycle including recruitment process; circulating casual work opportunities; collating applications; liaising with PI's; casual payments process. Draft correspondence as required, ensuring all records and systems are kept up to date and accurate.
- Provide administrative support to the HR team as appropriate, such as: maintaining sources of information on the website e.g., vacancy pages, profiles of staff; accurately maintain departmental staff mailing lists and accurately maintain all HR files in accordance with GDPR and Information Security policies.
- Assist the Finance Officer by providing advice on financial procedures and policies to members of the department, checking expense claims adhere to university guidelines; raising requisitions and generating POs; raising accounts receivables invoices and listing items on the online store; running monthly reports; and making purchases via the departmental credit card.
- Ensure Key Travel and eExpenses user lists are kept up to date and starter/leavers promptly added or removed; provide training and guidance to staff on these systems, and book travel and accommodation for faculty on Key Travel when necessary.
- Make administrative arrangements for departmental events including room bookings, catering, travel and accommodation. Organise mailings events and assist in the preparation of any promotional materials. Provide on-the-day events support, directing delegates and helping with any queries, pre, during and post event.
- Assist both the Facilities Officer and Receptionist with reporting remedial facilities jobs, monitoring outcomes and taking secondary actions if the jobs are not completed within the agreed timescales, reporting as appropriate to the Facilities and HR Officer; running building checks either daily, weekly or monthly.
- Deputise for the Departmental Safety Officer and undertake additional Health and Safety roles as required, act as secretary for the Safety and Buildings Committee.
- Assisting the Departmental Committee Secretary in drafting the agenda and taking notes and minutes once a term during term time.
- Undertake other duties as may be required from time-to-time that are commensurate with the grade and responsibilities of the post.

Selection criteria

Essential

1. 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.
2. Experience of managing administrative processes and reception or customer facing role.
3. Excellent communication skills, oral and written and a confident approach to working with colleagues at all levels.
4. Ability to interpret, apply and communicate regulations and procedures.
5. The ability to work independently, with minimum supervision, on several different tasks simultaneously, and a willingness to resolve situations, as well as knowing when to refer issues to others.
6. Previous experience of working as part of a team in an office environment.
7. A good understanding of issues around confidentiality and information security.
8. A demonstrable competency across all standard office IT packages including web editing skills, together with an aptitude to learn new applications (training given).

Desirable

1. Experience of working within an HE institution or within a service industry environment.
2. Some experience of financial administration, including the ability to be numerate and accurate, with excellent attention to detail and a methodical approach.
3. Hold or be near completion of a Level 3 Business Administration qualification through the apprenticeship route at the University of Oxford.
4. Understanding or experience of the Oracle financial system and HR People XD, or similar computer-based systems.
5. Ability to organise events and make administrative arrangements.
6. Willingness to undertake professional development and training.

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>.

The Oxford Internet Institute (OII)

The Oxford Internet Institute – founded in 2001 - is a multidisciplinary research and teaching department of the University of Oxford, dedicated to the social science of the Internet.

Digital connections are now embedded in almost every aspect of our daily lives, and research on individual and collective behaviour online is crucial to understanding our social, economic, and political world.

- **Research:** We have unprecedented access to a huge volume of rich social data, and are developing new theories, concepts and methods to analyse it.
- **Teaching:** Our Masters and doctoral programmes bring students from all over the world, to work with our faculty at the cutting edge of their fields.
- **Policy:** We provide the empirical data and conceptual analysis that is so needed to design policy solutions to societal problems.

Our academic faculty and graduate students are drawn from many different disciplines: we believe this combined approach is essential to tackle society's 'big questions'. Together, we aim to positively shape the development of our digital world for the public good.

The OII aims to operate at the cutting edge in both quantitative, qualitative and computational methodologies that cut across disciplines and topics. The core of our activity is to develop rigorous peer-reviewed research and disseminate the outputs in high-quality journals, while working together with partners and stakeholders to inform and shape policy and practice.

Our research focuses on areas critical to the public interest and in many cases to advancing fairness in technology. Our research has already delivered significant impact. Our faculty were among the first to draw the world's attention to "fake news" and defined the concept of "big data". They have undertaken ground-breaking research into technology and wellbeing using real-time industry data and persuaded major global firms to adopt new methods and practices. OII researchers have developed the first global ratings system for firms operating in the gig economy and had a significant role in influencing the online harms debate in the UK.

Our four teaching programmes graduate around 80 students a year across our two Masters programmes in addition to around seven doctoral students. Many of our talented alumni go on to perform important roles and achieve significant accomplishments in the world of policymaking, technology development, civil society and academia.

In 2025, the OII will take up residence in the new Schwarzman Centre for the Humanities, moving from our current location across three sites on St Giles.

For more information about the Oxford Internet Institute please visit <https://www.oii.ox.ac.uk/>.

The Social Sciences Division

The University's academic departments and faculties are organised into four large groups known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,100 academic and research staff working across fifteen departments, faculties and schools. The Head of the Social Sciences Division is Professor Timothy Power.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings returned the University of Oxford to the number one spot in the world for Social Sciences in 2022. We have placed first in three of the last five years (2018, 2019 and 2022).

More than 800 researchers were returned to Main Panel C (Social Sciences) for REF 2021 across a diverse range of subject area 'units of assessment' – from geography and business to archaeology and law. Over 55% of the research submitted from the Division was judged to be world-leading (4*, the highest score available). More than two-thirds (69%) of the research's impact was also recognised as world-leading (4*). Research from across the Division was also submitted to subject areas across Panels A (Medicine, health and life sciences), B (Physical sciences, engineering and mathematics), and D (Arts and Humanities), highlighting the enormous breadth and diversity of research expertise across the Division.

Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance and justice. Particular research highlights in recent years have included COVID-19 and Climate Change. As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year.

As part of our commitment to equality of opportunity, eight of our departments have achieved bronze Athena SWAN awards (a UK accreditation scheme recognising organisations' commitment to equality and diversity, particularly in gender): Archaeology, the Blavatnik School of Government, Economics, Education, International Development, Law, Anthropology & Museum Ethnography, and the Saïd

Business School. Our School of Geography and the Environment holds an Athena SWAN silver award. All of our other departments are either in the process of applying or are scheduled to do so shortly.

The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally-oriented provision in areas such as business, law and education. The Division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

For more information, please visit: www.socsci.ox.ac.uk.

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.

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: recruit@oii.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.