Job Description

Job title	Executive Assistant to Head(s) of Department and Head of Administration and Finance
Division	Social Sciences
Department	Politics and International Relations
Location	Manor Road Building, Manor Road, Oxford, OX1 3UQ
Grade and salary	Grade 6: £32,332 - £38,205 per annum, pro rata for part-time
Hours	Full time (part time at no less than 0.8 FTE would be considered)
Contract type	Permanent
Reporting to	Operations and Office Manager
Vacancy reference	173003
Additional information	Closing date: midday (UK time) on 17 June 2024. Interviews are planned to be held on 27 June 2024.

The role

This is an exciting opportunity for an experienced administrator and executive assistant (EA). The Department of Politics and International Relations (DPIR) is an outstanding academic department with a large research portfolio and engaged student body. We are seeking a candidate to provide high quality EA support to both Heads of Department and the Head of Administration and Finance. Part of the role will be made up of traditional EA activities such as diary management but there is also a significant project-based element which will suit someone with strong organisational skills with the ability to prioritise and engage effectively with all stakeholders.

Responsibilities

Executive Assistant activities:

- Work closely with the Head(s) of Department (HoDs) and Head of Administration and Finance (HAF), to ensure the effective deployment of their time and attention. This includes:
    - email and diary management, prioritising and screening demands on the HODs' and HAF's time;
    - assembling briefing and meeting papers in support of the HODs' and HAF's day-to-day work;
    - researching and drafting responses and responding directly on the HODs' and HAF's behalf, ensuring deadlines are met, and following-up actions.

- Acting as first point of contact for visitors to see the HoDs or HAF and dealing appropriately and effectively with a wide range of people with different needs.

- Organising and supporting internal and external meetings involving the the HoDs or HAF, including making room and catering bookings, preparing and circulating agendas and papers, recording minutes and following up on actions.

- Making complex travel arrangements for the HoDs or HAF (including booking flights and accommodation, obtaining visas, arranging insurance, and preparing detailed itineraries).

- Developing successful working relationships with colleagues at all levels across the department and in the wider University, in order to effectively progress work and support the HoDs and HAF, and DPIR as a whole.

- Providing administrative support on financial matters related to the HoDs and HAF, such as submission of expenses and the reconciliation of invoices.

- Plan and manage individual projects, as assigned by the HAF and HoDs, such as coordinating departmental reviews, EDI projects, office planning, and creating new processes.

As a member of the DPIR Operations and Office Management Team:

- Working as part of the Operations and Office Management Team, you will:
    - support the Operations and Office Manager in the onboarding of all new staff, liaising with Faculty and HR, to implement the new Department-wide induction process;

- lead on the exit process for all staff, activities to include the reconciliation of equipment loaned, liaison with Facilities Management on buildings access and other exit processes;

- support the HAF on all cross Professional Services team activities such as planning and leading the logistics for the termly all staff meeting;

- working with the HAF and the SMT to plan and coordinate the yearly wellbeing cycle;

- create and maintain the Department's record of Bullying and Harassment advisors, liaison with new candidates for training as applicable;

- create and maintain the Departments record of Mental Health First Aiders, liaison with new candidates for training as applicable.

- Act as Secretary of relevant committees and meetings, including but not limited to the Nominations Committee and Senior Management Team meetings: this will include preparing agendas, writing minutes and ensuring actions are dealt with in a timely manner; proactively identify actions and ensure decisions are effectively tracked and implemented.

- Support the development and maintenance of shared working platforms (Teams, SharePoint) and structured filing on the departmental drive; managing mailing lists and online access groups for DPIR committees and teams.

- Any other duties commensurate with the grade and scope of this role as directed by your line manager.

Selection criteria

Essential

- Experience of working effectively as an executive assistant at a senior level.

- Experience of providing administrative and office management.

- Discretion and tact when dealing with confidential or sensitive matters.

- Excellent interpersonal and communication skills, including the proven ability to develop successful working relationships with colleagues across the Department, in Division and in the wider University.

- The ability to resolve problems and make decisions at the appropriate level, knowing when to refer to others but otherwise acting independently.

- A high standard of numeracy and literacy and attention to detail with the ability to draft correspondence and reports, particularly for an executive-level audience.

- The ability to organise and prioritise own workload and meet deadlines effectively, including managing competing priorities, while producing accurate work.

- Excellent IT skills and proficient in the use of Excel, PowerPoint and other common applications.

- The ability to manage finances and budgets.

- Excellent project planning, management and implementation skills.

Desirable

- Experience of events organization.
- Experience of administrative work in a higher education organisation.
- Working knowledge of Oracle Financials and SharePoint.

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.

Social Sciences Division

Oxford is a world-leading centre for research across the disciplines of the social sciences. Characterised by a wide range of methodologies, themes and fields of scholarship, multi-disciplinary research and innovative ideas thrive in an environment underpinned by excellence across the disciplines of the social sciences.

Our approach to supporting research across the Social Sciences Division has been highly successful in the last ten years, with the volume of research awards continuing to rise and the development of a large number of research centres and groupings. Researchers at Oxford receive significant support and guidance in the development of their research, including career development, research and impact funding, research project design and management, and research outputs from academic and administrative colleagues across the University, division and departments.

More information please visit: www.socsci.ox.ac.uk

Department of Politics and International Relations

Politics and International Relations at Oxford University have a long and distinguished history in the education of leading figures in academia, politics, the media and public life, both in the UK and internationally. Teaching and research activities in this area were combined in 2000 to create a Department of Politics and International Relations. With around 90 academic staff, the Department is one of the largest departments internationally and consistently ranks first in The Times and The Guardian university guides for the subject. It is home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral

researchers, supported by highly competitive research fellowships, working in the full range of disciplinary sub-fields.

The department attracts some of the best academics in the field to work here as permanent faculty, as part of major research projects or as academic visitors. There is a strong post-doctoral group supported by highly competitive research fellowships and working across a broad range of fields.

The Department is located in the Social Sciences building at Manor Road, along with the Department of Economics, the Centres for Criminology and Socio-Legal Studies, and the integrated Social Science Library. The building provides excellent facilities including a lecture theatre, a large computer laboratory and a range of seminar rooms as well as a cafeteria and common room for use by both staff and students. The Manor Road Building is served by a shared IT and web team.

An experienced Professional Services function supports the department's research and teaching activities. The department's core Professional Service is grouped into teams that provide dedicated support for: Courses, Research, Finance, HR, and Communications & Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, in particular with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

For further information, please visit: https://www.politics.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: vacancies@politics.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, 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.

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.