

## DEPARTMENT FOR CONTINUING EDUCATION

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### Summary

<b>Job title</b>	<b>Project Administrator</b>
<b>Department</b>	Continuing Education
<b>Location</b>	Rewley House, 1 Wellington Square, Oxford OX1 2JA Ewert House, Summertown, Oxford OX2 7DD
<b>Grade and salary</b>	Grade 5: £28,759 - £33,966 per annum
<b>Hours</b>	Full-time (37.5 hours / 1.0 FTE)
<b>Contract type</b>	Fixed-term (2 years)
<b>Reporting to</b>	Head of Online Education
<b>Vacancy reference</b>	173120
<b>Additional information</b>	Flexible working pattern of 3 days on campus and 2 days remote, per week

### The role

The University of Oxford is known for its distinctive teaching approach – born of a rich sense of place. Its ambition is for greater reach, sharing excellence with the world. Oxford's Online Education Hub is a strategic service that enables academic teams to sustainably grow their online curricula. The Hub aims to broaden access for non-traditional students; engage intellectually curious citizenry; drive innovation in online education; and develop alternative revenue sources.

The Project Administrator is a new role, reporting to the Head of Online Education. You'll be joining a team culture that's deeply committed to enabling world-class student experiences and to supporting and empowering one another.

The Project Administrator for the Hub will support a wide range of digital and educational projects through clerical efficiency and an excellent service mentality.

The Project Administrator will bring their experience of working in the tertiary education sector to engage across a devolved and collegiate university culture. Project administration will involve work across Colleges, Divisions and Departments, both tactically with teaching teams and strategically with senior leaders.

The role will help proactively organize and plan agendas among a complex set of groups, helping stakeholders to make timely decisions and drive progress, for example through report writing, liaising with project teams/SCRUM masters, diary management, action/risk logging, and room and event planning.



The role will help to position a prestigious brand in the dynamic and high growth global market for online education. Oxford's traditional brand is held in high esteem, so the Online Education Hub's work requires a commitment to quality to safeguard Oxford's reputation.

The Project Administrator needs to work in an iterative and agile fashion, responding to fast paced and changeable agendas. The role will also work collaboratively with the wider project community – notably within the Digital Transformation Program, sharing best practices, connecting people, highlighting risks, and fostering inter-departmental sharing of resource.

The role expects a reasonable degree of data literacy, able to not only gather and analyse data, but ideally bring a systems-thinking mentality that supports Oxford's approach to scaling the online education model.

Ultimately, the role requires a passion for innovation in education and a commitment to meet and surpass the needs of Oxford's contemporary online students.

## **Responsibilities**

### **Administrative support**

- Arrange meetings, appointments and events including locating and booking appropriate facilities and catering, sending and tracking invitations and taking minutes for meetings.
- Assist with administrative arrangements for new starters and leavers, both internal and contract staff, liaising with external recruitment agencies, the Purchasing team and HR ensuring that budget is approved, IR35 regulations are followed and that University cards and IT accounts are set up. Additionally, processing contract renewals for contract staff.
- Produce reports from and enter data into the Clarity Project & Portfolio Management software (PPM system) to assist with resource planning for project delivery, alerting the Heads of Practice where there is unmet demand or available capacity.
- Organise phones and equipment replacement, and ordering and tracking software licenses.
- Maintain the desk plan, and assisting the Office Manager with space planning.
- Maintain information on Sharepoint sites, including organisation charts, distribution/ mailing lists, asset registers, stakeholder maps.
- Assist with induction of new staff

### **Project support**

- Organise a wide range of meetings and events including the Online Courses Steering Group meetings, workshops, presentations and briefings. These events may involve individuals from across the University, often including senior members of staff and you will be responsible for ensuring the events are set up to derive the maximum benefit for participants. This involves liaising with staff across the University to find appropriate locations and handle related administration, such as composing and sending invitations to event attendees, and maintaining records.
- Assisting in the production of agendas, hand-outs and documentation, including proof-reading, managing master copies, collating documentation and, if appropriate, liaising with reprographics and suppliers.
- Assisting with the set-up of events and meetings (e.g. setting up laptops, audio-visual equipment and refreshments).
- Producing good quality minutes of formal Project Board meetings and/or list of agreed actions or log of questions raised at above events.
- Support project managers with resource management activities in the Clarity PPM tool, ensuring that resource plans for project delivery are available and entered into the resource management system, and assisting project staff in completing weekly timesheets.

- Creating mail lists and monitoring project inbox (for larger projects), triaging emails from University staff about projects, filtering to the relevant member of the project team for further response or responding to simple queries themselves
- Assisting project managers in the preparation of regular monthly project financial reports reconciling anticipated expenditure with that posted to the Oracle Financials system, identifying and resolving any errors or queries, working closely with the IT Services finance team
- Managing POs and tracking invoices
- Carrying out any additional work as requested by the Head of Online Education

**Selection criteria**

**Essential selection criteria**

Ref.	Criteria	Stage of the recruitment process when criteria will be considered (marked with 'x'):		
		Shortlisting	Interview	Practical Exercise
E1	Experienced administrator with proven clerical or administrative experience in a busy office environment.	x		
E2	Excellent interpersonal and customer service skills; with the ability to show good judgement, tact and discretion and of relating to individuals at all levels, confidently and professionally.			x
E3	Experience of planning and organising events and meetings, and of managing associated administration.	x	x	
E4	Experience of taking and writing up formal minutes for meetings.	x		x
E5	Experience of working in a project environment and familiarity with risk and issues logs, financial and project planning documents.		x	
E6	Excellent verbal and written communication skills with an ability to pick up technical IT information and language, and disseminate this to a wider audience.	x		
E7	Proficient use of MS Office, including Outlook, Excel, Word and PowerPoint. Experience of managing SharePoint sites.	x		
E8	Attention to detail and high level of numeracy with experience of raising Purchase Orders, tracking delivery and invoices, and monitoring budgets to assist with project financial reporting.	x		
E9	Experience of working effectively to demanding deadlines, and ability to manage a range of tasks at any one time and prioritise own workload.		x	
E10	Ability to learn new IT systems quickly in order to run reports, maintain data and set up users.		x	
E11	A good level of general education, including Maths & English GCSEs at grade C or above (or equivalent).	x		

## Desirable selection criteria

Ref.	Criteria	Stage of the recruitment process when criteria will be considered:		
		<i>Shortlisting</i>	<i>Interview</i>	<i>Practical Exercise</i>
D1	Experience of working in a Higher Education environment	x		
D2	Understanding of the management structures, politics, and culture of the University	x		
D3	Experience of coordinating with project and administrative functions across the University to support high levels of service	x	x	

### 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](http://www.ox.ac.uk/about/organisation).

## Department for Continuing Education

The Department for Continuing Education is one of the University's largest departments and every year has circa 15,000 student enrolments on its courses and programmes. Our main areas of work are in continuing and professional education, and we engage with individuals and organisations locally and globally. The Department is headed by the Director, and the senior management team. There are over 200 members of staff in the Department. Departmental facilities include a Residential Centre (with a hotel and catering operation), Common Room, Library, Lecture Theatre and a range of teaching and computing rooms, many with state-of-the-art facilities for hybrid teaching. We have a dedicated online course production unit, Technology-Assisted Lifelong Learning (TALL), which specialises in course development and consultancy.

For more information please visit: [www.conted.ox.ac.uk](http://www.conted.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.

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### 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).

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### 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

[personnel@conted.ox.ac.uk](mailto:personnel@conted.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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 70<sup>th</sup> 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, flexible working options, 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, 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](http://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

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. 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](http://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>