

BLAVATNIK SCHOOL OF GOVERNMENT

Summary

Job title	Office Coordinator
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Walton Street, Oxford, OX2 6GG
Grade and salary	Grade 5: £28,759 - £33,966 per annum - with an Oxford University Weighting of £1,500 per year (pro rata) to be applied with effect from 1 August 2024
Hours	Full-time (we welcome a conversation about part-time applications)
Contract type	Fixed term for three years
Reporting to	Head of IT, AV and Operations
Vacancy reference	173708
Additional information	<p>The closing date for applications is 12 noon (UK time) on Tuesday 27 August 2024. Interviews will take place during week commencing 2 September 2024 and will be held in-person.</p> <p>Please be aware that, due to the nature of the duties, the postholder is required to be on-site for 100% of working hours.</p>

The role

The Blavatnik School of Government seeks an experienced Office Coordinator to join our School, which is positioned within the Radcliffe Observatory Quarter, where you'll work within an award-winning building recognised for its architectural innovation.

As a key member of the operations team, you will play a crucial role in maintaining and enhancing our School's operations, contributing to a thriving environment conducive to research, teaching, and professional support. The postholder will work collaboratively with colleagues at the School on a variety of cross-team projects – all with the view to providing exceptional service delivery to our stakeholders.

The Office Coordinator will be integral in supporting with management of the School's facilities, demonstrating a deep understanding of office management principles, space planning, and sustainability practices. The ideal candidate will thrive in a dynamic

environment, capable of handling a variety of tasks both independently and as part of a team.

This role requires someone who is not only proficient in their duties but also possesses exceptional interpersonal skills, with the ability to engage and collaborate effectively with a diverse community. The ability to deal with people in a friendly, empathetic, and professional manner is crucial.

Please be aware that, due to the nature of the duties, the postholder is required to be on-site for 100% of working hours. Candidates should ideally be ready to support and occasionally lead out-of-hours operations as needed.

Responsibilities

- Collaborate with the Facilities Management team and wider School colleagues to address operational building issues effectively;
- Ensure overall appearance and tidiness of the building is maintained;
- Facilitate new starter orientations, ensuring proper office setup and building tours;
- Work closely with the HR team in daily office and desk space allocations, coordinating with the Facilities team for office changes;
- Develop strategies for optimal use of space, ensuring it meets organisational needs while fostering collaboration and productivity via regular feedback.
- Work closely with colleagues on operational and sustainability initiatives, aiming to embed eco-friendly practices and energy efficiency into daily operations
- Support senior colleagues with project management activities. Such as, creating project timelines and budget, co-ordinating with contractors/ suppliers to complete work required, communicating progress with stakeholders.
- Support the Chief Information Security Officer to ensure the School's compliance with the Data Protection Act, GDPR, and other relevant legislation.
- Act as the Departmental Fire Officer and Safety Officer, representing the School at Divisional meetings and ensuring compliance with first aid regulations/ requirements for qualified First Aiders and Fire Marshals.
- Act as Display Screen Equipment (DSE) assessment administrator, following up on issues that arise from completed assessment in a timely manner.
- Review risk assessments for travellers and approve their applications
- Provide effective support for relevant committee meetings, including agenda setting, minute-taking, and follow-up actions.
- Any other duties that are commensurate with the grade of this role.

Selection criteria

Applications will be judged only against the criteria that are set out below. Applicants should ensure that their application shows very clearly how their skills and experience meet these criteria.

Essential

- Proven experience in office management, administrative support, or a related area;

- Outstanding prioritisation and organisational skills, with the ability to work effectively across a variety of competing tasks while managing unpredictable volumes of work and tight deadlines;
- Proven ability to establish and maintain excellent working relationships with diverse range of stakeholders in a friendly, empathetic, and professional manner;
- Excellent communication skills, with the ability to communicate effectively in writing and verbally with staff at all levels;
- A keen eye for detail, with the ability to consistently deliver exceptional customer service;
- Proficiency in MS Office applications and other office management software;
- Ability to work on own initiative, using judgement in identifying and solving problems, but knowing when to seek advice.
- Excellent team working skills, with confidence supporting cross-team collaboration;
- Flexibility to adapt to changing priorities and manage multiple tasks simultaneously.

Desirable

- Experience of liaising with and managing multiple companies and departments
- Previous experience in the relevant environment

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>

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Lone Working

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.

The Blavatnik School of Government

Our vision is of a world better led, a world better served and a world better governed. We are a global school committed to improving the quality of government and public policymaking worldwide, through three routes: teaching current and future leaders; applied research; and engagement with government and practitioners.

The School was founded in 2010 and our founding dean is [Professor Ngaire Woods](#). We admitted the first 38 Master of Public Policy (MPP) students in 2012 and we currently accept around 140 MPP students and around eight doctoral students a year. We also accept a small group of students for our MSc in Public Policy Research.

The Blavatnik School of Government holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all. You can find more information on the [Blavatnik School of Government's website](#).

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 HR team directly on recruit@bsg.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 (including 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, LGBTQ+ 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>