

Summary

Job title	Legal Secretary/Administrator
Division	University Administration and Services
Department	Legal Services Office
Location	Currently at University Offices, Wellington Square and The Malthouse, Tidmarsh Lane for a minimum of three days per week, with the ability to work remotely on two days to be agreed with the Office Manager.
Grade and salary	Grade 5: £31,459-£36,616 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Office Manager/Executive Assistant to the Director
Vacancy reference	176277
Additional information	

The role

The post holder will provide support to the Legal Services team as a whole and will work closely with a small administrative team currently comprising the Office Manager/Executive Assistant to the Director, another Legal Secretary/Administrator and two part-time administrative staff.

The post will involve direct interaction with a wide range of people across the University and requires an individual with excellent communication skills. The post holder will need to be confident in structuring their workload to meet the department's requirements and be able to work individually and as part of a team.

The work is busy, varied and interesting and offers the successful candidate the opportunity to become a key person within a friendly and highly motivated team.

Responsibilities

- Support the Legal Services Office solicitors with casework; including arranging searches, formatting documents, applying permanent redactions, preparing and submitting forms, ordering title documents, photocopying, scanning, printing, filing and binding documents;



- Handle queries in to the office in all forms (in person, post, email, telephone) and deal with enquiries with tact, discretion and initiative, greeting and welcoming visitors on behalf of the team;
- Record, track and monitor progress of legal advice requests, escalating within the team as appropriate;
- Effectively maintain current and archived filing systems, liaising with internal departments and external stakeholders as required;
- Use and assist with the development of a document management system;
- Provide advice and guidance on administrative processes for other members of the team, and acting as office representative relating to IT software updates and development;
- Process sealing requests on behalf of the University, checking for completeness and dealing with anomalies as they arise;
- Process invoices, deal with invoicing queries; working closely with the Legal Services Team and external law firms in order to ensure accuracy and swift payment;
- Support ad hoc projects, undertake research and prepare documentation as required by the team;
- Support with departmental recruitment, new employee induction and systems training for the team;
- Coordinate and record training activities undertaken and provided by the team;
- Create (from handwritten notes), amend, track-change, retrieve and store documents using Microsoft Office applications;
- Support with diary management for the whole Legal Services team; arrange meetings and telephone conference calls with a wide range of people across the University; Order departmental stationery using Oracle (for which training can be provided);
- Such other duties as may be required in accordance with the grade of the post.

Selection criteria

Essential selection criteria

1. educated to at least A'level standard or equivalent with strong previous secretarial/administrative experience;
2. able to liaise and communicate professionally and confidently with internal clients, including senior members of the University and external contacts;
3. the ability to work in a positive, calm and methodical manner, maintaining a professional and friendly approach at all times;
4. reliable, supportive, self-motivated and confident, with a flexible approach and ability to work as part of a team and independently without the need for close supervision;
5. experience of maintaining tact and discretion when dealing with confidential and sensitive matters;
6. proven ability to manage a busy and varied workload to meet deadlines, prioritising as appropriate, sometimes dealing with unpredictable volumes of work;

7. excellent written and oral communication skills, and accurate proofreading/attention to detail, demonstrated through a high standard of literacy and ability to draft correspondence, documentation, minutes, etc;
8. evidence of strong and sound decision-making skills, sound judgement and ability to provide advice and guidance on complex matters;
9. excellent IT skills and knowledge of MS Office, including fast, accurate touch-typing. The post holder should also possess a willingness to adapt to changing office technologies and to undertake further training where necessary.

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.

Legal Services Office (LSO)

The LSO provides legal and trade mark services to the University Administration; to the Proctors' Office; to departments and faculties; to the Bodleian and the Ashmolean; to colleges that do not have separate corporate identity and to the University's subsidiary companies.

The LSO is a very busy team comprising 27 members of staff who are based in 2 separate locations. Our work is varied, interesting and carried out to exacting standards. This vacancy is a rare opportunity to become a key member of our small and friendly team.

University Administration and Services

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: <http://www.admin.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 [*Gemma Jacobs: gemma.jacobs@admin.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.