

Summary

Job title	Executive Assistant to the Head of Department and Head of Administration and Finance
Division	Medical Sciences
Department	Psychiatry
Location	Warneford Hospital
Grade and salary	Grade 5: £31,459-£36,616 (discretionary range to £39,749) per annum
Hours	Full time - consideration would be given to candidates wishing to work part-time (minimum 70% FTE) on a pro rata basis with a commensurate adjustment in the responsibilities and duties
Contract type	Fixed-term (funded for 3 years)
Reporting to	Executive Officer
Vacancy reference	178228

The role

This is an exciting and pivotal role which offers the opportunity for involvement at the heart of one of the most highly ranked departments for academic psychiatry globally, where you will help with its business in a busy, rewarding yet supportive working environment. It will suit an experienced person who enjoys being part of a high performing, close-knit team, and communicating at all levels.

The Executive Assistant will be responsible for providing administrative and secretarial support to Professor Belinda Lennox, the Head of Department of Psychiatry (HoD) and David Hyland, the Head of Administration and Finance (HAF). The postholder will deal with a wide range of matters, sometimes of a highly confidential nature, on behalf of the HoD and HAF, and will be line-managed, supervised and mentored in their work by a senior Executive Officer. The postholder will be the first point of contact for internal and external visitors to the HoD and HAF offices.

As well as supporting world-leading research and teaching in brain and mental health, the Department of Psychiatry highly values the development of a positive working environment for its staff and students. The Executive Officer (line manager of this post) is highly involved in People and Culture activities of the Department,



with the Executive Assistant supporting alongside in discrete projects in relation to this work, with view to achieve Athena Swan Charter 'Gold' status by 2029 submission.

Flexible working

Hybrid and other flexible working patterns would be considered. The nature of this supportive and people-facing role will require the post holder to be in the office on site at least 3 days out of 5 if working full time.

Responsibilities

- Manage the diaries of the HoD and HAF, using initiative to make considered judgements when juggling the demands placed on the schedule. This will include organising meetings, checking availability, confirming attendance and ensuring pre-meeting paperwork has been received.
- Act as the first point of contact for colleagues for the HoD and HAF office, dealing effectively with visits to the office, e-mails, telephone calls, and some postal correspondence, and diverting such correspondence to other staff where appropriate
- Reply to a range of issues on behalf of the HoD and HAF, including researching and preparing information as well as drafting replies
- Organise efficiently the arrangements for meetings - prepare and circulate agendas, papers and minutes, (and draft briefing notes as required), arrange catering as appropriate, and ensuring that any follow-up meeting actions are logged and taken forward.
- Make complex travel arrangements for UK and international travel, including booking flights and accommodation, obtaining visas, arranging insurance etc.
- Co-ordinate the hosting of external visitors to the Department, including planning itineraries, making venue/hotel/restaurant reservations, arranging transport etc
- Support the Executive Officer in the organisation of events, including departmental series/talks and social activities, core Professional Services Staff team events, and the annual Away Day (a major external fixture with approximately 200 attendees). This may involve assisting with financial planning and practical arrangements, booking venues, AV requirements, and helping to run events in person on the day.
- Support departmental communications by collating information and producing the weekly Psychiatry News Digest, and assisting with wider communications via departmental social media accounts
- Provide administrative support to the HoD and HAF on financial matters: for example, the management of travel spend, subsistence and other expenses and allowances, and invoices for subscriptions
- Maintain (and improve where appropriate) comprehensive office records, including filing of physical and electronic documents
- Support the Executive Officer with implementation and reporting on People and Culture projects to support working culture
- Develop successful working relationships with academic and support staff colleagues across the department and in the wider University
- Serve as an active member of the PA/EA/Research Administrator Network in the department, supporting the sharing of information and exchange of good practice.
- Allocate *ad hoc* tasks to local administrative staff and organise temporary office cover as required
- Any other duties commensurate with the grade and scope of the post, which may include support for the departmental reception and facilities team and committee servicing to ensure appropriate coverage

Selection criteria

Essential selection criteria

- Educated to A level standard with GCSE (grade A-C) level English and Maths, or equivalent
- Excellent computer skills including Microsoft Outlook (e-mail and diary functions), Word, Excel and internet
- Excellent communication skills in English, both verbal and written
- Experience of secretarial meeting duties (eg taking accurate minutes and notes)
- Experience of working on confidential matters; ability to work with tact and discretion
- Experience in a people-facing role, using good judgement in handling a variety of situations
- Experience of diary management, including making complex travel arrangements
- Ability to draft correspondence and to produce well-presented reports
- A high standard of numeracy; experience of following financial processes

- Ability to manage and prioritise a varied and busy workload and work to deadlines
- Attention to detail and high level of accuracy

Desirable selection criteria

- Experience of, and demonstrable interest in, events organisation
- Experience of working in a higher education institution

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.

Department of Psychiatry

The Department of Psychiatry based on the Warneford Hospital site in Oxford has an international reputation for excellence. The Head of Department is Professor Belinda Lennox. The Department has a substantial research programme, with major funding from Medical Research Council (MRC), Wellcome Trust and National Institute for Health Research (NIHR) and provides highly rated medical training in psychiatry. There are approximately 250 staff including 41 principal investigators leading research groups investigating applying a wide range of approaches from translational neuroscience, experimental medicine, epidemiology, clinical trials and health services research to developmental disorders, mood disorders, cognitive disorders and self-harm and suicide. There are strong links with other departments and institutes both within and outside Oxford: these links ensure that we can apply the best scientific methods to psychiatric and cognitive disorders. The Department has an annual turnover of over £10 million with more than 130 research grants.

For more information please visit: <http://www.psych.ox.ac.uk>

The Department of Psychiatry holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Medical Sciences Division

For more information please visit: <https://www.medsci.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.

If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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@psych.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, 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 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 (see <https://hr.web.ox.ac.uk/family-leave>). 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/>.

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.

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>