

Job Description and Selection Criteria

Job title	Sub-Departmental Administration Officer - Atmospheric, Oceanic & Planetary Physics (AOPP)
Division	Mathematical Physical and Life Sciences
Department	Physics
Location	Atmospheric, Oceanic & Planetary Physics, Physics Department, Oxford
Grade and salary	Grade 6: £34,982 - £40,855 per annum
Hours	Full time
Contract type	Fixed-term for 2 years (secondment possible).
Reporting to	Head of AOPP Sub-Department
Vacancy reference	178392
Additional information	Closing date 12.00 noon on Monday, 17 March 2025

The role

The Sub-Departmental Administration Officer is required to provide close support to the Head of Atmospheric, Oceanic & Planetary Physics and ensure the smooth and effective running of the Sub-Department.

This is a broad-ranging role that requires the post-holder to deal with academics, research staff, students, senior leaders from other departments or institutions and junior visitors. They will be responsible for facilitating access to, signposting to, and working closely with key administrative functions (eg finance and HR) in the Department, the Division and the University. The post holder must be highly organised, proactive and sensitive to the confidential nature of much of the work.

They will be required to work closely with the Head of Sub-Department's Office and the Head of Administration and to collaborate with, and provide reciprocal cover for Administrative Officers performing a similar role elsewhere within Physics. Often being the first point of contact for



many individuals interacting with the Sub-Department, the post-holder must project a welcoming and confident demeanour.

Responsibilities

To ensure an effective well-organised administrative function is provided to the entire Sub-Department by:

- Setting up and maintaining systems, records and files (paper and electronic), including archiving systems;
- Managing all visitor requirements (including visiting students) ensuring University regulations are followed in relation to right to work checks (includes visa application) and recording of visas, enabling visitors access to facilities (rooms/ network) and attend H&S induction if applicable, itineraries;
- Ensuring that a front office service is provided efficiently and effectively;
- Organising meetings, seminars and events, and other prestigious events/ conferences. Being prepared to attend, carry out further duties, problem solve and resource planning;
- Providing administrative support for Sub-Departmental Committee meetings, including the distribution of required documents in advance, preparing agendas, arranging venues, and compiling minutes;
- Regularly monitoring and updating of the Sub-Department web pages on the Physics Department website;
- Providing reports to the Head of Sub-Department and others on any aspects of the Sub-Department that comes under the post-holders remit;
- Handling travel arrangements for Sub-Departmental staff where capacity is available;
- Carrying out other related duties as and where required.

Finance

To ensure that relevant financial records and processes are completed to meet University and departmental requirements including:

- Reporting, managing and analysis of the Sub-Department budget including forecasting and monitoring;
- Liaising with the other sections of the Department, in particular: IT for expenditure on equipment; the Finance Department to stay aware of changes to financial regulations; the Grants Team to ensure the accurate and successful management of Grants for the Sub-Department;
- Coordinating invoices;
- Purchasing stationery and other sundry items for the Sub-Department;
- Checking and processing of expense claims;
- Authorising and raising purchase orders;
- Carrying out other related duties as and where required.

Personnel

Offer first-line support to Sub-Departmental managers in matters relating to staff (referring more complex or unusual matters to HR) including:

- Managing all areas of the recruitment process for the Sub-Department;
- Managing contract extensions for the Sub-Department;
- Managing CoS visa applications for the Sub-Department;

- Coordinating the annual departmental schemes, such as Staff Development Discussions and Awards for Excellence for the Sub-Department;
- Acting as first point of contact for all personnel matters;
- Induction of new staff members of the Sub-Department;
- Carrying out other related duties as and when required.

Personal Assistance

Provide a secretarial/ PA service to the Head of Sub-Department as required, including

- Drafting and preparing documents as requested (e.g., reports, references), occasionally requesting input from others;
- Organising cover for the Head of the Sub-Department and managing requests during their absence, where necessary in collaboration with the deputy;
- Receiving and escorting visitors and providing a hospitality service.

General

- Being aware and identifying priority items of business, allocating time and effort accordingly;
- Coordinating committee work, including organising papers, preparing agendas, writing minutes and ensuring business is dealt with in a timely manner by identifying and following up on actions;
- Regularly participating in several groups and attending their meetings, e.g., the Physics Administration Officer Group, the Physics Personnel Working Group and other groups as required, sharing information and exchanging best practise;
- Overseeing building and facility work for the building, using initiative to make considered judgements about the sub department needs;
- Management and planning of office/ space allocation, which requires in depth knowledge of the groups within the sub department;
- Overseeing DSE assessments for sub department, being aware of and ensuring the work environment needs of all members of the sub department are met;
- Covering for other administrative staff during their absence;
- Managing alumni relations for the sub department, includes contact information and event organisation;
- Developing successful working relationships with academic and support staff colleagues across the department and in the wider University;
- Communicating policy changes and University Regulations effectively;
- Providing advice in all areas related to this role.

Selection criteria

- Qualified or working toward degree at graduate level, or have equivalent experience
- The ability to draft correspondence and to produce well-presented reports
- Proficient in audio/touch typing
- Excellent computer skills including: email, Word, Excel and the internet
- A high standard of numeracy; the ability to manage finances
- Experience of working on confidential matters; tact and discretion
- The 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 using financial information systems (e.g. Oracle Financials)
- Experience of events organisation

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.

Department of Physics

Oxford Physics is one of the largest and most eminent departments in Europe – pursuing forefront research alongside training the next generation of leaders in Physics.

With an academic staff of over one hundred our activities range from fundamental particles to the furthest reaches of the universe to manipulating matter on an atomic scale. Oxford physicists are probing new ways to harness solar energy, modelling the Earth's atmosphere to predict the future climate, exploring computation on the quantum scale and executing calculations that reveal the fundamental structure of space and time.

AOPP Sub-department

The post-holder will be based in the AOPP sub-department, which is one of the six sub-departments that together make up the Department of Physics; these are Astrophysics, Atomic and Laser Physics, Atmospheric, Oceanic and Planetary Physics, Condensed Matter Physics, Particle Physics and Theoretical Physics, with a seventh function (Central Physics) providing administrative and technical support to these sub-departments. Members of all sub-departments take part in research, teaching and matters such as examinations, discussion of syllabi, lectures and liaison with undergraduates and postgraduate students.

For more information please visit: <http://www2.physics.ox.ac.uk/>

Mathematical, Physical & Life Sciences Division

The Mathematical, Physical and Life Sciences (MPLS) Division is one of the four academic divisions of the University of Oxford.

The MPLS Division's 10 departments and 3 interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research addresses major societal and technological challenges and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

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

Athena Swan Charter

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

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 recruitment@physics.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 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 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.