UNDERGRADUATE ADMISSIONS AND OUTREACH

Summary

Job title	Administrative Assistant
Division	University Administration and Services (UAS)
Department	Academic Administrative Division - Undergraduate Admissions and Outreach
Location	University Offices, Wellington Square, Oxford, OX1 2JD
Grade and salary	Grade 5: £31,459 - £36,616 per annum
Hours	Part-time 16.75 hours per week
Contract type	Permanent
Reporting to	UAO Administrative Officer
Vacancy reference	179029
Additional information	The department operates a hybrid working pattern, with the expectation that two days a week will be in the office.

The role

The Administrative Assistant will deliver an essential function within the Undergraduate Admissions and Outreach department (UAO) and sits within the UAO Administrative team. This team is comprised of the Administrative Manager, an Administrative Officer, this role and the Executive Assistant. This team deliver administrative services in personnel and financial processing; executive support to the UAO's senior team; and office management that supports the running of the UAO and provides essential support to the UAO's 50 staff members. The main focus of this role will be on the administration of financial and personnel procedures for the UAO; and provision of wider support to the UAO office in handling a broad range of enquiries relating to the administrative function of UAO. This role will report to the Administrative Officer and they will work closely together on a daily basis to deliver the above. This post will suit someone with a positive and proactive attitude who enjoys being part of a small, close-knit team.

Responsibilities

Finance

1. Undertake financial processing for the department, including, but not limited to, preparing information required for purchase orders; processing of purchase orders and invoices in the Oracle Financials System; preparing journals; processing expenses and reconciling credit card transactions according to department and University policies.

2. Support the Administrative Officer in responding to financial enquiries, ensuring that tasks are carried out in accordance with the appropriate University procedures and regulations, liaising as necessary to help solve financial queries.

3. Support the Administrative Manager and Administrative Officer with monthly, quarterly and year-end processes, carrying out quantitative and qualitative analysis using tools such as Excel, where needed.

Personnel Administration

4. Undertake the administration of personnel processes for the department, where needed, including, but not limited to, recruitment; new starter and induction; staff leaver processes; and maintenance of staff records.

5. Support the Outreach Delivery Resource Assistant with the processing of casual workers, including coordinating the completion of new starter information; performing Right to Work checks; accurate input into People XD; and the coordination and accurate submission of payroll information according to department and University policies.

General administration

6. Act as the first point of contact for UAO Administration and deal effectively with correspondence on behalf of the team. Take lead responsibility for responding to, and dealing with, emails to shared inboxes. Support the flow of communication to UAO relating to administration by ensuring that information is disseminated clearly and appropriately.

7. Contribute as a supportive member of UAO Administration; maintaining mail lists; organising meetings on behalf of the department; supporting coordination of activity; representing UAO Administration at meetings and recording any minutes and actions etc.

8. Support the running of the office (both on-site and to support staff working remotely) including maintenance of office supplies, office space and equipment. Liaising with Facilities management, IT Services, and any other relevant stakeholders, as needed.

9. Proactively facilitate the organisation and safe-keeping of all administrative files and information (personnel and financial information etc.) according to University and departmental policies on retention and data protection policies. Create, maintain, and improve new and existing folder and record-keeping systems, develop and implement new and effective ways to work electronically, and to track workflow.

10. Any other reasonable duties commensurate with the post.

The duties above are set out as they are envisioned at present, but it is essential for the person appointed to be flexible and adaptable, and able to contribute to the development of the department.

Selection criteria

Essential selection criteria

1. A high standard of general education, preferably to 'A' level or equivalent.

2. Experience of providing administrative support to a team, ideally in a higher education environment.

3. Strong self-motivation, with the demonstrated ability to work effectively independently and as part of a team.

4. Very thorough and conscientious, with demonstrable attention to detail and outstanding organisational abilities.

5. Ability to work under pressure and to manage a variety of tasks at the same time, and to organise and prioritise own work, including coping with unpredictable volumes of work, busy periods and multiple deadlines.

6. Experience in record-keeping and managing systems for follow up actions.

7. High standard of literacy and ability to draft correspondence and minutes, etc.

8. The appropriate interpersonal and communication skills to interact with senior people internally and externally, from a wide range of backgrounds; the tact and judgement to deal with sensitive and confidential situations.

9. A strong customer focus with an ability to work and communicate effectively with a small team.

10. High standard of numeracy and the ability to undertake quantitative work.

11. Excellent skills in office IT systems, especially Word, Excel, Outlook, and PowerPoint. An experienced user of e-mail and the Web.

12. Ability to learn and adapt to new processes and procedures and to take on new tasks with appropriate training and guidance.

Desirable selection criteria

1. Experienced in using Oracle (General Ledger and Project responsibilities), the University's financial system.

2. Experience in using PeopleXD, the University's personnel system.

3. Experience in Personnel administration.

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.

Undergraduate Admissions and Outreach

The Undergraduate Admissions and Outreach department (UAO) provides a stimulating and challenging working environment in one of the most strategically important areas of higher education administration, working with colleagues throughout the University and in other institutions; with potential applicants in the UK and overseas; and with parents and advisers. Our work is varied and can be broadly divided into four areas: the admissions process and policy development, student recruitment, course information and guidance, and access and widening participation.

UAO oversees admissions to the Colleges for undergraduate courses and is the contact between the University of Oxford and UCAS. We provide guidance for Oxford colleges and centrally co-ordinate the admissions process. We also co-ordinate interviews for overseas applicants in a number of international locations. We provide data and management information on admissions and recruitment and support training courses on admissions-related matters.

A key role of UAO is to provide a central schools and colleges liaison service for the University and Colleges in order to ensure a strong recruitment strategy across the UK, Europe and Internationally. Activities include school and college visits, higher education fairs, student conferences, open days, and a wide variety of teacher events. We deal with thousands of young people every year and our teams travel throughout the UK and beyond.

UAO coordinates and delivers Oxford's undergraduate outreach with young people across the UK, contributing to a variety of projects with differing scope and scale. All working towards the University's Access targets (http://www.admin.ox.ac.uk/edc/otherdocuments/accessagreement/) and other strategic priorities relating to access and admissions at the University of Oxford and wider Higher Education context.

In addition, UAO services a number of committees, responds to government consultations, and staff attend a number of nationally and regionally based groups. In association with the University's Public Relations Office, we deal with the media and develop policy in areas of access and admissions alongside colleagues in the colleges and the University.

More information about our activities and admissions to Oxford can be found at www.ox.ac.uk/study.

University Administration and Services

The central administrative sections of the University are collectively called University Administration and Services (UAS). 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

- Facilitate the attainment of the objectives set out in the University's Strategic Plan.

UAS comprises University-wide functions, encompassing the key areas of academic administration, research services, finance, personnel, estates, IT services and external affairs as well as a number of other functions. Further information about the work of each section, together with contact details and the profiles of the head of each section, can be found on the UAS sections page.

Academic Administration Division

The Academic Administration Division (AAD) is the University's group of services focused on students and learning. We provide support and information that students need to thrive in their academic and personal lives, and encourage the professional and educational development of our staff. We operate in close collaboration with colleagues in central, divisional, departmental, and college administration, as well as with academic staff and students.

The AAD's work supports the student career from pre-admission through to graduation and beyond, and promotes the development of coherent systems and services across Oxford to underpin this. We focus on:

- **Student recruitment**: Attracting the best undergraduate and postgraduate students through outreach and admissions, and advising students through the admissions process.

- **Student services:** Offering high-quality services to students once they arrive at Oxford, including counselling and disability services, sports, language courses, a careers service, and fees and funding.

- **Student administration:** Managing the University's student data, registration, examinations, and degree ceremonies, advising on visas and immigration; and developing our student systems.

- **Educational policy**: Helping to develop and implement educational policies, upholding legislation, and providing quality assurance.

We also **support academic and professional staff** and the wider Oxford community through our language, sport, and professional and educational development services.

The AAD comprises: the Careers Service, Education Policy Support, Graduate Admissions, the Language Centre, the Oxford Learning Institute, Fees and Funding, Student Registry, Student Systems, Student Welfare and Support Services, Undergraduate Admissions and Outreach, and University Sport. They are supported by two professional support functions: AAD Administration and AAD Communications.

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
elena.vasile@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** 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