



Job Description

Job title	Executive Assistant to the Head(s) of Department and Head of Administration & Finance
Division	Social Sciences
Department	Politics and International Relations
Location	Manor Road Building, Manor Road, Oxford, OX1 3UQ
Grade and salary	Grade 6: £32,332 - £38,205 per annum
Hours	Full time (37.5 hours per week). Part-time at 0.8 FTE will be considered
Contract type	Permanent
Reporting to	Operations and Office Manager
Vacancy reference	170677
Additional information	Closing date – midday (UK time) on 4 March 2024. Interviews will be held as soon as possible thereafter.

The role

The Executive Assistant (EA) is a key role in the Department of Politics & International Relations, working closely with the Head of Department (currently two joint Heads of Department) and the Head of Administration and Finance, supporting them on a daily basis and working independently on discrete projects identified by them.

The EA will also work closely with professional services and academic staff in the Department and the wider University and liaise with externals. As well as managing the Heads' diaries and providing daily support and drafting correspondence, the Executive Assistant will be required to coordinate the recruitment process of Associate Professors in conjunction with the HR team, and lead on individual projects and provide solutions to problems as they arise. Projects could include office planning, coordinating reviews, reviewing administrative processes, academic officer planning, liaising with IT teams, and providing cover for professional services staff absence. Other projects will come up resulting



from current circumstances and departmental needs, as identified by the Head(s) of Department and Head of Administration & Finance.

Given the versatility needed for the role, a problem-solving, positive and flexible attitude is essential, with a pro-active approach. The postholder will need to develop successful working relationships with academics and colleagues across the Department and the wider University. They will be required to act with discretion and tact when dealing with a range of confidential matters.

Responsibilities

- Manage the diary of the Head(s) of Department and Head of Administration and Finance, using initiative to make considered judgements when juggling the demands placed on their schedules, prioritising appointments and providing regular updates of actions and deadlines requiring their attention;
- Act as the first point of contact for the Head(s) of Department and Head of Administration & Finance as required, and dealing with routine correspondence on behalf of the Head(s) of Department and Head of Administration & Finance;
- Provide full administrative and financial support on the management of travel, subsistence and other expenses for the Head(s) of Department, including making complex travel arrangements for UK and international travel, when required;
- Organise meetings and events, including any related arrangements;
- Manage the academic leave programme and the academic review process (IPO), ensuring that Academic HR trackers and spreadsheets are kept up-to-date;
- Coordinate the end-to-end process of Associate Professor recruitment *(see below)
- Coordinate Academic HR meetings, prepare paperwork, and ensure final copies are filed appropriately in staff personnel files;
- Deputise for the Head of Administration and Finance in meetings where appropriate;
- Research and prepare reports of briefings as required by the Head(s) of Department and Head of Administration & Finance;
- Lead on individual projects, as delegated by the Head of Administration & Finance and the Head(s) of Department, such as office planning, coordinating departmental reviews, creating new processes;
- Coordinate with other staff within and outside the Department as necessary, and supervise the work of others as relevant for individual projects;
- Keep relevant records and act as a point of contact for academic staff, for example in relation to Academic Officer roles, liaising with the Social Sciences Division as appropriate;

- Act as Secretary of relevant committees, including but not limited to the Nominations Committee: this will include preparing and circulating agendas and papers, taking minutes and following up on actions;
- Any other duties commensurate with the grade and scope of this role.

Associate Professor recruitment:

In conjunction with the HR team, coordinate Associate Professor recruitment exercises and events which will include:

- Preparing and collating JISC survey results to assist the panel in their decision making process
- Preparing shortlisting packs in accordance with the panel requirements of format
- Managing the recruitment panel e.g. arranging dates for longlisting, shortlisting and selection events using doodle (or other) poll software
- Compiling references for shortlisted candidates
- Ensuring requested work examples/papers are received from candidates by the stated deadline
- Coordinating room bookings and catering arrangements, liaising with the relevant college, and departmental Executive Assistant and departmental Administrative Officer where necessary
- Managing all correspondence with applicants
- Coordinating departmental consultations
- Booking accommodation for candidates and external panel members where required
- Liaison with IT team re requirements for recruitment events
- Presence at recruitment events including ensuring appropriate signage, resolving technical problems on the day by liaising with local IT support, meeting candidates, and ensuring catering and refreshments are coordinated
- Arranging compensation for students who attend presentations and provide feedback

Selection criteria

Essential

- Educated to degree level or equivalent professional experience;
- Experience of providing high-level support at an executive level and working in an administrative role;
- Experience of diary management, including making complex travel arrangements;

- Excellent interpersonal and communication skills, including the ability to develop successful working relationships with colleagues across the Department, in Division and in the wider University, and to supervise work when needed;
- Good analytical skills, including the ability to research and produce reports;
- A high standard of numeracy; the ability to manage finances;
- Good written communication skills, able to draft correspondence and to produce well-presented reports appropriate to audiences within the University;
- Attention to detail and high level of accuracy;
- Experience of effectively reviewing and managing complex administrative processes in a customer facing environment;
- Excellent computer skills including with email, Word, Excel and the internet;
- Experience of working on confidential matters with tact and discretion;
- Ability to manage and prioritise a varied and busy workload and meet deadlines;
- A flexible approach to work; a willingness to take on new responsibilities when required; the ability to take initiative and solve problems; and an aptitude for working both independently and collaboratively as part of a team.

Desirable

- Experience of events organisation;
- Experience of HR administration;
- Experience of administrative work in a higher education organisation.

This job description is intended only as a guideline and the exact nature of the work may vary from time to time in accordance with changes in workload and the needs of the department.

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.

The Department of Politics and International Relations

Politics and International Relations at Oxford University have a long and distinguished history in the education of leading figures in academia, politics, the media and public life, both in the UK and internationally. Teaching and research activities in this area were combined in 2000 to create a Department of Politics and International Relations. With around 90 academic staff, the Department is one of the largest departments internationally and consistently ranks first in The Times and The Guardian university guides for the subject. It is home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral researchers, supported by highly competitive research fellowships, working in the full range of disciplinary sub-fields.

The department attracts some of the best academics in the field to work here as permanent faculty, as part of major research projects or as academic visitors. There is a strong post-doctoral group supported by highly competitive research fellowships and working across a broad range of fields.

The Department is located in the Social Sciences building at Manor Road, along with the Department of Economics, the Centres for Criminology and Socio-Legal Studies, and the integrated Social Science Library. The building provides excellent facilities including a lecture theatre, a large computer laboratory and a range of seminar rooms as well as a cafeteria and common room for use by both staff and students. The Manor Road Building is served by a shared IT and web team.

An experienced Professional Services function supports the department's research and teaching activities. The department's core Professional Service is grouped into teams that provide dedicated support for: Courses, Research, Finance, HR, and Communications & Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, in particular with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

For further information, please visit: <https://www.politics.ox.ac.uk>

Social Sciences Division

Oxford is a world-leading centre for research across the disciplines of the social sciences. Characterised by a wide range of methodologies, themes and fields of scholarship, multi-disciplinary research and innovative ideas thrive in an environment underpinned by excellence across the disciplines of the social sciences.

Our approach to supporting research across the Social Sciences Division has been highly successful in the last ten years, with the volume of research awards continuing to rise and the development of a large number of research centres and groupings. Researchers at Oxford receive significant support and guidance in the development of their research, including career development, research and impact funding, research project design and management, and research outputs from academic and administrative colleagues across the University, division and departments.

More information please visit: www.socsci.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

vacancies@politics.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.