



Further Particulars for the post of PA to Fellows and Senior Tutor (Internal applicants only)

About the role

This is a demanding and responsible role to provide high-level professional PA support to the Tutorial Fellows and to the Senior Tutor. An important aspect of the role will be to provide a wide range of administrative support to the Tutorial Fellows, including processing grant applications, providing information on costing for teaching buy-outs, and organising event and meetings. There will also be a variety of committees to service, usually taking place on Wednesday afternoons, including assisting with the preparation of committee papers, minute-taking and related follow up.

Our vision for the post holder is an experienced PA or administrator who thrives on taking responsibility for a broad range of duties, and someone who enjoys and is capable of working independently. This will be a busy and varied role requiring first class judgement, personal organisation and flexibility as well as an ability to multi-task and work to deadlines.

As part of a small and friendly Academic Office team, comprising the Academic Registrar, responsible for student administration, the Tutorial and Graduate Officer, responsible for tutorial administration and 4 other team members, the post holder will report to the Senior Tutor on a day-to-day basis. You will manage his diary and assist with organising his office. You will be expected to work closely with the other members of the Academic Office and to liaise with other key colleagues within the College and the wider University.

About the College

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and has an ethos of tolerance, friendliness, diversity, enabling access to research and learning for all, and the pursuit of excellence in all that we do.

The College aims to pursue academic excellence through the support and encouragement of its students, sound management of resources, full support for the research of its Fellows, and to engage with and work within the collegiate university. There are currently 33 Tutorial Fellows, who are also members of Governing Body. The Governing Body makes decisions about the future of the College and its members are responsible for the direction and management of College affairs.

The student community comprises approximately 160 graduate students reading for masters and doctoral degrees, and approximately 400 undergraduates reading across a wide variety of scientific, mathematical, social science and humanities disciplines.

For further information about the College, please visit <http://www.some.ox.ac.uk>

Terms and conditions

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

Duration	This is a permanent full-time post and the appointment will be made subject to (i) satisfactory employment checks as detailed below within under 'Pre-Employment Screening'; and (ii) satisfactory completion of a six-month probationary period.
Salary	<p>The post is aligned to Band 6 of the Somerville College pay spine with a salary in the range of £24,765 to £27,845 pa</p> <p>Upon successful completion of the probationary period, individual salaries are increased in May of each year to the next spine point within the respective salary band, until the top of the pay band has been reached. In addition the College pay spine is uplifted for cost of living on a regular basis, normally annually.</p>
Hours of Work	Normal hours of work will be 35 per week, typically 9am to 5pm Monday to Friday, exclusive of a one hour meal break each day. Some flexibility with working hours will be required on occasions in order to meet the demands of the post.
Holiday Entitlement	The post holder will be entitled to 33 days of paid leave per annum, inclusive of eight public holidays. Agreed College closure days and bank holidays taken will be deducted from the total leave entitlement of 33 days.
Pension	Contributory membership of a Group Personal Pension scheme from the commencement date of the appointment (subject to age requirements).
Private Healthcare	Contributory membership of Private Healthcare and Private Dental Schemes from commencement date of employment.
Life Assurance	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
Meal Entitlement	Meals on duty will be provided free of charge.
Sickness Benefit	A maximum of six weeks' sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and production of medical certificates.
Employee Assistance Service	A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.
Childcare	Somerville runs a small on-site Nursery. College employees may choose to enter a childcare salary sacrifice scheme (under the Income & Corporation Taxes Act 1988), which allows tax and national insurance exemption for this benefit. Alternatively employees may apply for childcare vouchers from 'Kids Unlimited'.
Training	The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.
Smoking policy	No smoking is allowed in any part of the College.
Parking	Unless related to a disability, there will be no parking available on College premises for the post holder.

Application Procedure

1. Download the Somerville College application form from the Vacancies section of the College website at www.some.ox.ac.uk/jobs
2. Email your completed application form to the Human Resources Manager at: human.resources@some.ox.ac.uk stating vacancy reference 900203.
3. Ensure you complete the personal statement section of the application form demonstrating how your skills and experience meet the person specification. Your application will be judged solely on the basis of how well you demonstrate that that you meet the selection criteria outlined above.
4. A curriculum vitae should also be included, but please note that CVs submitted on their own will be not considered or accepted as complete applications.
5. Please complete and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. This can be emailed to human.resources@some.ox.ac.uk or sent in hard copy to:

Equal Opportunities Monitoring Assistant, Human Resources Department
Somerville College, Woodstock Road, Oxford. OX2 6HD
6. Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Single Equality Act 2010
7. Communication regarding the status and outcome of your application will be made via e-mail.
8. **Please note that this vacancy is for internal applicants only.**
9. **The closing date for completed applications is 12 noon on Friday, 27 November 2015**
10. **Interviews will be held on Thursday, 3 December 2015**

Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment 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. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College's Data Protection Policy.

Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.

Person Specification

Essential Criteria

- General administration experience
- Experience of customer service or PA work
- Experience of using standard office software, including document handling and spreadsheets.
- Good standard of secondary education
- Proven record of handling confidential and sensitive data appropriately
- Excellent time management skills
- Excellent communications skills, including the ability to write and speak clearly in English
- Familiarity with standard office software packages
- Ability to prioritise tasks and use initiative appropriately when required
- An understanding of or a willingness to learn about the requirement of teaching, learning and research
- Good interpersonal skills
- Enthusiastic, flexible and adaptable
- Confident, able to work effectively and appropriately with others
- Positive approach to systems improvement and change
- Available to work on Wednesday afternoons to support College committees, and also able to provide occasional additional hours in order to ensure deadlines are met

Desirable Criteria

- Experience of working in a higher education environment
- Degree or equivalent work experience
- Understanding of the University of Oxford and the collegiate system

Job Description

Main Duties

1. Support for Academic Fellows (members of Governing Body)

- Assist Fellows with the organisation of academic events, including conferences and meetings both in the UK and overseas, and book venues and suitable accommodation as required
- Research and organise travel arrangements, both national and international, assisting with visa applications as necessary
- Assist Fellows with the administration of teaching: e.g. photocopy and prepare materials, liaise between tutors and students to identify tutorial schedules.
- Assist Fellows with the administration of research: e.g. process grant applications, provide information on costings for teaching buy-out etc.
- Ensure the allocation of working time/administrative support is provided to those Fellows in receipt of funding for specific research projects is in line with the value of their individual grants received
- Monitor and deal with incoming mail for those Fellows on leave, as and when requested to do so by individual Fellows
- If required by individual Fellows, respond to requests for references for students or facilitate response from the relevant Fellow.
- Provide administrative support to the Dean and Junior Deans.
- Provide administrative support to the President and the Secretary of the Senior Common Room (SCR)
- Arrange SCR/MCR/JCR symposiums
- Carry out other duties for Fellows to support them in their academic activities as and when requested

2. Support for the Senior Tutor

- Assist the Senior Tutor with the management of his emails, filing and archiving as appropriate
- Prioritise the Senior Tutor's daily correspondence, both by email and hard copy, answering any routine matters on his behalf and flag and follow up on any urgent items to ensure outstanding actions are completed
- Assist the Senior Tutor with managing his diary, prioritising and arranging appointments on his behalf as required
- Ensure the Senior Tutor is aware of his daily and upcoming diary commitments, and that relevant documents are to hand for meetings
- Highlight deadlines for other work due for completion, such as writing committee papers
- Draft correspondence for the Senior Tutor's signature and other documents/report as requested
- Support the Senior Tutor in his external roles such as Senior Tutors' Committee
- Maintain professional administrative systems within the Senior Tutor's office
- In the Senior Tutor's absence, refer urgent or sensitive matters to the appropriate College Officer
- Ensure any periods of absence by the PA are covered appropriately by other support staff

3. Support for Committees

- Take the Minutes of Education Committee and maintain the records, minute books and document master files for Education Committee. (Note – Education Committee is held on Wednesday afternoon and the Minutes are required to be completed and approved ready for circulation on the following Monday morning.)
- Prepare academic discipline letters
- Take the Minutes of other College committees as required
- Support the Senior Tutor in preparing agendas.