



## **Further Particulars**

### **Academic Office Administrator**

**(Ref 900400)**

We are looking for an experienced administrator to support the Academic Office at Somerville College.

You will provide high quality support to students and applicants by supporting the Academic Office's administrative processes, reporting to the Undergraduate Officer and also working for the Tutorial and Graduate Officer.

In this role it is vital that you are able to anticipate the needs of students and applicants, and work alongside other departments to meet existing schedules and accommodate changes as they happen. You should be well-organised, practical, friendly and adaptable and able to communicate effectively at all levels. Experience with Microsoft Office packages is essential, as is the ability to manipulate spreadsheets and work with various information systems.

### **About Somerville 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 is a friendly and diverse place which provides access to research, learning and the pursuit of excellence in all that we do. With a student body of around 600 and nearly 300 academic and support staff, we take great pride in our pioneering history, academic excellence, and our social and intellectual openness.

### **Main Duties**

- Support the Undergraduate officer in all aspects of the undergraduate admissions process and the Tutorial and Graduate Officer with graduate admissions.
- Provide efficient administration on student matters, such as termly communications; organising new student inductions; ensuring student registrations are completed and recorded and supporting degree and matriculation ceremonies.
- Working with colleagues to make sure that examinations take place in accordance with existing rules and processes; supporting students with specific exam requirements; maintaining all relevant databases and ensuring information is handled and transmitted correctly.
- Maintaining student information systems and preparing reports as necessary.
- General administration to support the team, such as email monitoring; updating webpages and preparing information for publications.
- Providing support for College committees.

## Selection Criteria

### ***Essential***

- Experience of working for a University and/or in a customer service environment
- Good undergraduate degree, or equivalent work experience/training
- Well organised, with excellent time management skills
- Excellent written and spoken communication skills
- Able to form positive relationships and obtain the confidence of all sections of the College
- Highly accurate; pays close attention to detail
- Very good IT skills appropriate to a Windows-based office, including manipulating spreadsheets and handling databases
- Understanding of GDPR legislation in relation to data sharing
- Able to work with confidentiality, tact and diplomacy
- Able to work flexibly within a small team that covers a wide range of activities
- Prepared and experienced in taking on new tasks and learn new skills/systems
- Willing and able to take a flexible approach to duties, including working some overtime during the year; must be available during the admissions period in December each year

### ***Desirable***

- Experience of using SharePoint in a Windows-based office
- Experience of using Microsoft CRM (Customer Relationship Management) software
- Understanding of UK Border Agency regulations relating to student visas and Right to Work legislation
- Understanding of the Oxford admissions process

## 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.

<b>Duration</b>	This is a permanent, full-time post and will be dependent on satisfactory completion of a probationary period. The appointment will be subject to pre-employment checks as listed below.
<b>Salary</b>	The starting salary will be £27,511 p.a. for 35 hours per week, which is aligned to Band 6 of the Somerville College salary scale for support staff. The band has a full-time range from £27,511 to £30,942. The College pay spine is uplifted for cost of living on a regular basis, normally annually.
<b>Hours of Work</b>	Hours to be core office hours and to be agreed with line manager. Total weekly hours will be 35 hours per week exclusive of meal breaks.
<b>Holiday Entitlement</b>	The post holder will be entitled to pro-rata of 38 days holiday a year inclusive of 8 public holidays. Agreed College closure days will be deducted from the leave entitlement.
<b>Pension</b>	The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).
<b>Life Assurance</b>	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
<b>Meal Entitlement</b>	Meals on duty will be provided free of charge.
<b>Sickness Benefit</b>	A maximum of (pro-rata) 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.
<b>Employee Assistance Service</b>	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.
<b>Childcare</b>	Somerville runs a small on-site Nursery.
<b>Training</b>	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.
<b>Smoking policy</b>	No smoking or vaping is allowed in any part of the College.
<b>Parking</b>	There is no parking on-site.

## Application Procedure

Your application should comprise

1. A completed application form (including a hand-written personal statement and details of at least 2 referees)
2. A curriculum vitae (CVs submitted on their own will not be considered)
3. An Equal Opportunities Monitoring form

Email you completed application form to: [recruitment@some.ox.ac.uk](mailto:recruitment@some.ox.ac.uk) please quote vacancy reference 900400 in the heading

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 to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.

Communication regarding the status and outcome of your application will be made via e-mail.

**The closing date for completed applications is 10am on Monday 10<sup>th</sup> February 2020.**

**Interviews will be held in Oxford as soon as possible after the closing date.**

## 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.

November 2019