EA to Senior Tutor and Fellows’ Secretary

Full-time, 1 year fixed-term
Internal applicants only

(Ref 900442)

We are seeking a highly professional and experienced Executive/Personal Assistant to provide excellent administrative support for our Senior Tutor and Governing Body Fellows during a period of change in the Senior Tutor’s office. The post is initially offered on a 1 year fixed-term basis with a potential to extend subject to developments in the Senior Tutor’s role and the administrative support that may be required as a result.

You will be part of our small, friendly academic office team, working directly for the Senior Tutor to support his wide and varied College and University activities. You will also provide support for our Governing Body Fellows with a variety of tasks to assist them with their teaching, research and College administration activities. This is a broad and varied role which will give you the opportunity to be part of the heart of the College’s activities. You will be used to dealing with a busy workload and providing efficient, timely and confidential support to a senior officer. As part of a small team, you will be comfortable taking a flexible and pro-active approach to duties and be able to respond appropriately to routine and ad-hoc requests.

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.

Job description

Senior Tutor’s Office

- Assist the Senior Tutor with the management of emails and hard-copy correspondence, including responding on their behalf to routine queries, delegating items to other departments as needed, flagging urgent matters and ensuring that actions are carried out, as well as organising and archiving material as appropriate.
- Manage the Senior Tutor’s diary, prioritising and arranging appointments on their behalf as required.
- Ensure the Senior Tutor is aware of their 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 with administration related to any external roles such as Conference of Colleges committees.
- 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 EA are covered appropriately by other support staff.
- Manage and co-ordinate responses to Freedom of Information requests, and produce an annual report of such
requests for Standing Committee and Governing Body.

- Liaise with Fellows and the Human Resources office on Academic Appointments and submit nomination forms as appropriate.
- Liaise with relevant offices on matters which require a coordinated approach and the Senior Tutor’s involvement, e.g. Access and Outreach events.

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 President 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.

Support for Committees

- Assist the Senior Tutor and other relevant College Officers with preparing the agenda and papers for Standing Committee, collating and circulating items as needed.
- Take the Minutes of Standing Committee.
- Communicate action points arising from Standing Committee to the relevant people and liaise with the Secretary of Governing Body over items for Governing Body’s consideration arising from Standing Committee meetings.
- Co-ordinate the annual reminders to relevant Fellows for quinquennial reports.
- Take minutes at other Committees as needed in the absence of the regular clerk/secretary.

General

- As part of a small College administration team, the post-holder must be willing and able to provide support for the academic office to help cover unforeseen absences or peaks in workload.
- Provide cover for emergencies and absences as requested for the Principal’s EA.
- Take a flexible and pro-active approach to duties as the work will evolve over time depending on the Senior Tutor’s commitments and the needs of the College.
- Take a sensitive and tactful approach to duties, many of which will be of a strictly confidential nature. Observe confidentiality and GDPR policies.
Selection Criteria

Essential
- Previous experience in a similar EA/PA or administrative support role
- Excellent verbal and written communication skills in English
- Able to professionally and tactfully liaise with individuals at all levels with the ability to confidently communicate with senior College members to ensure deadlines are met
- High-level IT skills with experience of managing outlook diaries, handling data and preparing professional documents and papers
- Good standard of education to at least A Level or equivalent
- Excellent organisation, prioritisation and time management skills
- Proven ability to handle sensitive and confidential information appropriately
- Experience of committee administration and/or minute-taking
- Excellent record-keeping and ability to maintain and/or create efficient and accessible administrative systems
- Pro-active and flexible attitude towards duties with the ability to work on own initiative and with little supervision
- Ability to manage a busy workload and competing demands to tight deadlines

Desirable
- Experience of working at Oxford or a similar collegiate University environment
- Understanding of the requirements of teaching, learning and research at a high-demand University

Terms and conditions
The information below is for guidance only and does not constitute the contract of employment.

<table>
<thead>
<tr>
<th>Duration</th>
<th>This is a full-time, fixed-term post of 1 year in the first instance, subject to changing needs in the Senior Tutor’s office and will be dependent on satisfactory completion of a probationary period and pre-employment checks as listed below.</th>
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</thead>
<tbody>
<tr>
<td>Salary</td>
<td>Band 6 of the College’s scale for Support Staff which has a full-time range of £27,511 to £30,942. The scale is reviewed for cost of living on a regular basis, normally annually.</td>
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<tr>
<td>Hours and location</td>
<td>35 hours per week. Actual working hours to be agreed with the Senior Tutor on appointment. It is anticipated that the majority of the role will be carried out on-site at but some remote working may be possible as agreed in advance.</td>
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<tr>
<td>Holiday Entitlement</td>
<td>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.</td>
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<tr>
<td>Pension</td>
<td>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).</td>
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<tr>
<td>Life Assurance</td>
<td>College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).</td>
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<tr>
<td>Meal Entitlement</td>
<td>Lunch will be provided free of charge while working and when the kitchens are open.</td>
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<tr>
<td>Sickness Benefit</td>
<td>A maximum of (pro-rata) six weeks’ sick pay at full pay, in any rolling twelve-month period, subject to satisfactory notification of absence and production of medical certificates.</td>
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<tr>
<td>Employee Assistance Service</td>
<td>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.</td>
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<td>Childcare</td>
<td>Somervile runs a small on-site Nursery.</td>
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<td>Training</td>
<td>The College will support any relevant training to enhance performance, and financial support for these development activities may be provided where appropriate.</td>
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<tr>
<td>Smoking policy</td>
<td>No smoking or vaping is allowed in any part of the College.</td>
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<tr>
<td>Parking</td>
<td>There is no parking on-site.</td>
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</tbody>
</table>
Application Procedure

Internal applicants only

Your application should comprise

1. A completed application form
2. A curriculum vitae (CVs submitted on their own will not be considered)
3. An Equal Opportunities Monitoring form (voluntary)

Email your completed application form to: recruitment@some.ox.ac.uk please quote vacancy reference 90042 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 Friday, 20 August 2021.

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

Informal enquiries about the role can be made to the HR Manager, Salome Hughes (hr.manager@some.ox.ac.uk)

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.

August 2021