



Executive Assistant to the Treasurer and Domestic Bursar

Permanent, part-time (c.25 hours per week)

Starting salary in the region of £21,700 for 25 hours per week, depending on skills and experience (£30,488 full time equivalent)

We have a great opportunity for a highly organised, experienced executive/personal assistant or administrator to be at the heart of the financial and operational life of the College. In supporting our Treasurer and Domestic Bursar, Andrew Parker, you will have the chance to work on a wide variety of activities related to the running of the College, in addition to the usual duties you'd expect of a high-level executive assistant.

You'll have excellent communication skills as you'll be expected to liaise with academic and support staff at all levels as well as alumni and external contacts such as financial and legal agents and contractors. You'll be adept at working professionally, tactfully and with the utmost confidentiality and integrity to ensure that the office runs smoothly. You'll be confident in the use of IT and office systems with an ability to work efficiently, flexibly and within General Data Protection Regulations and any other frameworks that apply to the Treasurer and Domestic Bursar's areas. This is a newly-defined role and you will have the opportunity to use your strengths, skills and experience to develop it over time and play an integral part in the administrative life of the College.

The post is available on a permanent basis for 25 hours per week. We would be happy to consider applicants interested in working fewer or more than 25 hours a week and are open to anything between 20 and 30 hours per week. The working pattern will be 5 days per week and is office based at our site on the Woodstock Road in Oxford. There may be opportunities for extended working hours during vacation periods when the Treasurer and Domestic Bursar is likely to be away from Oxford.

Informal enquiries from prospective applicants may be directed to the Human Resources Manager via recruitment@some.ox.ac.uk



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About the College

Somerville College was founded in 1879 to include the excluded. Named in honour of the pioneering Scottish mathematician and scientist Mary Somerville, we have a unique history of welcoming women and people of diverse faiths to Oxford when societal conventions barred their entry. It has been a mixed college since 1994. There are 200 graduate students currently reading for masters and doctoral degrees and about 450 undergraduates following three and four-year courses across a wide variety of disciplines. Further information about the College may be found at www.some.ox.ac.uk.

The Treasurer and Domestic Bursar's Office

The role of the Treasurer (also known as Finance and Estates Bursar) involves responsibility for all of the College's finances and investments, HR and people strategies and overseeing the management of the College's estate and properties as well as commissioning new building projects. The role of the Domestic Bursar is to oversee the operational management of the College, including conference and catering activities, accommodation, teaching and office spaces and reception and security services. At Somerville these roles are held by our Treasurer and Domestic Bursar: Andrew Parker. Andrew is a member of Governing Body (GB), a Trustee of the College and part of the College's Senior Management Team (SMT). He is supported by Departmental Managers for each area with responsibility for around 65% of the College's support staff.

The role

This is a wide-ranging role and the postholder is expected to adopt a flexible, positive and collaborative approach to supporting the Treasurer and Domestic Bursar (TDB) with his internal and external duties to ensure the smooth running of the services that he oversees. This is a newly defined role and is likely to change and/or expand over time.

Main Duties

The Treasurer and Domestic Bursar's Office

- To manage the administration of the office including drafting correspondence and documents, replying to letters and emails on the TDB's behalf, where appropriate, and undertaking standard duties such including filing and photocopying, a substantial amount of which is confidential and often highly sensitive.
- To undertake all duties with the utmost tact, discretion and confidentiality.
- To provide a professional reception for the office, dealing courteously and efficiently with all incoming calls and visitors. These vary in nature and urgency and must be prioritised as appropriate.
- To deal with, and attempt to resolve, all manner of queries relating to the TDB's internal and external commitments, liaising with others at every level as appropriate with tact and diplomacy.
- To prioritise all incoming correspondence on a daily basis, flagging up urgent or important business as a matter of course and keeping informative records of all incoming mail.
- To assist in ensuring that items are followed up and actioned as necessary.
- To monitor and maintain the office email account, flagging and following up items to ensure a timely and professional response
- To maintain professional and efficient administrative systems, manual and computerised (including updating college databases and the College website as appropriate)
- To keep excellent, comprehensive and accessible records in accordance with GDPR principles and college policies.
- To support the TDB in his external roles, liaising with all levels of staff and external bodies to ensure he is kept informed of developments, committees and has access to relevant documentation. Planning the TDB's commitments in relation to these roles.
- Preparing for college committee activities including arranging extraordinary meetings, collating and circulating confidential papers.
- To act on behalf of the TDB when liaising with senior administrators and college officers on matters which require a co-ordinated approach, for instance the allocation of rooms and arrangements for functions and visitors.
- To prioritise own workload ensuring that deadlines are met and enquiries are responded to in a timely manner.
- To run the office in the most time and cost-efficient manner possible.

Diary Management

- To plan and assist the TDB with the management of his diary, prioritising and arranging appointments, maintaining regular appointments with staff and arranging ad hoc appointments as appropriate.
- To ensure that, at all times, the TDB is aware of his upcoming commitments, has undertaken the necessary preparation and has all the relevant documentation for them.
- Making travel and accommodation arrangements and related bookings as needed
- To manage changes affecting the diary, anticipating possible problems and ensuring that commitments can be met or rearranged as needed.
- To create and maintain annual schedules of work, ensuring regular commitments are planned for well in advance and liaising with relevant staff to ensure they are also able to plan their work in relation to these commitments.
- To ensure that appropriate staff are kept informed as appropriate of the TDB's activities.
- To arrange appointments with college and student officers (JCR President, MCR President) as necessary.

Further duties

- To manage the buying and distribution of stationery and office sundries.
- To manage the college's General Enquiries e mail address.
- To wind up the various clocks around college and to manage their maintenance
- To act as clerk to the Finance Committee, collating and labelling papers, circulating agendas, taking minutes and circulating these to Committee Members.
- To act as clerk to the Chapel & Music Committee, collating and labelling papers, circulating agendas, taking minutes and circulating these to Committee Members.
- To be responsible for monitoring the monthly telephone charges issued by OUCS. To investigate high usage and make recharges to individuals as appropriate.
- Reporting accidents in college to RIDDOR as appropriate.
- Adopt a flexible approach to duties, in order to support other teams or individuals if requested by the TDB, particularly during peak times or to cover staff absence

Selection criteria

Essential

- Recent relevant experience in a senior administrative or EA/PA support role
- Excellent diplomatic and interpersonal skills with demonstrable ability and confidence to engage with people from a wide constituency, both within and outside the college
- Ability to work independently and use judgement, tact and discretion in dealing with a wide range of sensitive issues
- Ability to maintain utmost confidentiality
- Excellent written and communication skills in English, with the ability to listen carefully and relay information to others clearly and concisely
- Excellent time management skills, and the ability to organise information efficiently, prioritise work effectively and take appropriate action to meet strict deadlines

- Ability to work to a high standard, even if under pressure, in an organised and effective way, with excellent accuracy and attention to detail
- Able to work independently, delegate when appropriate and make informed decisions
- A high level of IT literacy particularly with Microsoft Office
- A flexible and adaptable approach to work duties and with a collaborative working style and ability to adapt to change and undertake new duties
- Sympathy with aims and ethos of Somerville College
- Good working knowledge of General Data Protection Regulations
- Willing and able to be flexible with duties and working hours in order to meet the demands of the role

Desirable

- Educated to first degree level, or with equivalent competence gained through an equivalent qualification or relevant experience
- Experience of working within a college, university, or not-for-profit environment
- Interest in academic and student concerns

Salary, hours and benefits

- The starting salary for the role will depend on skills and experience and the number of working hours agreed. For a 25-hour per week working pattern, the starting salary will be £21,777 p.a. which is aligned to the College's pay scale for support staff, band 6, and has a range of £30,488 - £33,965 p.a. (for a full-time working pattern of 35 hours per week).
- Generous contributory pension scheme with employer contribution of up to 16%
- 38 days annual leave per year (inclusive of bank holidays and flexible leave)
- Free lunch each working day and opportunities to attend College events
- Subsidised rate for on-site College Nursery
- Eligibility to apply for discounted travel pass loan
- Wide range of discounts and access to University gardens, libraries and museums
- Permanent contract
- Probationary period of six months
- On-site working with occasional work from home possible

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

How to apply

Please use our online recruitment site via www.some.ox.ac.uk/jobs and follow the application instructions provided on screen. Please ensure you provide details of two referees who have recent experience of your work. One should be your most recent line manager. We will assume you are content for us to approach your referees at any stage unless you clearly indicate otherwise.

In addition to completing the online application form, please provide a covering letter explaining why you are applying and how you feel you match the selection criteria above. Please also include an up to date CV.

Any queries may be directed to recruitment@some.ox.ac.uk

Deadline

The closing date for the post is Noon (UK time) on Monday, 8 April 2024

Interviews

Candidates shortlisted for interview will be notified by email as soon as possible after the closing date.

Interviews will be held in person at Somerville College, Woodstock Road, Oxford OX2 6HD and are **likely to be held on 18 April 2024**

Equal Opportunities

The policy and practice of the University of Oxford and Somerville College is that all staff are afforded equal opportunities within employment. Entry into employment and progression will be determined only by personal merit and the application of criteria which are related to the duties of each particular post. 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 any protected characteristic. Where suitably qualified individuals are available, selection panels will contain at least one member of each sex

Your data

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 General Data Protection Regulations 2018 and the College's policies. Further details are available at <https://www.some.ox.ac.uk/privacy-foi/privacy-notice/>

Pre-employment Screening

Any offer of employment will be subject to the following:

1. Documentary proof of right 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. Our Human Resources team will provide further details at the appropriate stage in the recruitment process.

2. Evidence of qualifications

You will be asked to provide original certificates and documentation to evidence any qualifications or training that is required for the role and that has been stated by you as having been obtained.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre employment medical declaration. It may also be necessary to refer the successful candidate to the University of Oxford Occupational Health Service for confirmation 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).

4. Further checks

Where required for the role, further checks, such as DBS, may be required. The Human Resources team will advise applicants of the need for any additional checks as appropriate.

March 2024