

## **Administrative Assistant**

**£6,736 p.a. Part-time (c.7 hours per week), one-year, fixed-term**

**Remote or on-site working**

Somerville has a thriving medical community that has grown considerably in recent years. We now seek a dedicated Administrative Assistant to contribute to the smooth operation of medicine at Somerville College.

The post is initially offered on a one-year fixed-term basis, subject to continuing need, and is offered at the equivalent of 0.23FTE. The work is expected to be undertaken across an average of 7 hours per week (364 working hours per year), with the bulk of the role being undertaken during full term. This is a flexible role which can be carried out remotely, with occasional on-site working if required for meetings or in-person events. You will need to be able to work flexibly, adapting the working hours depending on the needs of the role in each particular term.

You will undertake a wide range of administrative tasks, from managing diaries and organising meetings to assisting with medical events and academic supervision reporting. You will be highly organised, adaptable, have excellent communication skills and a knack for problem-solving. Previous experience of working in an academic or similar environment would be preferred and you will have a good understanding of data protection and GDPR and be able to handle sensitive and confidential information professionally.

### **Main duties**

This is a new role and it is anticipated that the duties may change over time.

- Provide administrative support to our 4 permanent medical tutors and Somerville medicine in general.
- Manage diaries, coordinate and organise tutorials, personal tutor meetings, and college advisee meetings, including liaising with student groups and utilising tools such as Doodle polls for scheduling.
- Assist with organising medical events (e.g., mock OSCEs, Janet Vaughan events, clinical grand rounds), including room bookings, arranging refreshments, and coordinating with speakers.
- Compile supervision reports via TMS (an on-line reporting system) based on timetables.
- Assist with the organisation of tutorial timetables and support medical tutors on short-term contracts with college-related issues.
- Liaise with college staff (e.g., Academic Office, Lodge, Catering and Conference, Treasury and departmental PAs as needed).
- Handle ad-hoc tasks and projects as they arise, which may be unpredictable in nature.

## Selection criteria

### Essential

- Proven flexibility, patience, and adaptability with a strong ability to solve problems and troubleshoot.
- Friendly, efficient communication style, with a motivation to provide proactive support.
- Excellent organisational and planning skills, capable of managing complex diaries.
- Experience of maintaining confidentiality and handling sensitive information with tact and discretion.
- Proficiency in managing calendars in Outlook, booking Teams meetings and liaising with students, academic and support staff.
- Good standard of IT literacy with experience of standard office systems.
- Willingness to learn college-specific systems and databases
- Excellent communication skills in English, both verbally and in writing. Good level of numeracy (at least GCSE maths pass or equivalent)
- Ability to work on own initiative, unsupervised

### Desirable

- Previous experience of administrative or PA/EA work in a similar academic environment
- Understanding of the Oxford Collegiate and Tutorial System
- Commitment to supporting the College's educational aims

## Pay and benefits

- The starting salary will be £6,736 p.a. on the basis of 364 working hours per year. This is equivalent to an hourly rate of £15.80 and an FTE salary of £28,759
- Annual leave of pro-rata of 38 days per leave year (October to September)
- Generous pension scheme with employer contributions of up to 16%
- Free lunch in College when working on-site
- Free on-site gym
- Subsidised Nursery (subject to waiting list)
- Discounts and access to museums, libraries and facilities via the University card

Full terms 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](http://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 also include an up-to-date CV.

## Deadline and interviews

There is no closing date – applications will be assessed as they arrive and suitable individuals invited for interview as soon as possible after their application has been received. We reserve the right to close the vacancy as soon as a suitable appointee is identified. Early application is therefore advised.

## 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 qualifications or training that is required for the role and is 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.