Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Personal Assistant to the Head of Department and Head of Administration</th>
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<tbody>
<tr>
<td>Division</td>
<td>Mathematical, Physical and Life Sciences</td>
</tr>
<tr>
<td>Department</td>
<td>Mathematical Institute</td>
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<tr>
<td>Location</td>
<td>Andrew Wiles Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 5: Salary £25,482 - £30,395 p.a.</td>
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<tr>
<td>Hours</td>
<td>Full-time</td>
</tr>
<tr>
<td>Contract type</td>
<td>Fixed-term for up to 12 months / Maternity Leave</td>
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<tr>
<td>Reporting to</td>
<td>Head of Administration</td>
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<tr>
<td>Vacancy reference</td>
<td>139641</td>
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<tr>
<th>Additional information</th>
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<tr>
<td>This position is subject to a 9 month probationary period.</td>
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<tr>
<td>This post is to cover the absence of the substantive postholder who is taking a period of maternity leave. The post is available for 1 year or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.</td>
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The Role

In this post you will play a crucial role in the smooth operations of a world-leading department. You will deal with a wide range of matters, sometimes of a highly confidential or sensitive nature, in support of the Head of Department and Head of Administration. You will be the main point of contact for internal and external visitors for both of these colleagues, and will also provide some limited PA support to other senior academic members of staff as required.

You will be expected to use your initiative, judgement, and discretion in order to deal with varied and complex queries, to collect and present information on a range of matters, and to be highly...
organised in maintaining record-keeping systems. You will work with minimum supervision, and be effective at prioritising competing demands.

The PA runs the main departmental office for the Head of Department and plays a pivotal role in providing both PA support and acting as a coordinator and source of information for the department, wider university and external organisations and individuals. You must be able to develop and foster excellent communications and trust with the Head of Department, the Head of Administration, and other senior colleagues. The position requires high levels of discretion and confidentiality and you will be required to exercise judgement on a daily basis to balance competing requirements and priorities.

You will develop a good understanding of the department, MPLS Division and wider university in order to liaise effectively with colleagues from a range of academic and service departments of the university. The PA has an important informal role in ensuring that faculty, visitors, and other colleagues have appropriate access to the Head of Department and the Mathematical Institute, and are provided with the information that they need.

This post is to cover the absence of the substantive postholder, who is taking a period of maternity leave. The post is available for 1 year or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.

**Responsibilities**

- Provide first class diary management for the Head of Department (HoD), and Head of Administration (HoA) using initiative, tact, and judgement when juggling the demands placed on both schedules. The coordination of the wider activities of the Head of Department with those of the Associate Heads and the Head of Administration is a crucial part of the role.

- Organise the arrangements for a wide range of meetings, including appropriate catering for meetings held in the office and other venues as appropriate.

- Maintain records for approved outside appointments, conflict of interest and departmental policies approved by the HoD, Departmental Committee and its substructure, and handle any associated queries on behalf of the HoD.

- Keep the departmental Standing Orders, changes of committee membership, and lists of key departmental meetings up to date and proactively chase up actions in this area.

- Act as Secretary for the termly Department-Faculty meeting and the annual Health and Safety Committee meeting. This includes the preparation and circulation of papers and agendas, taking and writing up minutes, drafting briefing notes as appropriate, and ensuring that action points are followed up.

- Support the HoA with secretarial duties for the twice-termly Departmental Committee, proactively drafting agendas and minutes, sourcing papers, and ensuring that action points are followed up.

- Provide full administrative support on the management of travel, subsistence and other expenses claims as appropriate, making arrangements for visas as necessary.
• Act as Travel Insurance Administrator for the department, processing requests for authorization, following up on complex requirements and queries, advising the HoA and HoD of any concerns, and managing any subsequent claims.

• Develop and maintain record-keeping and filing systems with an awareness of GDPR and Information Security requirements.

• Liaise with a wide range of staff at all levels, building successful working relationships with staff at all levels across the department and the collegiate University.

• To manage the HoD and HoA generic email inboxes as required, dealing effectively with all correspondence and telephone calls, diverting such correspondence to other staff where appropriate. Replying to a range of issues on behalf of the Head of Department and Head of Administration and drafting replies as required.

• Administer the process for the approval of Visiting Research Fellows at Departmental Committee.

• Oversee the work experience scheme in the department, liaising with schools and students as required.

• Other tasks commensurate with the grade, as required by the Head of Administration or Head of Department, according to operational needs.

**Selection criteria**

**Essential**

• Experience and a good understanding of general administrative practices and procedures.

• Experience of diary management for colleagues with busy schedules.

• Experience of working on confidential matters and the exercise of tact, judgement, and discretion.

• The ability to draft correspondence and minutes and to produce well-presented documentation.

• A good standard of numeracy; the ability to manage budgets for particular activities/events.

• Ability to evaluate office systems and recommend improvements.

• Excellent organisational skills for the collection, collation, storage and dissemination of information.

• Ability to balance a range of conflicting demands, prioritising workload in an efficient and sensible manner in order to meet deadlines.

• Excellent communication skills (verbal and written).

• The ability and confidence to deal effectively with a wide range of people including academic staff and students, and handle conflict when necessary.

• Excellent IT skills – including email, word, excel and the internet. Experience of spreadsheets and databases, preferably within the Microsoft Office suite.

**Desirable**

• Experience of working in an academic environment

• Experience of servicing committees
About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

The Mathematical Institute

The Mathematical Institute, as Oxford’s Department of Mathematics is known, is one of the leading mathematics departments in the world. Our mathematical research, impact and environment were all ranked first in the UK in the 2014 Research Excellence Framework exercise, a government review of research in all UK universities. The Mathematical Institute is the focus of research into both fundamental mathematics and its applications, and our inclusive nature and overall size are key factors in the provision of an outstanding research environment for our members. The large number of faculty, postdocs and students in the Mathematical Institute, all supported by excellent facilities, allows us to maintain a critical mass in research groups encompassing a wide spectrum of mathematics, while our integrated nature fosters collaboration between fields. We also host a large number of academic visitors. Our web pages (www.maths.ox.ac.uk) provide comprehensive information about all of our activities.

The research activities of the Institute as a whole can be gauged from the web pages of the research groups and centres within the Institute (www.maths.ox.ac.uk/research). The range of our research interests is well reflected by the profile of our faculty as listed at www.maths.ox.ac.uk/people. Many members of the Institute have received prestigious prizes and other special recognition for their work; some recent examples can be found at www.maths.ox.ac.uk/news/awards-and-prizes.

The Mathematical Institute moved into the purpose-built Andrew Wiles Building in the University’s Radcliffe Observatory Quarter in September 2013. As well as providing offices for all staff and graduate students, it houses a range of other facilities available to members of the department, including the Whitehead Library, a large range of meeting rooms, teaching spaces, lecture rooms, and social spaces, and a small facility for carrying out table-top experiments. For more information, see www.maths.ox.ac.uk/about-us.
Teaching is central to the life of the Mathematical Institute and we have an annual intake of approximately 300 undergraduates, some on courses jointly with other departments. We admit around 150 students each year across five taught master's degree courses and have over 230 doctoral students in residence at any one time. Our doctoral programme always attracts the best research students from across the world, and we have a broad mentoring and training programme. Our provision expanded in 2014 following the award of two EPSRC-funded Centres for Doctoral Training.

The Mathematical Institute strives to ensure that all staff and students are given the opportunities and support they need to achieve their potential. We are committed to equality of opportunities and to advancing women’s careers. We support staff returning from long-term absence and provide flexible arrangements for staff with parental responsibilities. Further information about family support can be found in the Standard Terms and Conditions. Our Good Practice Committee contributes to many aspects of our work, see www.maths.ox.ac.uk/members/good-practice.

As part of the department's commitment to openness, inclusivity and transparency, we strongly encourage applications from all who consider they meet the requirements of the post, and particularly from women and ethnic minorities.

**MPLS Division**

The university’s Division of Mathematical Physical and Life Sciences contains [departments](#) that span the full spectrum of the mathematical, computational, physical, engineering and life sciences. Between them, they undertake a huge range of fundamental research and develop application that respond to the great societal and technological challenges of our time. Research across the Division is increasingly interdisciplinary in nature.

MPLS's scientists collaborate closely with colleagues in other Divisions across Oxford, with other universities, research organisations and industrial partners across the globe.

Our senior researchers have been awarded some of the most significant scientific honours (including Nobel prizes and prestigious titles such as FRS and FREng). The Division is equally proud of its tradition of attracting and nurturing the very best early career researchers, many of whom regularly secure prestigious fellowships.

The Division holds ten Athena Swan Awards (three silver and seven bronze) illustrating its commitment to encouraging women in science research and careers.

For more information visit [http://www.mpls.ox.ac.uk/about/about-mpls-division](http://www.mpls.ox.ac.uk/about/about-mpls-division)

**How to Apply**

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/)

If you would like to apply, click on the **Apply Now** button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

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1 The Mathematical Institute was a founding supporter of the London Mathematical Society’s Good Practice Scheme ([www.lms.ac.uk/women/good-practice-scheme](http://www.lms.ac.uk/women/good-practice-scheme)). We have held an Athena SWAN Bronze Award since 2013, upgraded to Silver in 2017.
You will also be required to upload a CV and a supporting statement. The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Please also provide details of two referees, one should include the applicant's current or most recent employer, whenever possible and indicate whether we can contact them now.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents as PDF files with your name and the document type in the filename quoting reference number 139641.

All applications must be received by 12:00 noon UK time on Monday 25th March 2019

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments)

Due to the large volume of recruitment that the department administers we are unable to provide feedback to non-shortlisted applicants.

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University’s Policy
Further Particulars final

on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8/.

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8/.

There is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

Entry into employment with the University 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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
Benefits of working at the University

University Club and sports facilities
Membership of the University Club is free for all University staff. The University Club provides social, sporting and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff
The University offers support and advice to international staff, including a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Information for staff new to Oxford
If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation and local schools. See www.welcome.ox.ac.uk.

The University of Oxford Newcomers' Club
The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk.

Childcare
The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see www.admin.ox.ac.uk/childcare.

Family-friendly benefits
The University subscribes to My Family Care service through which staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' advice service and a wide range of guides and webinars through a website called the Work+Family space. See: www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Disabled staff
We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see www.admin.ox.ac.uk/eop/disab/staff.

Staff networks
The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/.

Additional benefits
Staff can enjoy a range of other benefits and discounts, including free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.