Job Description and Selection Criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Project Administrator and Professorial PA</th>
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<tr>
<td>Division</td>
<td>Mathematical, Physical and Life Sciences</td>
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<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</td>
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<tr>
<td>Hours</td>
<td>60% FTE over at least three days a week</td>
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<tr>
<td>Contract type</td>
<td>Permanent</td>
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<tr>
<td>Reporting to</td>
<td>Sedleian Professor of Natural Philosophy on a day to day basis. Professional reporting line to the Projects and Policy Manager.</td>
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<tr>
<td>Vacancy reference</td>
<td>141234</td>
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<tr>
<td>Additional information</td>
<td>This position is subject to a 9 month probationary period.</td>
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The Role
You will provide executive assistance and administrative support on a wide range of matters, sometimes of a highly confidential nature, to Professor Jon Keating FRS, Sedleian Professor of Natural Philosophy with effect from 1 September 2019, and President of the London Mathematical Society (LMS) with effect from November 2019. The role requires initiative, the capability to manage a range of conflicting priorities, and the ability to develop excellent working relationships with colleagues both within and beyond the University.

Responsibilities

- Manage the diary of Professor Keating, liaising with individuals within and outside the university, using initiative when prioritising the demands placed on Professor Keating’s schedule.

- Act as the first point of contact for Professor Keating’s activities. Deal with routine queries, issues or requests and make decisions as to when to refer complex issues to the relevant person.
• Act as Administrator for Professor Keating’s Advanced ERC grant, and other research awards as required, including monitoring expenditure and budgets, and compliance with deliverables and funder terms and conditions.

• Provide administrative support on other financial matters, for example the management of travel, subsistence and other expenses and allowances.

• Reply to a range of issues on behalf of Professor Keating, researching/preparing information and drafting replies as necessary.

• Service and organise regular and ad hoc meetings, including booking rooms, equipment and refreshments, collating and distributing papers, producing minutes and monitoring the completion of actions.

• Organise events, including catering and accommodation for larger events held in the department and other venues as appropriate.

• Make travel arrangements for UK and international travel in line with the university’s travel and risk assessment policies, including making arrangements for visas where necessary.

• Develop and maintain effective and systematic filing, spreadsheets and webpages (including drafting and uploading content).

• Handle confidential material with appropriate care and in line with GDPR, and exercise due care and attention in the transfer/storage of such information.

• Develop highly effective working relationships with staff at all levels across the department, university, and external organisations and develop a network of contacts.

• Cooperate and offer mutual support to colleagues in the wider administrative team, adopting a flexible approach to delivering work objectives.

• Other duties commensurate with the grade as requested by the line manager or Head of Administration.

**Pre-employment screening**

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work and your identity. We will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

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/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).
Selection criteria

Essential selection criteria

- Experience of providing administrative support to senior staff, including diary management.
- Excellent organisational skills. The ability to plan and prioritise a varied and busy workload and work to deadlines.
- Adaptable and flexible approach to work, to meet the needs of the senior manager.
- Good knowledge of office processes and procedures.
- Proficient in Microsoft Office suite of software, email and web, and general office systems; good keyboard skills.
- A high standard of numeracy; the ability to manage finances and administer projects.
- Very good written and verbal communication skills; excellent interpersonal skills with the ability to take ownership of problems and find solutions; ability to work well as a member of a team and to form and maintain effective and productive working relationships.
- Ability to demonstrate tact and diplomacy together with an aptitude for dealing constructively with difficult situations.
- Ability to be discreet and protect confidentiality.
- Attention to detail and high level of accuracy.
- Commitment to personal development and continual service improvement.
- Good standard of education with a C or above in GCSE Maths and English Language or equivalent; or significant work experience in relevant role.

Desirable selection criteria

- Experience of organising events
- Experience of university administration

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 around 900 undergraduates on course, some on joint courses with other departments. We teach around 250 students each year across five taught master’s degree courses, and have over 250 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.

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\(^1\) contributes to many aspects of our work, see [www.maths.ox.ac.uk/members/good-practice](http://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](http://www.maths.ox.ac.uk) 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. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of 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).

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 141234.

All applications must be received by **12:00 noon UK time on Monday 9th September 2019**

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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.
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 department(s).

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).

DATA PROTECTION: All data supplied by applicants 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 department’s data protection policy.
https://www.maths.ox.ac.uk/members/policies/data-protection/statement

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 receive an automated email from our e-recruitment system to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.
Important information for candidates

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 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. 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

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<tr>
<th>Employee benefits</th>
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<td>University employees enjoy 38 days’ paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <a href="http://www.admin.ox.ac.uk/personnel/staffinfo/benefits">www.admin.ox.ac.uk/personnel/staffinfo/benefits</a>.</td>
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<th>University Club and sports facilities</th>
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<td>Membership of the University Club is free for all University staff. The University Club offers 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 <a href="http://www.club.ox.ac.uk">www.club.ox.ac.uk</a> and <a href="http://www.sport.ox.ac.uk/oxford-university-sports-facilities">www.sport.ox.ac.uk/oxford-university-sports-facilities</a>.</td>
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<th>Information for staff new to Oxford</th>
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<tr>
<td>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 <a href="http://www.welcome.ox.ac.uk">www.welcome.ox.ac.uk</a>. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <a href="http://www.admin.ox.ac.uk/personnel/permits/reimburse&amp;loanscheme/">www.admin.ox.ac.uk/personnel/permits/reimburse&amp;loanscheme/</a>.</td>
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<th>Family-friendly benefits</th>
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<td>With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <a href="http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/">www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/</a>.</td>
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<th>Childcare</th>
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<td>The University has excellent childcare services, including 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 <a href="http://www.admin.ox.ac.uk/childcare/">www.admin.ox.ac.uk/childcare/</a>.</td>
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<td>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 <a href="http://www.admin.ox.ac.uk/eop/disab/staff">www.admin.ox.ac.uk/eop/disab/staff</a>.</td>
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<th>Staff networks</th>
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<tr>
<td>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 <a href="http://www.admin.ox.ac.uk/eop/inpractice/networks/">www.admin.ox.ac.uk/eop/inpractice/networks/</a>.</td>
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<th>The University of Oxford Newcomers' Club</th>
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<td>The University of Oxford Newcomers’ Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See <a href="http://www.newcomers.ox.ac.uk">www.newcomers.ox.ac.uk</a>.</td>
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