



Brasenose College, Oxford

Further Particulars

Job Title: Administrative Assistant
Department: Principal's Office
Grade: Grade 4 of the Oxford University Pay Scale
Responsible to: Principal's PA
Job Purpose: General support to the Principal's Office

The College

The College is a self-governing institution that forms part of Oxford University, and dates back to a Royal Charter of 1509. The College is a registered charity, and provides tuition to undergraduates, residential provision to both undergraduates and graduates, and research support to post graduate students and Fellows of the College.

Department and Job Function

This position will be part time, 17.5 hours per week (hours to be negotiable to suit the needs of the office and the appointee).

The Assistant will work under the supervision and direction of the Principal's PA, in an office shared with the Principal's PA, and will deputise for the Principal's PA during periods of annual leave.

Job Description

Main responsibilities will be:

1. To carry out administrative work in the Principal's office including
 - Filing, typing of general correspondence, shredding, photocopying etc.
 - Administration of Kurti and Golding Fellowship appointments and other recruitment as advised by the HR Manager.
 - Production of the College Newsletter.
 - Preparation for Principal's collections.
 - Preparation of the Tower Bursary for meetings (including making tea/coffee for meetings held within the Lodgings and organising flowers for formal functions).
 - To liaise with Housekeeping staff to help to prepare and maintain facilities in the Lodgings for guests and overnight visitors in guest rooms.

- Taking minutes at College Committee meetings as and when requested.
 - Assisting the Principal's PA, where necessary with the organisation of Principalian events.
 - Liaising closely with the Development Office in responding to requests and queries.
2. To help maintain and keep up to date personnel lists, files and contact details for Fellows, SCR members and college staff in liaison with the HR Department, relevant College Officers and Heads of Department, and to circulate information as required. To produce management information/reports.
 3. To play a role in maintaining and reporting from databases and other material stored and circulated in electronic form and to be familiar with the college ICT media (such as Sharepoint and ERM, for which training will be given).
 4. To provide secretarial assistance to the Vice-Principal as and when necessary.
 5. To provide administrative assistance to the Bursar and HR Manager as required.
 6. To provide secretarial assistance in the form of typing and photocopying for the Tutorial Fellows as required.
 7. To provide support for the Chaplain and Director of Music as required.
 8. To carry out such other administrative tasks as the Principal and the Principal's PA may reasonably require, including covering the Principal's PA's annual leave.

Person Specification

Essential

- Sound working knowledge of all Microsoft Office packages and basic Excel
- Excellent communication skills, both verbal and written
- Experience of office administration
- A polite and efficient telephone manner
- The ability to learn new skills and systems quickly
- The ability to work independently and to organise and prioritise own workload
- An understanding of the importance of and the ability to provide an excellent support service to College Officers
- High personal standards of performance reflected in accuracy and attention to detail and follow through on delivery of tasks
- Highly flexible and willingness to adapt to the needs of the College
- Ability to work as part of a small team
- Self-confidence and resilience under pressure
- Discretion and the understanding of the need for confidentiality

Desirable

- Experience of college environment or work in an academic institution

Terms and Conditions

Appointment: This is a permanent part time post, which we would like to fill as soon as possible. There will be an initial probationary period of six months. During this period the post holder's employment may be terminated by one week's notice on either side. Thereafter the period of notice to terminate employment is one month. The appointment will be conditional on verification of the successful candidate's availability for employment in this country, and subject to the receipt of satisfactory references and medical clearance.

Salary: Equivalent to Grade 4 of the Oxford University Pay Scale, currently £20,172 to £23,352, depending on previous related experience. Advancement up the scale is on merit.

Pension: Employment with the College provides access to the Oxford Staff Pension Scheme (OSPS) and it is for this scheme alone that it will pay the employer's contribution. The successful candidate will be entered into this scheme unless they indicate on the Terms and Conditions that they do not wish to join.

Salary Exchange Scheme: If you join the Oxford University Staff Pension Scheme you will also be enrolled into the Salary Exchange Pension Contributions Scheme on or around three months after joining Brasenose staff. This scheme is financially advantageous both to the employee and the College as the employer.

Hours of Working: Part time 17.5 hours each week. Hours to be negotiable to suit the needs of the office and the appointee.

Annual Leave Entitlement: Annual leave entitlement is 30 days (5 days of which are taken over the Christmas break) plus statutory Bank Holidays. A pro-rated entitlement will be calculated if the working pattern is not Monday to Friday. The remainder to be taken at such times as shall be mutually convenient, and agreed in advance with the Principal'sPA.

Other Information:

No smoking is allowed in any part of the College, except the designated smoking area.

Application process

- 1 This appointment is being advertised in print and web media. An application form can be downloaded from the College's website at www.bnc.ox.ac.uk. Any enquiries relating to these job details should be directed in the first instance to Ms Kerry Hunter, HR, at hr@bnc.ox.ac.uk, or telephone (01865) 277238.
- 2 The College will interview a shortlist of candidates. In addition we require the names and addresses of two referees, one being your current or most recent employer (if applicable). (Referees will not be contacted until after the interviews).

- 3 *There will be a skills test prior to interview, the details of which will be advised in an invitation to interview letter.*
- 4 This post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and the College's Equal Opportunity Policy and Code of Practice; you are asked to complete the Recruitment Monitoring Form which is available on the website. This should be returned with your application, but should be placed in a separate sealed envelope addressed to the HR Manager. The information supplied on the form will play no part in the selection process and will NOT be seen by a member of the selection panel.
- 5 Closing date for applications is 12 noon Monday 5th August 2013.
Applications should be submitted by email to hr@bnc.ox.ac.uk or by post to HR Department, Brasenose College, Radcliffe Square, Oxford, OX1 4AJ.
- 6 Interviews are expected to take place at Brasenose College on Monday 12th August.

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.

Other Information

The successful candidate will be required to complete a confidential medical questionnaire which will be forwarded to our Occupational Health Department who will assess their fitness to perform this role.

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