Introduction

Hertford is one of the larger Oxford colleges, with over 400 undergraduates, around 200 postgraduates and 40 Governing Body Fellows. Starting life as Hart Hall in 1282, after a series of other incarnations, it was refounded as Hertford College in 1874. The main site occupies an enviable position right in the heart of Oxford, near the Radcliffe Camera and opposite the Bodleian.

Hertford is known for its progressive social agenda and proactive approach to access. In 1974 Hertford was one of the first of the all-male colleges to admit women into mixed residence. 2015 was the 50th anniversary of Hertford’s pioneering access scheme that kick-started a highly successful programme to encourage more applications from state schools. The college prides itself on being a friendly, open community where staff, fellows, alumni and students work together for the best interests of current and future students.

This is an exciting time for Hertford. We are embarking on a range of initiatives to improve services for our members, and have big plans for developing our facilities to ensure we meet the needs of the next generation. It’s a great time to join us, and to help us build the future.

Job Details

Job Title: PA to the Bursar

Reports to: The Bursar

Location: Hertford College, OX1 3BW

Contract basis: 32 hrs/wk average across year (0.8 equivalent)
Option to vary work pattern in and out of term

Remuneration: University Grade 5 (£24,983 to £32,548), pro rata
Free lunch when working and kitchens are open
28 days (pro rata) paid holiday, plus 8 public holidays
Membership of the Oxford Staff Pension Scheme
Core Responsibilities

1. Provide high quality administrative support for the Bursar.
   - Devising, maintaining and operating effective and efficient administrative systems to support all aspects of the Bursar’s remit.
   - Management of the Bursar’s diary, appointments and travel arrangements, and expenses.
   - Dealing with postal, electronic and telephone communications, dealing appropriately with enquiries, or redirecting as required.
   - Drafting responses / correspondence for and on behalf of the Bursar.
   - Acting as the primary contact point between the Bursar, members of the College and external parties.
   - Managing visitor appointments, welcoming them and arranging facilities for meetings.
   - Provide advice and general direction on process for staff and students in respect of all College activities within the Bursar’s remit.
   - Devising and maintaining effective filing and record management systems.
   - Supporting the work of Committees for which the Bursar acts as convener, preparing and distributing agendas and relevant papers, and associated activities.
   - Managing the administration of key processes for which the Bursar is responsible. E.g. responding to FOI requests.
   - Managing confidential information / files
   - Taking minutes / notes for meetings.
   - Undertake any other work directed by the Bursar to support his role.

2. Support wider College administration needs
   - Maintenance of the College event calendar, collating information from diverse sources and presenting in a variety of suitable formats for College members.
   - Taking administrative responsibility from time to time for various processes that fall across College departments.
   - Providing absence cover for the Principal’s PA.
   - Providing administrative support for specific committees or working groups, maintaining records and communicating decisions to appropriate parties for action.
   - Acting as a first point of contact for Bursary enquiries, dealing with some immediately, and directing others to the appropriate people.
   - Providing occasional administrative support for other senior college officers.

3. Undertake ad hoc small projects to support the work of the Bursar
   - Conducting research to answer particular queries or provide background information.
   - Collating and authoring briefing packs.
   - Producing basic spreadsheet analyses of numerical data.
   - Developing presentation materials in a variety of formats.
Qualifications, skills and experience

Essential

- Ability to multi-task and prioritise, planning own workload to fit around the needs of the Bursar
- Ability to take complex minutes and notes accurately.
- Excellent diary management and general organisational skills
- Experience of committee work, in particular the ability to draft committee agendas, minutes and related papers
- Excellent verbal and written English skills, with the ability to draft clear, detailed and precise briefings and communications.
- Tact, diplomacy and discretion—able to deal sensitively and discreetly with confidential information
- Ability to use initiative and work largely independently on a self-managed basis once directed
- Excellent office application IT skills, including Word, Excel, and Powerpoint.

Desirable

- Previous experience in a similar capacity
- Experience of working in an Oxford College or similar environment
- Willingness to work flexible hours on occasion as work demands

How to apply

Applications will be accepted by email only. Please include the following attachments:

1. CV (maximum 2 sides of A4)
2. Covering letter detailing how your experience, skills and qualifications meet the criteria for the post
3. A completed Employment Application Form (available from the College website www.hertford.ox.ac.uk/about/vacancies under the advertisement for this role)

Applicants are also asked to complete and return an Equal Opportunities Monitoring Form (available from the College website www.hertford.ox.ac.uk/about/vacancies under the advertisement for this role) provided that they are happy to do so.

Applications should be emailed to andrew.beaumont@hertford.ox.ac.uk

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.

Equal opportunities

Hertford College is an Equal Opportunities Employer.