The College

Hertford is one of the larger Oxford colleges, with around 650 students, two-thirds of whom are undergraduates. It traces its roots back to the late thirteenth century as Hart Hall, through several incarnations and a period as Magdalen Hall, to the present-day Hertford College which was refounded in 1874.

The Fellowship, which has responsibility for the governance of the college, currently includes forty-three Governing Body fellows, the majority of whom are involved in undergraduate teaching. In addition, over thirty lecturers supplement teaching provision, and around 100 members of administrative and domestic staff coordinate and support key activities. Academic and administrative offices, catering facilities and student accommodation can all be found on the main site, with further accommodation for both graduates and undergraduates at various other sites around Oxford.

The college has a reputation for being both progressive and friendly. It was one of the first colleges to go mixed, and which now stands at roughly 50:50. For over fifty years, Hertford has championed access for students from backgrounds under-represented at Oxford, and this continues to be the focus of our outreach work.

This is an exciting time for Hertford. We are embarking upon a range of initiatives to improve the provision of services for our members, including significant development of 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.

The Role

The College wishes to appoint an Executive PA to the Principal. This a key role in the College, with the quality of the post holder’s administrative, planning and secretarial support essential to the Principal’s effectiveness across the broad range of his/her responsibilities.

The Principal chairs all the key College committees as well as Governing Body, so an important element of the job is ensuring that papers, agendas and briefing notes for it and all the associated committees are organised in a timely and efficient manner. The EPA is the chief conduit through which information flows to members of the College, and co-ordinates the implementation of new initiatives where required. Underpinning all these duties is the
gathering and collection of data and information, including on occasion undertaking independent research, and synthesising material into succinct and accurate reports. The post holder will need to become fully conversant with the College’s organisational structure, statutes, policies and procedures, as well as a wide range of external policy initiatives and documents.

In providing high-level secretarial support, the post holder will fully understand the Principal’s calendar and meeting schedule (within both the College and University, as well as beyond Oxford), and will anticipate and meet the Principal’s needs.

The post is ideal for someone who is motivated, organised, pro-active and able to work autonomously in a fast-paced, professional environment. The post holder will be expected to build and maintain close and effective working relationships at all levels, and especially to build a relationship of trust with the Principal. Strong interpersonal and communication skills are absolutely essential: the post holder will be in regular contact with all College departments, as well as fellows, students, academic visitors, alumni and prospective donors, as well as third parties within the collegiate University and beyond.

**Specific Responsibilities**

**Providing high quality administrative support for the Principal. These duties will comprise, among other tasks:**

**Administrative support**

- Devising, maintaining and operating effective and efficient administrative systems to support all aspects of the Principal’s role, both within and outside of the College. Ensuring the Principal has all the necessary information to prioritise his time and focus his attention appropriately.
- Management of the Principal’s diary, appointments and travel arrangements, and expenses.
- Organising a range of regular and ad hoc meetings and events for students, including the timetabling of formal academic progress review meetings (Principal’s Collections).
- Collaborating with Events Coordinator and Development Office to make sure events go off as planned – and stepping in when required.
- Working with the Development Office and, where relevant, the University and externally, to prepare itineraries to optimise the use of the Principal’s time on fundraising trips, and make arrangements in accordance with the agreed programme.

**Communications support**

- Acting as the primary contact point between the Principal, members of the College and external parties. This will require filtering and prioritising enquiries as
appropriate, and taking and passing on messages to College members where required.

- Keeping a constant eye on the Principal’s inbox. Dealing with postal, electronic and telephone communications, dealing appropriately with enquiries, or redirecting as required.
- Drafting responses / correspondence for and on behalf of the Principal. These will include inviting public figures to speak at events, conveying news externally and internally, thanking donors and sometimes matters requiring confidentiality.
- Managing visitor appointments, welcoming them and arranging facilities for meetings.

**Governance support**

- Supporting the work of committees or other meetings for which the Principal acts as a convener or chair, preparing and distributing agendas and relevant papers, minute taking where required, and associated activities.
- Maintaining an awareness of relevant University and Conference of Colleges processes and procedures, providing briefings for the Principal and drafting responses on key policy issues,
- Compiling and collating information for papers written by the Principal. Preparing first drafts.
- Provide advice and general direction on process for staff, students and fellows in respect of College activities within the Principal’s remit.

**Other tasks for the Principal**

- Managing confidential information and records, including in relation to the appointment of Fellows.
- Taking minutes or notes for meetings.
- Undertake any other work directed by the Principal to support the role.

**Supporting the College’s broader administrative needs. These duties may include:**

- Working with the Events Coordinator in respect of the College’s events 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.
- Taking responsibility for cross cover for the PA to the Bursar in the case of absence.
- 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 College enquiries, dealing with some immediately, and directing others to the appropriate people.
Undertaking ad hoc small projects to support the work of the Principal and other senior College Officers, including:

- Conducting research to answer particular queries or provide background information.
- Collating and authoring briefing documents.
- Producing basic spreadsheet analyses of numerical data.
- Developing presentation materials in a variety of formats.
- Leadership of task-managed teams and working groups as directed.

The role requires significant exercise of discretion, and also a proactive approach to work given the sometimes-significant pressures on the Principal’s time. You will be prepared to work flexibly in relation to the different pressures of the role, and to undertake other duties from time to time as required by the Principal.

The Person

Required skills

- Educated to degree level or equivalent.
- Significant evidence of previous experience in a high-level administrative role.
- Scrupulous attention to detail.
- Ability to multi-task and prioritise, planning own workload to fit around the needs of the Principal.
- 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.
- Excellent interpersonal skills with demonstrable ability and confidence to engage with people from a wide constituency, both within and outside College.
- Tact, diplomacy and discretion. The successful candidate must be able to deal sensitively and discreetly with confidential information.
- Ability to use initiative and work largely independently on a self-managed basis, once directed.
- Ability to work well under pressure.
- Excellent office application IT skills, including Word, Excel, and Powerpoint.
- Willingness to work flexible hours on occasion as work demands.
- Experience of working in an Oxford College or comparable environment desirable but not essential).
Conditions of Appointment

This is a permanent, full-time post (37.5 hours per week, excluding meal breaks). The appointment will be conditional on receipt of satisfactory references. There will be an initial probationary period of 6 months.

Grade and Salary

The salary is on the range £28,660–£39,609 (with a discretionary range to £43,267) dependent upon experience and qualifications, which is equivalent to bands 6 to 7 of the Oxford University salary scale.

Pension

The post-holder will be entitled to join, or remain a member of, the USS pension scheme.

Meals

The post-holder will be entitled to take meals in College free of charge whilst on duty, when the kitchens are open.

Staff Development

The post-holder will be encouraged to undertake supplemental professional training. Additional training will be available where required or where reasonably requested.

Transport

The College operates a bus pass scheme.

Sports Facilities

The post-holder will have access to the College’s gym.

Holiday

The holiday year begins on 1 October. The post-holder will receive a paid entitlement of 28 working days during the holiday year (5 of these days are taken around Christmas and New Year) in addition to public holidays.

Please note that the College reserves the right to require staff to work on Bank Holidays, receiving a day off in lieu of each such day worked. Bank Holidays within term time will be expected to be working days. Leave must be taken in a manner sympathetic to the College calendar of events, and will not normally be permitted within term.
Application and Appointment Procedure

Those wishing to apply for the post should email the following documents to hr@hertford.ox.ac.uk by 5pm on 15 April 2019.

1. CV (maximum three sides of A4, to include the names and contact details of two referees);
2. A covering letter detailing how your experience, skills and qualifications meet the criteria for the post;
3. A completed Employment Application Form

Applicants are also asked to complete and return a Recruitment Monitoring Form (available from the college website). The monitoring information collected does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the college’s equality policy.

Interviews will likely be held during the last week of April or first week of May.

The College reserves the right to seek a report from the Disclosure and Barring Service (DBS). Candidates must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences. Regrettably, the college is not able to sponsor applicants for a Tier 2 visa for this post.

Informal enquiries regarding this position should be directed to the Dr. Andrew Beaumont (andrew.beaumont@hertford.ox.ac.uk).

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice which explains the types of data we will process about you as part of the application process. We also include within this notice the reasons for this, how long we keep your data for, and your rights regarding your data. This Privacy Notice can be found on our website at this address: https://www.hertford.ox.ac.uk/privacy.

Hertford College is an Equal Opportunities Employer