Executive Assistant to the Principal
Further Particulars

Job Title: Executive Assistant to the Principal
Salary: £29,614 to £40,927 pa (depending upon experience)
Contract Type: Permanent
Hours: Full Time
Responsible to: The Principal

The College

Hertford College is a constituent college of The University of Oxford, and a registered charity. The college occupies a central site in Oxford, opposite the Bodleian Library.

Hertford is now one of the larger Oxford colleges in numbers, with over 400 undergraduates and almost 300 graduates. There are currently 45 Fellows, who together as trustees make up the Governing Body, around 30 lecturers, and around 120 additional permanent staff. The teaching and research interests and expertise of the Fellows and lecturers span all four of the University's academic Divisions.

Hertford is a friendly yet ambitious college dedicated to the principles of access and equality of opportunity. It is proud of its open and progressive history. It has an academic strategy designed to facilitate excellence in teaching and research and an estates strategy that includes plans for redevelopment of the library on the main site and a new building in North Oxford.

Governance of Hertford, which is controlled by external statutes and internal by-laws, is the responsibility of the Governing Body, chaired by the Principal. Major committees are also chaired by the Principal, who works in close collaboration and consultation with College Officers, either non-academic fellows (Bursar, Director of Development) or academics who hold such positions (notably, Senior Tutor, Tutor for Graduates, Dean) for a fixed term alongside their normal teaching and/or research duties.

The college has an Endowment of around £75m, and an annual turnover in excess of £13m. Outside of the three 10-week terms, during Easter and summer, the College hosts International Programme (summer school/ conferences business), with regular annual revenues of around £3m.

Further information about the college is available at http://www.hertford.ox.ac.uk
The Role

This a pivotal role in the College, essential to the Principal’s work and at the centre of College governance and communication. The Principal chairs all the key College committees so an important element of the job is ensuring that papers, agendas and briefing notes are organised in a timely and efficient manner. The post holder will need to become fully conversant with the College’s organisational structure, statutes, policies and procedures, and fully understand the Principal’s calendar and meeting schedule (within both the College and University, as well as beyond Oxford).

The post is ideal for someone who is motivated, organised and able to work autonomously in a fast-paced, professional environment. Tact, discretion and judgement will be vital. The post holder will be expected to build and maintain close and effective working relationships. Strong interpersonal and communication skills are absolutely essential: the post holder will be in regular contact with all College departments, 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 include:

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 and focus.
- 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.
Person Specification

Candidates from a range of backgrounds are encouraged to apply for this role. The ability to demonstrate possession of the skills and qualities specified below is more important than experience in a similar role.

Essential

The post-holder must satisfy the following criteria:

- Educated to degree level or equivalent.
- Experience in a high-level administrative role.
- Excellent diary management and general organisational skills.
- 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.
- Ability to use initiative and work largely independently on a self-managed basis.
- Ability to work well under pressure.
- Excellent office application IT skills, including Word, Excel, and PowerPoint.

Terms and Conditions

This is a permanent appointment, available for an immediate start.

The salary will be £29,614 to £40,927 pa, with a discretionary range up to £44,706 p.a., depending on skills, qualification and professional experience. The post is eligible for membership of the USS pension scheme.

The post is full-time, 37.5 hours per week, with ordinary hours being weekdays. The post-holder will need to have a flexible approach to working hours, as there will be particular periods of the year when longer working hours may be necessary (for which time off in lieu will be granted).

Benefits:

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

Annual leave: The college offers an annual leave entitlement of 28 working days (five to be used for Christmas Closure), plus Bank Holidays, pro-rata for part-time employees. Bank holidays which fall within the full terms of the University of Oxford are normally worked, for which time off in lieu will be given. The holiday year runs from 1st October to 30th September.

Additional holiday days are awarded as longer services awards.

Employee Benefits Platform: Free access to thousands of discounts and savings via vouchers, reloadable cards, cashback and online voucher codes.

Free Meal: When on duty, a meal is provided free of charge when the kitchens are open.

Pension: The post is eligible for membership of the USS Pension Scheme, further details can be found at https://finance.admin.ox.ac.uk/pensions
**Health and Welfare Support:** Employee Assistance Programme. Free annual flu jab.

**Travel Pass Loan:** A discounted travel scheme is available with monthly deductions from salary.

**Cycle to Work Scheme / Bike Loan:** Monthly deductions from salary. On site cycle repair service at discounted rates.

**Sports Facilities:** Access to the University Sport club and Hertford’s on-site gym.

**University Card:** for discounts in shops, cafes and restaurants and University Leisure facilities.

The appointment is subject to a probationary period of six months. The college may initiate a DBS check during employment. You may also be required to submit to a medical assessment that is satisfactory to the College, a medical questionnaire will be provided if relevant to your employment.

**Application and Appointment Procedure**

Those wishing to apply for the post should email the following documents to hr@hertford.ox.ac.uk by 9am on Monday 27th September 2021

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

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). The information collected on the Equal Opportunities Monitoring form 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. Completed forms should therefore be sent to hr@hertford.ox.ac.uk as a separate document, and not contained in the same string as the other application materials.

Interviews will take place in either the week commencing the 4th or 11th October 2021. References will only be taken up for the successful candidates.

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.

The position may be discussed further with the Bursar (bursar@hertford.ox.ac.uk).

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice to inform you, as a prospective employee of our college, of the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, 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**