



## Further Particulars

### Executive PA to the Master

#### About the College

Founded in 1249, University College (Univ) is one of the oldest of the thirty-eight colleges of Oxford University. Similar to other Oxford colleges, Univ is a self-governing establishment run by a Governing Body, which comprises the Master (the Head of the College) and Fellows.

The College functions as an independent institution and as a social and residential center for its members. It has approximately 400 undergraduate and 200 graduate students studying most of the core subjects on offer at Oxford. The College is located on an attractive historic site in the centre of Oxford. Information about the College is available on our website at <http://www.univ.ox.ac.uk/>.

#### The Master

The Master, Baroness Valerie Amos, chairs the Governing Body of the College and has oversight of the College finances, administration, governance, and domestic arrangements. She works closely with other senior officers, including the Senior Tutor, Domestic Bursar, Finance Bursar, and Development Director. She divides her time between contributing to the academic activities of the College including staying in touch with students and academic colleagues, engaging with alumni and fundraising, representing the College, participating in work across the wider university, and hosting and participating in academic and social events. Baroness Amos also sits on the boards of a number of UK and global organisations, which make the role busy and varied.

#### The Role of the Executive PA

The Executive PA to the Master will provide a high level of efficient executive and administrative support to the Master in a largely independent and self-managed capacity. The post requires a high level of organisational ability as it combines analysis, administration, and providing strategic support to the Master.

The manner in which the post-holder undertakes the duties of the role is important. The post requires confidence in managing a demanding workload within tight deadlines. The post-holder needs to have highly developed skills in assessing and prioritising the urgency of requests for information from, or access to, the Master. This will require the exercise of judgement, tact and diplomacy. The post-holder will have access to confidential information and documentation, and to personal information about staff, students, donors, alumni and other constituents of the College. Discretion is, therefore, essential.

The role is varied and requires independent decision making in some key areas. It demands an eye for detail across a wide range of tasks and a willingness to engage at all levels within the College, University and wider community. The post-holder will often be the first point of contact with the College for outside enquirers and the primary point of contact between the Master and the rest of the College. Therefore, excellent interpersonal and communication skills are essential. Further details of the duties and competencies needed are provided in the *Job Description and Person Specification*.

**Pay and Benefits**

The salary for the Executive PA post is on the Oxford University, Grade 7 salary scale: **£32,817 - £40,322** (the starting salary is normally at the minimum point on the salary range). This is a fixed-term full time post for 12 months, covering a maternity absence. Your working hours would be 36.5 hours per week.

This is a senior position in which the post-holder will be expected to work flexibly depending on the workload of the Master. In addition, the post-holder may be expected to work extra hours occasionally, especially during major College or University events. The post carries with it generous benefits, including:

<p><b>Annual Leave</b> 30 days' annual holiday excluding public holidays*</p>	<p><b>Free Lunches</b> While on duty and if the kitchens are open</p>	<p><b>Pension</b> Membership of the USS Pension Scheme</p>
<p><b>Employee Assistance Programme</b></p>	<p><b>Occupational Sick Pay</b></p>	<p><b>Bus Pass Purchase Scheme</b></p>
<p><b>BUPA Health Care Insurance</b> with access to spouse/partner and children</p>	<p><b>Enhanced Maternity Pay</b> after 26 weeks of service</p>	<p><b>Bicycle Purchase</b> Salary Sacrifice Scheme</p>

\* Holiday cannot normally be taken during term time except in exceptional circumstances.

**How to apply**

Applicants are asked to submit a completed application form (available below) and a cover letter, explaining how their experience, skills and qualifications meet the criteria for the post. CVs and late or incomplete applications will not be considered.

Applications should be sent by email to the HR Coordinator at [hr.admin@univ.ox.ac.uk](mailto:hr.admin@univ.ox.ac.uk).

The closing date for applications is **12.00pm on Thursday 26<sup>th</sup> November**. Interviews will be held on 10/11/14/15 December (to be confirmed).

*The College is an equal opportunities employer and applicants are asked to complete the confidential and anonymous recruitment monitoring form to support the College in its monitoring duties.*