

Job title	Assistant Administrative Officer
Division	Humanities
Department	History of Art Department (part of the Faculty of History)
Location	History of Art Department, Littlegate House, St Ebbe's, Oxford
Grade and salary	Grade 4: £22,847 to £26,341 per annum
Hours	Full time
Contract type	Permanent
Start date	September 2022 or as soon as possible thereafter
Reporting to	Department Manager, History of Art Department
Vacancy reference	158358
Method of Application	Electronic (see 'How to Apply' below)
Application deadline	Midday on Friday 15 th July 2022
Recruitment contact	recruitments@history.ox.ac.uk

The role

The Assistant Administrative Officer is a key role within a very small administrative team based at the Department of History of Art, reporting to the Department Manager. The role provides administrative support for all aspects of the Department's activity, including the administration for on course students, providing administrative support to teaching staff and the Department Manager, and helping with user support in the Centre for Visual Studies where required.

Key duties include: front of house reception duties during office hours, including answering and fielding general and student enquiries; administrative support for submissions, examinations and Exam Boards; editing and maintaining Canvas; training students and staff in the use of Canvas; helping with the organization of outreach activities as required; servicing and minuting termly department meetings; teaching room bookings and organising student feedback.



Practical information

We expect to hold interviews on Thursday 11th August 2022.

For an informal discussion about this opportunity, please contact the History of Art Department Manager at manager@hoa.ox.ac.uk: all practical and procedural queries should be sent to our recruitments team: recruitments@history.ox.ac.uk. All enquiries will be treated in strict confidence; they will not form part of the selection decision

Responsibilities

- Reception duties – in person and via the entry-phone system as the first point of contact for prospective and current students, staff and visitor enquiries; answering telephone calls and responding to emails sent to the general departmental email address; circulation of conference and events notices to circulation lists; distribution of incoming and outgoing mail and deliveries.
- Administrative support for the Head of Department, Professor of History of Art and the Department Manager; supporting academic colleagues in the annual 'Distribution of Duties' and supporting the Department Manager for the same.
- Facilitating undergraduate admissions processes, undertaking the production and distribution of candidate dossiers and assisting on interview days. Assisting with organization of online interviews as required. Assisting with the recording and communication of admissions decisions as required.
- Assisting with graduate admissions processes, including responding to application enquiries, printing, logging and filing applications, and the organisation interviews if required. Assisting with the recording and communication of admissions decisions as required.
- Facilitating student inductions – organising receptions, updating, reproducing and distributing handbooks for students, visitors and staff; providing inductions, including talks and training on CANVAS and health and safety guidance.
- Creating and maintaining email lists for student groups and staff using the University's "Maillist".
- Organising the annual election of student representatives and liaison with student representatives through the course of the year.
- Servicing termly Departmental Meetings – producing agendas with the Head of Department; liaising with staff and student representatives for reports; writing and circulating minutes and associated papers.
- Coordinating the gathering of termly course feedback for courses taught both within and outside the Department; coordinating the annual collation of course documents for courses taught within and outside the Department for departmental and External Examiner review.
- Assisting with examinations processes, including collating and distributing confidential exam material to departmental staff members and staff throughout the University; liaising with academic staff and administrators in other departments and faculties; collecting submissions from Examination Schools; returning scripts and submissions to Examination Schools, and coordinating the depositing of dissertations in University libraries.
- Supporting academic staff in the organisation of the annual interfaculty 'Image and Object' workshop, alumni events and other ad hoc events as required. Sending invitations, taking bookings, arranging catering, welcoming attendees and gathering feedback.
- Helping to organize and provide administrative help for outreach activities such as UNIQ and Open Days, in conjunction with other department and faculty members.

- Assisting with alumni activities as required, including maintaining a local database and helping with the production of a newsletter.
- Assisting with the administration and support of visiting scholars to the Centre for Visual Studies. Managing teaching and meeting room bookings for the department, and ensuring responsibility for opening up and locking rooms in the department at the start and end of the working day..
- Updating (including membership) and editing the Department's Virtual Learning Environment (VLE) Canvas site; supporting and training staff and students in their use of Canvas; undertaking annual downloading of course documents and student submissions.
- Assisting with the updates of the department website if required, under the supervision of the Department Manager.
- Liaising with the Department Manager in updating key departmental documents.
- Ensure up-to-date departmental filing, scanning and archiving - hard copy and electronic – in line with GDPR guidelines, and shredding confidential material.
- Monitoring and ordering office stationery and catering supplies using Oracle.
- Providing cover of the services of the VRC to cover staff absence, as directed by the Department Manager.
- Attend training, meetings and professional development activities relevant to the role and to departmental activities/objectives.
- Undertaking training and acting as a First Aid Appointed Person for the Department;
- Undertake training and act as the Fire Warden for the Department;
- Any other duties commensurate with the role, as directed by the Department Manager.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

Selection criteria

Essential

1. Experience of university administration or a similar working environment.
2. A strong focus on customer service, with a friendly and helpful attitude and the ability to provide students and colleagues with an excellent level of administrative support.
3. Excellent verbal and written communication and customer interaction skills, with demonstrated ability to work flexibly, both independently and collaboratively with colleagues.
4. Excellent IT skills, including use of the Microsoft suite, in particular Word, Excel, PowerPoint and Outlook and the ability to learn bespoke software (e.g. student record systems).
5. Experience of competently using a Virtual Learning Environment, e.g. Canvas
6. Strong initiative, capable of suggesting improvements to systems and processes and working with senior staff to maximise efficiency.

7. Excellent organisational skills, the ability to manage multiple work streams and prioritise as necessary.
8. Demonstrable ability to work under pressure, meeting strict deadlines and maintaining excellent attention to detail.
9. Experience of handling confidential information and managing difficult situations with tact and discretion.
10. Aptitude to learn new skills and willingness to undertake training where necessary.
11. Flexibility in attending events outside of normal working hours.

Desirable

1. Experience of the workings of the University of Oxford.
2. Experience of providing support to academic staff, undergraduate and postgraduate students, with an ability to develop an in-depth understanding of course demands.
3. Experience of strong customer service skills
4. Experience of working in a small department, and occasional lone working.
5. Experience of using Canvas

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit www.ox.ac.uk/about/organisation.

Faculty of History

The Faculty of History in Oxford is the largest in the United Kingdom and one of the largest in the world. It has a very strong international reputation for its scholarship and its teaching of undergraduate and graduate students, with particular strengths in the history of the British Isles, continental Europe, imperial and global history, the United States, economic and social history, intellectual history and the history of science, medicine and technology. Within the Faculty there is also a department for the History of Art and a number of dedicated research centres. The Faculty is located in the Old Boys' High School, George Street. This is a very central location, less than 10 minutes' walk from the rail station, and very close to bus station, shops

and other University locations. The premises house a community of around 20 administrative staff and up to 30 other users, comprising doctoral students, researchers, and academics and professors. The building is also used for teaching and seminars.

More information about the Faculty can be found at: www.history.ox.ac.uk

The Faculty holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the following faculties: Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; Theology and Religion; the Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the [Stephen A. Schwarzman Centre for the Humanities](#).

The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study.

For more information please visit: www.humanities.ox.ac.uk

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Please upload all documents **as PDF files** with your name and the document type in the filename. All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>.

If you require any further assistance please email recruitment.support@admin.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.