

FACULTY OF LAW

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Job description and selection criteria

Job title	Course Administrator for the MSc in Taxation
Division	Social Sciences
Department	Faculty of Law
Location	St Cross Building, St Cross Road, Oxford OX1 3UL
Grade and salary	Grade 6: £27,057- £32,277 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Head of Administration and Finance
Vacancy reference	121120
Closing date	Wednesday 9 December 2015, 12pm noon UK time

Introduction

The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 11,000 staff and has a student population of over 22,000.

Our annual income in 2013/14 was £1,174.4m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £478.3m p.a., and more than 80 spin-off companies have been created.

Oxford is a collegiate university, consisting of the central University and colleges. The central University is composed of academic departments and research centres, administrative departments, libraries and museums. There is a highly devolved operational structure, which is split across four academic divisions, Academic Services and University Collections and University Administrative Services. For further information, please see:

www.ox.ac.uk/staff/about_the_university/new_to_the_university/structure_of_university

For more information please visit www.ox.ac.uk/about

Social Sciences Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The four academic divisions are each led by a senior academic, each of whom, as Head of Division, is a member of the University's Council. The Head of the Social Sciences Division is Professor Roger Goodman. The Social Sciences Division is responsible for academic oversight of the teaching and research of its various departments and faculties, for strategic and operational planning, and for personnel and resource management. Thirteen departments, one faculty, and two cross-divisional research units come under the aegis of the Social Sciences Division which spans the full range of social science disciplines with links into the humanities and physical sciences. There are nearly 1000 academic staff, 3,400 graduate students (postgraduate taught and postgraduate research), and 1,900 undergraduates working and studying in the division.

The Division is established as a world-leading centre for research in the social sciences and regularly sits at the highest levels of international league tables. The Social Science Division's externally funded research income is budgeted at £38 million for financial year 2012/13. It is the largest grouping of social science disciplines in the UK and it is also home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE), the BCL, the MPhils in International Relations, in Economics, and in Development Studies, and the nationally regarded PGCE. We believe that excellence in teaching and research is synergistic and remain committed to sustaining and developing the high quality of our activities in both these areas. Our departments are committed to research which develops a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses.

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

Faculty of Law

The Faculty of Law in the University of Oxford is the largest in the United Kingdom. It is a federation of thirty law schools in the colleges of the University. There are four specialised centres associated with the Law Faculty: the Centre for Criminology, the Institute of European and Comparative Law, the Centre for Socio-Legal Studies and the Oxford Intellectual Property Research Centre. Legal scholars in the colleges and University are members of the Faculty, which coordinates and supports the teaching and writing of one hundred fifty three academics. The Law Faculty has a distinguished reputation in research and publications in Law. The last Research Assessment Exercise reported that substantially more top-rated research activity went on at Oxford than in any other university in the country. Oxford is consistently listed in the top three for law in the leading guides to British universities.

There are 225 students in each of the three years of the Faculty's undergraduate degree in law, the BA in Jurisprudence. The Faculty's graduate programme includes the BCL, MJur, MSc in Criminology, the MSc in Law and Finance, a new MSc in Taxation, which this postholder will support, and the largest doctoral programme in Law in the English-speaking world. The MSc in Taxation is a two-year non-residential taught course, with around 25 students expected to be admitted per annum, building up to a total cohort of 50 on course each year. In addition there will be some students attending courses as part of a continuing education arrangement. Please visit the [Admissions](#) section of our website section for further information about our courses.

For more information please visit www.law.ox.ac.uk

Oxford University Centre for Business Taxation

The [MSc in Taxation](#) is taught in association with the [Oxford University Centre for Business Taxation](#) based at Saïd Business School. The Centre for Business Taxation is a unique interdisciplinary tax research institute which produces cutting edge research in economics and law and is heavily engaged in tax policy debates and tax policy-making both in the UK and internationally. It serves as a meeting point for the world's foremost legal, economic and accounting researchers.

Job description

Course Administrator for the MSc in Taxation: outline of the role

The Faculty of Law seeks to appoint a Course Administrator to manage and support a range of administrative functions for the new MSc in Taxation degree programme, which will have its first intake of students in October 2016. This is a taught Master's degree which will attract legal and accounting professionals and others and will require a high degree of professionalism in all aspects of administrative support for admissions, the teaching programme, examinations, assistance to the academic postholders in Taxation and related fields and dealing and co-ordinating the input of Visiting Professors and lecturers.

The students will attend two residential weeks in Oxford in their first year (in September and January) and one in their second year (in September). They will also attend courses at weekend. In order to assist with these events, the Course Administrator will be required to work on three or four Saturdays per year.

The MSc in Taxation degree is delivered jointly by the Law Faculty and the Centre for Business Taxation in the Saïd Business School, and this postholder will provide an important interface between the two departments. The postholder will also be an important point of contact for potential applicants and the students on the Taxation course.

On a day to day basis the postholder will be responsible to the MSc Course Directors and Deputy Directors, and he or she will be a member of the Law Faculty's student administration team, led by the Academic Administrator. The professional line management of all administrative staff is currently under review, but for the time being the postholder will report to the Academic Administrator.

Duties

(a) Course Administration

1. *Administrative management.* The postholder will set up systems and procedures in line with University and Faculty policy in order to support the programme, both at the outset of this new course and on an on-going basis. He or she will be required to manage all necessary arrangements to enable the course to commence as scheduled and, subsequently, to operate efficiently.
2. *General Course Administration.* The postholder will support all administrative aspects of the Taxation course, including the administrative preparation and distribution of teaching materials (on WebLearn), the organisation of practical arrangements for the teaching, the

organisation of the teaching timetable, and administration and marking of the course assessments and dissertations ; they will support the various course committees; and they will work with the student administration team to ensure adherence to University and Faculty policies in respect of admissions, records, teaching and examining. He or she will keep all areas of administration under review, identifying areas for improvement and making amendments as appropriate.

3. *Course Management Committee.* The postholder will provide secretarial and administrative support to the course Management Committee, including the presentation of budgets and relevant management data. He or she will be expected to advise the Committee and the Course Director on the implications of this information, and propose ways in which the structure and delivery of the course could be developed to meet new requirements as they evolve.
4. *Admissions.* Administrative support for all aspects of admission to the degree will be a major part of the workload of the Administrator at the relevant times of the academic year, which will involve liaison with colleges, organisation of student registration at the start of the year and support with scholarship allocation. The postholder will be a member of the Faculty graduate admissions team and will support the admissions process in accordance with University and faculty policy.
5. *Examinations.* The postholder will be responsible for the administration of the examination process for the MSc in Taxation, in accordance with University and Faculty policy and under the general direction of the Director of Examiners. This will involve the preparation or circulation of documents, updating documents and checking the consistency and accuracy of information, processing large quantities of confidential data, and providing general practical assistance throughout the examination period.
6. *Course management.* The postholder will organise accommodation in colleges, the Law Faculty and elsewhere for the courses, including the residential courses, and assist students with accommodation issues. S/he will also assist with obtaining professional credits in the case of students requiring recognition for the courses for that purpose.
7. *Visiting lecturers.* The postholder will produce and manage the contracts, visas and payments of visiting lecturers (seeking advice from other Faculty staff where appropriate) and will liaise with the visitors over timetable issues, travel and the claiming of expenses.
8. *Enquiries.* The postholder will be the principal point of contact for all enquiries about the MSc programme coming from students, colleagues, academics and from prospective students. They will answer queries relating to the interpretation of regulations, conventions and course requirements; they will maintain appropriate records and provide information for prospective and current students to include marketing information, handbooks and web-based materials, as well as the provision of information during the academic year. He or she will be expected to seek advice from the appropriate senior officer as necessary.
9. *Student administration.* The postholder will be the primary point of contact for students on the MSc in Taxation; he or she will assist students with all queries, including visa queries (redirecting these to experts where necessary), and travel queries. The postholder will maintain student records (including visa records) and implement any changes which emanate from the central University and/or the Faculty. The postholder will also be responsible for the management of the data within the system to ensure accuracy and

relevance; and will organise some student-related activities and events for both for prospective and for current students. The postholder will also organise attendance by non-degree students at relevant courses and make arrangements for payment of fees and for their attendance to be recognised.

10. *Website management.* The postholder will prepare and update copy for the website, working with the Faculty's IT/AV and Communications team as appropriate.
11. *Careers and Alumni support.* The postholder will be responsible for liaison with employers and potential donors, and will support this work through their use of DARS (see below). He or she will oversee the compilation of the MSc Taxation Class Profile Book, and assist with the updating of any alumni or careers webpages. He or she will oversee the organisation and running of Taxation alumni and careers events, and to supervise the work of casual assistants helping with Taxation events in the Faculty.

(b) Other

1. to work closely with the MSc Taxation Course Director and Deputy Director, to carry out relevant tasks as required;
2. to function as part of the Faculty's student administration team, and contribute to the operation and development of that team;
3. to work collaboratively with colleagues in the Faculty, the Business School, the Division and the University, and to respond to requests to carry out comparable tasks for the Faculty as required by the Academic Administrator and/or the Head of Administration and Finance; and
4. to undertake training on university software systems in accordance with operational requirements.

(c) Systems and software packages

1. full use of SITS/eVision to view and extract data and to fully support the admissions and examination processes. Full training will be provided if the successful applicant is not already using this system within the University;
2. use of GSS (Graduate Supervision System) to monitor supervisor reports;
3. extensive use of spreadsheets for record keeping and the manipulation of data;
4. use of Outlook for e-mail and calendaring, and occasional use of Planon facilities management software for room bookings;
5. use of DARS (Development and Alumni Relations System) to support employer, alumni and donor relations; and
6. use of Drupal content management system to manage the Faculty website, for which training will be provided.

Selection Criteria

Candidates will be judged on the basis of the following criteria and should ensure that their application shows how they meet those criteria.

Essential

1. Educated to degree level or holding a broadly equivalent academic or professional qualification;
2. proven administrative experience in a comparable role;
3. extremely good written and oral communication skills, with the ability to produce work to high professional standards;
4. excellent organisational skills and efficient working methods, able to manage and prioritise a number of competing tasks;
5. able to work independently, using own initiative with good judgement for assessing when advice or approval is required;
6. able to produce accurate work to deadlines, without close supervision, and accustomed to handling large amounts of data and information;
7. IT proficient and capable of using a variety of software packages for a range of functions;
8. a flexible approach to work, with a supportive and co-operative attitude and the composure to handle unexpected situations;
9. effective interpersonal skills at all levels, able to communicate confidently and appropriately with an extensive range of people, and able to demonstrate tact and discretion, both when dealing with sensitive and confidential information, and in responding to the particular needs to students from a diverse range of backgrounds; and
10. the capacity to follow and maintain administrative systems and processes, including developing a good operational understanding of the procedures and approaches of the two departments providing this degree (Law and Saïd Business School).

Desirable

11. experience of using one or more of the software packages listed above in a similar context;
12. sympathy for the academic objectives of the Law Faculty and the wider University;
13. experience of working in the Higher Education sector, particularly in the area of course administration or similar; and
14. experience of working in the legal sector.

The University's policy on retirement

The University operates an employer justified retirement age for all academic and academic-related posts (any grade above grade 5), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at:

www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/

For existing employees any employment beyond the retirement age is subject to approval through the procedures outlined at: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. All applicants must read the candidate notes on the University's pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

Working at the University of Oxford

For further information about working at Oxford, please see:

http://www.ox.ac.uk/about_the_university/jobs/support/

www.ox.ac.uk/about_the_university/jobs/professionallandmanagement/

How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You are also asked to upload a supporting statement. The supporting statement should describe what you have been doing over at least the last 10 years. This may have been employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

All applications must be received by **midday** on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment owing to the fact that he or she has 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 departments.

If you are a priority candidate, please ensure that you:

- attach your redeployment letter to your application*
- explain in your covering letter how you meet the selection criteria for the post.*

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk

Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/

To return to the online application at any stage, please click on the following link www.recruit.ox.ac.uk

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.