

**FACULTY OF LAW**

## Job description and selection criteria

<b>Job title</b>	<b>Administrative Assistant for the Programme for the Foundations of Law and Constitutional Government</b>
<b>Department</b>	<b>Faculty of Law</b>
<b>Division</b>	<b>Social Sciences</b>
<b>Grade and salary</b>	<b>Grade 5: £24,298 - £28,982 pro rata, per annum</b>
<b>Hours</b>	<b>20 hours/week (53% FTE)</b>
<b>Contract type</b>	<b>Fixed-term for six months</b>
<b>Location</b>	<b>Faculty of Law, St Cross Building, Oxford, OX1 3UL</b>
<b>Reporting to</b>	<b>Karen Eveleigh, Research Facilitator</b>
<b>Additional Information</b>	<b>Vacancy ID: 125186</b> <b>Closing date: 12 noon, UK time Friday 2 September 2016</b>

## Job description

### Overview of the role

The Administrative Assistant for the Programme for the Foundations of Law and Constitutional Government will have general responsibility for the administrative support for the Programme, principally for communications, events and financial administration. In particular, over the next six months the applicant will be expected to work on creating detailed reports on the Programme for funders, creating an internet presence, and helping to organise the events already planned for 2016 and 2017.

The Programme for the Foundations of Law and Constitutional Government exists to support and encourage study of the moral basis and institutional structure of states and legal systems. It organises conferences on a wide range of themes relating to these topics, including conferences on Bills of Rights, Parliamentary Government, Social Ontology, and the Magna Carta.



There is an annual series of invited lectures in Constitutional Theory in Trinity term. It also provides scholarships for graduate students and support for academics and students outside of Oxford who wish to visit the Faculty and participate in the Programme. The Programme is co-directed by Nick Barber and Richard Ekins and sits within the Law Faculty.

Based in the Faculty of Law, the postholder will work under the day-to-day direction of the Programme Directors. He or she will be part of the administrative team in the Faculty of Law, reporting to the Research Facilitator, who will be the postholder's professional line manager.

### **Responsibilities and duties**

1. Act as first point of contact in the Programme team for students, staff and visitors.
2. Assist in producing and maintaining a number of sources of information on the website and in publications.
3. Draft reports on events for funders and other interested parties.
4. Make administrative arrangements for events such as team meetings, reading groups, workshops and conferences, including room booking, catering, travel and accommodation arrangements for staff and visitors.
5. To manage the diary of programme management, including organising meetings and complex travel arrangements.
6. In particular, work with graduate and undergraduate students to foster a sense of academic community through organising the above events.
7. Prepare budgets for planned events for the Programme Directors, in consultation with the Finance Manager and/or Research Facilitator.
8. Acquire an understanding of Faculty and University administrative procedures, and develop systems for the implementation of these for the Programme.
9. Organise mailings for events, maintain mailing lists and promote events in other ways.
10. Organise Programme meetings, and compile agendas and draft minutes.
11. Collate and circulate appropriate data. Create and maintain spreadsheets and other data tables.
12. Financial administration:
  - a. Process expenses claims.
  - b. Deal with suppliers, particularly those for Programme events.
  - c. Raise purchase requisitions and purchase orders on Oracle.
  - d. Check income and expenditure reports from the Research Facilitator or Finance Manager, monitor against budgets, and discuss with the Programme Directors.
  - e. Gather, manipulate and present data on annual budgets and forecasting.

- f. Ensure all financial transactions are carried out in accordance with the University and external financial regulations.
  - g. Regularly provide advice on financial procedures and policies, required to clarify matters of a non-routine nature (orally and in writing).
  - h. Responsible for running and distributing financial budget reports on a weekly/monthly basis.
13. Allocate and oversee the work of graduate student helpers and casual assistance.
  14. Reply to a range of issues on behalf of the Programme management or researching and preparing information/drafting replies.
  15. Ordering and monitoring supplies of stationery and other consumables, managing event budgets.
  16. Sitting on a committee/forum to share information and exchange best practise.
  17. Explaining the use of the facilities or particular systems or processes to others who are not part of the immediate work team, i.e. during an induction.

## **Selection criteria**

### **Essential**

- Experience of implementing administrative processes and of reception or customer-facing work.
- Ability to write fluently and quickly – for example to produce reports for funders.
- Ability to interpret, apply and communicate regulations and procedures.
- The ability to work independently, with minimum supervision, with a willingness to resolve situations, as well as knowing when to refer issues to others.
- The ability to organise own workload and to work to deadlines, evidenced by formal qualifications and/or significant work experience at a similar level.
- Proven experience in organising academic or similar events, including the administrative arrangements for such events.
- Ability to use standard computer programs (such as Outlook, Word, Excel) and experience of using a database to manage and report on data.
- Experience of financial administration, including the ability to be numerate and accurate, with excellent attention to detail and a methodical approach.

### **Desirable**

- Previous experience of working as part of a team in an office environment.

- Experience of working within an HE institution or within a service industry environment.
- A broad knowledge of the discipline of constitutional law, political theory and political science.

## 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. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. 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](http://www.ox.ac.uk/about/organisation)

## Law Faculty

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 BA in Jurisprudence. The Faculty's graduate programme includes the [BCL](#), [MJur](#), MSc in Criminology, the [Master's in Law and Finance](#), and the largest [doctoral programme](#) in Law in the English-speaking world.

The Faculty comprises some 90 academic postholders (17 statutory professors; 60 Associate Professors; 2 Readers; 1 CDF; and 13 other Faculty posts, principally Departmental Lecturers and research staff), and around 30 administrative academic-related and support staff.

For more information please visit [www.law.ox.ac.uk](http://www.law.ox.ac.uk)

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

## Social Sciences Division

Social Sciences is one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority, and responsibility for providing a broad strategic focus across its constituent disciplines. Thirteen departments, one faculty, and three cross-divisional research units come under the aegis of the division which spans the full range of social science disciplines with links into the humanities and physical sciences (including Law, Management, Economics, Politics and International Relations, Sociology, Social Policy, Area Studies, Development Studies, Education, Anthropology, Archaeology, Geography, Public Policy). There are over 700 academic staff, 2,700 graduate students (postgraduate taught and postgraduate research), and 1900 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 of one form or another. 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 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: <http://www.socsci.ox.ac.uk/>

## How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

**Please also 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).

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

Please upload all documents as **PDF files** with your name and the document type in the filename.

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 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 departments.*

*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)*

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about\\_the\\_university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

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

## Important information for candidates

### 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. 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/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

### The University's policy on retirement

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), 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/](http://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: [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/)

There is no normal or fixed age at which **support staff** in posts at **grades 1–5** have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

### 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

### Training and Development

A range of training and development opportunities are available at the University. Further details can be found at [www.ox.ac.uk/staff/working\\_at\\_oxford/training\\_development/index.html](http://www.ox.ac.uk/staff/working_at_oxford/training_development/index.html).

### For research staff only: Support for Research Staff

There is a particularly wide range of support for career development for research staff. Please visit: [www.ox.ac.uk/research/support-researchers](http://www.ox.ac.uk/research/support-researchers) to find out more.

### Pensions

The University offers generous occupational pension schemes for eligible staff members. Further details can be found at [www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/](http://www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/).

### Information for international staff *(or those relocating from another part of the UK)*

A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at [www.admin.ox.ac.uk/personnel/staffinfo/international/](http://www.admin.ox.ac.uk/personnel/staffinfo/international/).

### The University of Oxford Newcomers' Club

The Newcomers' Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

### Transport schemes

The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at [www.admin.ox.ac.uk/estates/ourservices/travel/](http://www.admin.ox.ac.uk/estates/ourservices/travel/).

### University Club and University Sports Facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

### Childcare and Childcare Vouchers

The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/). **NB: Due to the high demand for the University's nursery places there is a long waiting list.**

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

### Disabled staff

The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details.

### BUPA - Eduhealth

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families [www.eduhealth.co.uk/mini-site/](http://www.eduhealth.co.uk/mini-site/).

### All other benefits

For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see [www.admin.ox.ac.uk/personnel/staffinfo/benefits/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/).