

PA TO PRESIDENT

FURTHER PARTICULARS OF THE JOB

Wolfson College was founded as a graduate college in 1966. It is one of Oxford University's largest and most international colleges. Wolfson is located on the banks of the River Cherwell in north Oxford, with a campus of Grade 2 listed buildings and open parkland. We are the first Higher Education institution in the UK to have no carbon emissions whatever across our entire estate.

Wolfson has an open and inclusive ethos and is proud of its egalitarian spirit and friendly atmosphere. Alongside the ground-breaking research of our fellows and students, the College is a hub of a vibrant cultural and social life.

PA to President is a critical role which provides a comprehensive administrative support to the President and which helps to set the style and the culture of the President's Office and the College. The current President's position runs until summer 2028, so a key part of this role will be to ensure a smooth transfer across to the new President.

JOB DESCRIPTION

Job Title: PA to President

Main Purpose of Job: To provide secretarial and administrative clerical assistance to the President, and take responsibility for the administrative work of the Fellowships and Membership Committee.

Relationships:

1. Responsible to: The President
2. Liaison with: The Bursar, College Secretary, Senior Tutor, the Bursar's PA, and most other Departments, Staff, Fellows, Students and Common Room members.

Main Tasks of Job

1. To act as Personal Assistant to the President covering a wide and varied range of duties, including:
 - a. Managing the President's diary and coordinating meetings between his diary and those of other officers, Fellows and members of the College, as well as colleagues across the University, donors and key stakeholders external to the University;
 - b. Writing, drafting and typing letters on behalf of the President; and managing related files to ensure prompt and accurate access to required documents;
 - c. Acting as information and welcome point for new Governing Body Fellows, Research Fellows, Junior Research Fellows, Supernumerary Fellows, Honorary Fellows, Emeritus Fellows, along with Honorary Membership of Common Room, Ex Fellows who transfer across to Membership of Common Room and Associate Membership of Common Room for partners of Fellows. This includes organising University Cards for access to Wolfson. Checking Right to Work for Governing Body Fellows, Research Fellows and Junior Research Fellows.
 - d. Arranging social functions hosted by the President in liaison with relevant departments within the college; Organising all meetings and hospitality in the Colin Kraay Room,

including room booking, catering and timings. Arranging events at the President's Lodgings.

- e. Assisting the President in his duties as a member of the University's Conference of Colleges;
 - f. Liaising with the offices of high-profile non-university figures important to the life of the college;
 - g. Protecting the President's time and privacy and dealing sensitively and firmly with a wide range of visitors to the President;
 - h. Creating and maintaining, in line with GDPR, records on the database for Fellows and other relevant members of the college;
 - i. Liaising with the Accounts Department in relation to the President's budget lines and Common Room subscriptions;
 - j. Ensuring that all invoices received are correct and nominally coded before passing to accounts.
 - k. Assisting with the College Record, recording all new elections and updating records.
 - l. Collating the Emergency Cover List for all holiday periods. Liaising with College Secretary and Bursar's Secretary to ensure that always cover by at one least one member of administrative staff in the President's office.
 - m. Updating the University of Oxford Calendar each term.
 - n. Organising any stationery requirements for the President's office and catering supplies.
 - o. Other duties as required.
2. To act as Secretary to the Fellowships and Membership Committee (FMC), which meets twice per term, with occasional additional meetings. Specific duties include:
- a. Correspondence dealing with enquiries about membership;
 - b. Drafting and finalising agendas for the FMC;
 - c. Attending meetings and writing minutes – reserved and unreserved, for approval by the President;
 - d. Dealing with matters relating to the election procedure of all Fellows, Honorary Membership of Common Room and Associate Membership of Common Room. For Governing Body Fellows, liaising with departments over advertisements and interviews;
 - e. Responsibility for drafting advertisements for Research Fellows, Junior Research Fellows and other Fellowship competitions, and advertising as necessary;
 - f. Handling all applications/references; disseminating information, lists etc to FMC selection panels; setting up short-listing meetings and interviews, recruitment monitoring; constant liaison with interview candidates;
 - g. Responsibility for correspondence relating to appointments/elections as a result of FMC election decisions;
 - h. Managing the process for the renewal of membership for Fellowships as appropriate.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications Knowledge Skills Work Experience	<ul style="list-style-type: none"> • Good level of literacy and numeracy; • Ability to communicate effectively in English at all levels, both orally and in writing; • Competent user of Microsoft Office, Zoom and TEAMS; • Previous experience using databases ; • Excellent telephone manner and good email style; • Excellent secretarial skills. 	<ul style="list-style-type: none"> • Experience working in the education or third sector; • Knowledge and experience of the University of Oxford. • Ability to service committees
Personal Qualities	<ul style="list-style-type: none"> • Pro-active self-starter • Tact and sensitivity • Discretion and reliability • Attention to detail • Resilience under pressure • Ability to protect the President's diary by being polite and firm, in person and online • Good interpersonal and team-working skills at all levels in the organisation, making new staff feel welcome • The ability to know how and when to liaise with others in the College. 	

TERMS AND CONDITIONS:

Appointment:	The post is available from 1 June 2024 or as soon as possible thereafter. It is full-time and permanent with six months' probation.
Hours:	Working hours are 36.5 hours per week, worked from 09:00 am to 17:00 Monday to Thursday and 09:00 am to 16:00 on Friday. There is an unpaid 30 minutes' lunch break. There may be flexibility around start and finish times, and around the number of working hours. The role can be worked over four or five days. It is mainly office based, but some remote working may be possible.
Annual Leave Entitlement:	39 days <i>pa</i> including Bank Holidays for full time positions, pro-rata for part time employment. The holiday year runs from 1 October to 30 September.
Grade:	The role is Wolfson College Grade 4 with salaries ranging from £33,125 to £38,642 per annum for full time work. The grade comprises 8 spine points. New appointments

	are normally offered the first increment in the grade. Staff are normally awarded the first increment once they have completed a full year of service.
Salary and Benefits:	The salary for the 36.5 hours' week will be £33,125 per annum, however a higher increment may be offered for an exceptional candidate. Benefits include pension scheme, free lunch within allowance when on duty, free parking.
Notice period:	1 week during probation, 3 months thereafter.
Other conditions	The post is subject to obtaining satisfactory references, a satisfactory completion of the health questionnaire, satisfactory completion of the right to work check, and signing a contract of employment.

Equality of opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the UK GDPR and Data Protection Act 2018, and the College's Data Protection Policy which can be found on the College's website at www.wolfson.ox.ac.uk/policies/data-protection-policy.

APPLICATION:

Applications should be sent by post to HR Department, Wolfson College, Linton Road, Oxford OX2 6UD or by email (preferred) to recruitment@wolfson.ox.ac.uk and should include:

- an application form completed in full
- a covering letter which explains why you are interested in this post, why you are a suitable candidate and why you are leaving your current job

We will contact your referees at the shortlisting stage unless you make it clear in your application that you do not wish us to do so.

The closing date is midday on Friday, 24th January 2025. Interviews will be held on Friday, 7th February 2025.