



From: Head of Administration and Finance

Job Description

Job title	Academic Assistant
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: 1 - 6: £25,138 - £28,759 per annum (pro-rata for part time positions)
Hours	0.6 FTE to be spread over three or more days.
Contract type	Permanent
Start date	September 2023 or as soon as possible thereafter
Reporting to	Department Manager, History of Art Department
Vacancy reference	166510
Method of Application	Electronic (see 'How to Apply' below)
Application deadline	26/07/2023
Recruitment contact	recruitments@history.ox.ac.uk

The role

The Academic Assistant is part of a very small administrative team within the Department of History of Art. The role supports all aspects of the Department's activity, but is primarily responsible for student administration, and acting as the first point of contact for all enquiries.

Responsibilities

Student administration

- First point of contact for all on-course undergraduate and graduate student enquiries. Respond to general enquiries interpreting university and external regulations as appropriate

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- Inpera key user for the department, including responsibility for setting up and downloading submissions on the University's Inpera online examinations platform.
- Assisting with examinations processes alongside the Department Manager, including collating and distributing confidential exam material to departmental staff members and staff throughout the University, and liaising with academic staff and professional staff in other departments and faculties.
- Finalizing the termly lecture lists, in liaison with internal and external academic members of staff.
- Updating, editing and maintaining Canvas, the department's virtual learning environment. Becoming a key user of Canvas, alongside the department's Digital Resources & Events Assistant.
- Creating and maintaining email lists for student groups and staff using the University's "Maillist". Responsible for creating and emailing out a weekly events email during term time.
- Secretary for the termly Departmental Meeting. Producing agendas, minute-taking – producing agendas with the Head of Department; liaising with staff and student representatives for reports; writing and circulating minutes and associated papers.
- Responsible for coordinating the gathering of termly course feedback for courses taught both within and outside the Department.
- Updating course documents, and the yearly handbook for undergraduates and graduates, in liaison with academic members of staff.
- Ensure up-to-date departmental filing, scanning and archiving - hard copy and electronic – in line with GDPR guidelines, and shredding confidential material.
- Facilitating student inductions and helping with the annual admissions exercise.

Alumni administration

- Assisting with alumni activities as directed, including maintenance of database, correspondence, newsletter creation, events, etc.

General administration

- Providing a reception service and first point of contact for staff, students, general public. Operate the entry-phone system, greet visitors, answer telephone calls and respond professionally to emails in the generic inbox (under the direction of the Department Manager). Distribution of incoming and outgoing mail and deliveries.



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- Providing administrative support for the Head of Department/Professor of History of Art and the Department Manager as required; supporting academic colleagues and the Department Manager in the annual 'Distribution of Duties'.
- Managing room bookings.
- Assisting with the administration and support of visiting scholars.
- Providing cover in the absence of the Digital Resources & Events Assistant.
- Any other duties commensurate with the role, as directed by the Department Manager.

Selection criteria

Essential

1. Experience of managing administrative processes in a university or a similar working environment.
2. Ability to interpret, apply and communicate regulations and procedures.
3. A professional and helpful 'can-do' attitude, with the ability to provide students and colleagues with an excellent level of administrative support.
4. Excellent verbal and written communication skills, with demonstrated ability to work both independently, with minimum supervision, and collaboratively with colleagues.
5. Excellent IT skills, including use of the Microsoft suite, in particular Word, Excel and Outlook and the ability to learn bespoke software (e.g. student record systems).
6. Strong attention to detail, and good organizational skills, with the ability to organise events and make administrative arrangements.
7. Aptitude to learn new skills and willingness to undertake training in specific university systems where required (e.g. Inspira, Canvas, EVision, etc.) in order to become a proficient key user.

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.

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3. Experience of strong customer service skills.
4. Experience of lone working and the ability to remain focused and motivated.
5. Experience of handling confidential information and knowledge of GDPR.
6. Experience of using a virtual learning environment, e.g. Canvas.
7. Experience of using an online examinations platform, e.g. Inspira.

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Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) 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 for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

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.

The 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 of History provides a robust and supportive framework for research, including:

- Financial support for research travel, research assistance, and editorial help
- Mentoring, including discussion of research plans and progress

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- Internal and interdisciplinary collaborations, through research centres
- Assistance in the formulation of research plans and funding bids

The Faculty enables all its postholders, including departmental lecturers, to request up to £800 per year for research expenses, and makes additional funds available for organising conferences in Oxford. In addition, to assist newly-appointed postholders in the development and publication of their research, Faculty funds are available for early career and established colleagues to hold a workshop at which colleagues can discuss drafts of their next monograph.

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.

The Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian and Middle Eastern Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The Division has more than 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 innovative 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.

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.

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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. The statement 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 very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

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

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There is no normal or fixed age at which staff in posts at other grades 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.

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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.