

Summary

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| Job title | Academic Office Assistant |
| Division | Humanities |
| Department | Faculty of History |
| Location | George Street, OX1 2RL, and from the date the Humanities department moves to its new premises, The Stephen A Schwarzman Centre for the Humanities in the Radcliffe Observatory Quarter, Oxford |
| Grade and salary | Grade 4: £27,838 - £31,459 per annum, (inclusive of Oxford University Weighting of £1,500) |
| Hours | Full time (36.5 hours per week) |
| Contract type | Permanent |
| Start date | 1 st March 2025 or as soon as possible thereafter |
| Reporting to | Undergraduate Officer |
| Vacancy reference | 177249 |
| Method of application | Electronic (see 'How to Apply' below) |
| Application deadline | 12 noon UK time on 20/01/2025 |

The role

Academic administration and student services within the Faculty of History are delivered through an Academic Office, led by the Education Manager. The Academic Office team provides dedicated support to a number of academic officers appointed by the Faculty Board, including the Co-ordinator of Undergraduate Studies, the Director of Graduate Studies, Chairs of Boards of Examiners and Admissions Co-ordinators.

The Academic Office Assistant will support the delivery of undergraduate and graduate programmes by maintaining accurate information about teaching capacity and demands, managing the faculty's internal training scheme for preparing graduate students for teaching, producing lecture lists, supporting graduate language provision, and administering optional course elements. S/he reports to the Undergraduate Officer, but works closely with other administrative officers (with responsibility for graduate studies, admissions and examinations) as required.



Flexible working

The Faculty of History offers flexible hybrid working arrangements for its Professional Services staff. This allows staff to balance their work between the office and remote locations. For full-time employees, the requirement to work a minimum of three days in the office ensures that there is adequate on-site presence, particularly during term time, while still providing the flexibility that many staff seek. Part-time staff will be expected to adhere to a pro-rated version of this arrangement, which means the number of days required in the office will be adjusted based on their specific work schedule.

Practical information

Queries about the post should be addressed to Vicky Anderton, Education Manager (vicky.anderton@history.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

The Academic Office Assistant will undertake a diverse range of duties, including (but not limited to):

- managing availability of option choices for undergraduate Optional, Further, and Special Subject papers, disseminating information about options via Canvas and email, running the termly ballot process and liaising with course convenors, directors of study, visiting student programme directors, and the History of Art administrative team as required;
- administering the Preparation for Learning and Teaching at Oxford (PLTO) and Training in Lecturing scheme for graduate students in the History Faculty; this will involve working closely with and supporting the academic officer responsible for co-ordination of the scheme;
- overseeing the production of the termly Lecture List, liaising with joint schools where necessary, publishing the Lecture List and maintaining its accuracy, booking rooms in the faculty building for teaching sessions;
- managing the faculty's provision of recorded lectures, scheduling regular recording sessions in the faculty and in liaison with the Teaching Space Coordination Group and the A/V Support Service, editing and uploading recorded lectures to Panopto and maintaining the faculty's archive of recordings;
- supporting graduate language provision in the faculty, in liaison with the Director of Graduate Studies, Language Centre, and Latin tutor(s), organising pre-term Latin course and updating all published information and application forms as required;
- maintaining the History Faculty's Teaching Register, ensuring requests for information are sent and the register updated on a termly basis; ensuring PLTO-trained students are added and leavers are removed from the register in a timely manner;
- supporting the Academic Office in the maintenance of handbooks, course descriptions and reading lists;
- preparing the graduate induction timetable for students starting in October and updating all associated online content;

- establishing and maintaining new administrative procedures and set up new office systems where necessary;
- supporting key academic cycle processes (for example examinations and admissions) as and when required to do so;
- Any other duties commensurate with the grading of the post

Selection criteria

Essential selection criteria

- Experience of managing administrative processes and customer facing work
- Ability to interpret, apply and communicate relevant regulations, policy and procedures
- The ability to work independently, with minimum supervision, and a willingness to resolve situations, as well as knowing when to refer issues to others
- The ability to organise own workload, manage multiple work streams, prioritise as necessary, and to work to deadlines, evidenced by formal qualifications at (for example BTEC, NQ Level 3 or equivalent) or significant work experience at a similar level
- Ability to use standard computer programs (Outlook, Word, Excel) and the ability to learn bespoke software (e.g. student record systems)
- Demonstrable ability to work under pressure, meeting strict deadlines and maintaining excellent attention to detail
- Experience of handling confidential information and managing difficult situations with tact and discretion
- Strong communications skills, in writing, in person and by telephone, able to communicate clearly and appropriately with students and staff at all levels
- Strong initiative, capable of suggesting improvements to systems and processes and working with senior staff to maximise efficiency

Desirable selection criteria

- Experience of working within an HE institution or within a service industry environment.
- Experience of editing online media (website, intranet, virtual learning environment)
- Experience of academic administration

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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.

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.

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 online recruitment portal. Information about how to apply is available 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.

If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly.

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 online recruitment portal 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** of 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>.

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.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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 dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>