

Job description

Job title	Administrative Assistant: Global and Imperial History
Faculty / Location	Faculty of History,
Division	Humanities
Grade and salary	Grade 4: 1: £25,138 per year (<i>pro rata</i> for part time appointments)
Start date	As soon as possible
Hours	Part time: 60% of full time (equivalent to 24.9 hours per week)
Contract type	Fixed Term for 12 months
Reporting to	Professor Andrew Thompson
Method of application	Electronic (see 'How to Apply' below)
Application deadline	12 noon UK time on 26/06/2024
Vacancy reference	173122
Recruitment contacts	recruitments@history.ox.ac.uk

Overview of the role

Following the retirement of the Beit Professor of Global and Imperial History (September 2024) the Faculty of History will be recruiting a successor to take up the post in October 2025. However, during academic year 2024/25 there are a number of administrative responsibilities which will need to be undertaken to support Professor Andrew Thompson specifically, and also some of the remaining postholders, on the Faculty's highly-recruiting and very popular MSt in Global and Imperial History [MSt in Global and Imperial History | University of Oxford](#). To assist Professor Thompson with the administration of these tasks, along with organization for the Oxford Centre for Global History, we are excited to offer the role of an Administrative Assistant to join Professor Thomson's team during this transitional period.

The postholder will also work with Professor Andrew Thompson on his Oxford Martin School project "Changing Global Orders" [Home | The Oxford Martin Programme on Changing Global Orders](#).



Practical information

Queries about the post should be addressed to Professor Andrew Thompson, Professor of Global and Imperial History (andrew.thompson@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.

Duties

- Respond to general enquiries interpreting university and external regulations as appropriate
- Maintaining, updating and further developing the website of the Oxford Centre for Global History; and liaising with the OCGH internal and external advisory groups
- Make administrative arrangements for event organisation for the Oxford Centre for Global History, including for high profile public events; including room booking, catering, travel and accommodation arrangements for staff
- Follow administrative procedures, write new office procedures and set up new office systems
- Organise mailings for training and events, maintain mailing lists
- Meeting organisation including diarising of meetings, circulation of papers, minute taking and related tasks
- Administrative support for the organisation of annual graduate induction meetings, feedback meetings, student presentations, and other related activity
- Collate and circulate appropriate data, and give organisational support for Professor Thompson's input into the Oxford Martin project "Changing Global Orders" and related projects (including engagement with the private offices of key contacts in the United Nations)
- Assist the finance administrator by processing invoices on the Oracle Finance system

Selection criteria

Applications will be judged only against the criteria which are set out below. You should make sure that your application shows very clearly how closely your skills and experience meet these criteria. We are committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection and there will be both female and male members of the selection committee.

Personal effectiveness	
Essential	Qualified to GCSE level or equivalent
Essential	A flexible approach to work, with a friendly 'can do' attitude, experience of managing administrative processes and a dedication to providing excellent customer service to all
Essential	Demonstrable ability to work constructively and enthusiastically as part of a team
Essential	The ability to work independently, with minimum supervision, and a willingness to resolve situations, as well as knowing when to refer issues to others
Essential	Proven ability to remain calm and effective in a busy working environment
Essential	Ability to organise events and make administrative arrangements
Essential	Demonstrable ability to work under pressure, meeting strict deadlines and maintaining excellent attention to detail
Essential	Strong literacy (English language) and numeracy
Desirable	Experience of handling confidential information and managing difficult situations with tact and discretion
Desirable	Experience of supervising or line-managing staff, or the ability to take on this responsibility
Desirable	Experience of working within an HE institution or within a service industry environment.
Technical skills	
Essential	Good IT skills, including MS Word, Excel and Outlook, the ability to learn Access, bespoke software (e.g. student record systems) and to edit online media (website, intranet, virtual learning environment)

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.

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
- 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.

Oxford Centre for Global History

The Oxford Centre for Global History was established by the History Faculty in June 2011 to reflect its strong commitment to the field. Global History in Oxford is defined broadly as the global movement of people, goods, and ideas and the consequences that flow from them. Chronologically, it extends across all historical periods from ancient to late modern.

The Centre is particularly keen to encourage cooperation between historians of different periods, as well as places, in the study of themes of global significance. It will support research projects, and host workshops, seminars, and conferences. A key part of the Centre's role is to facilitate the research of all those in Oxford who are keen to develop a global history dimension in their work.

<http://global.history.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.

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

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 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, 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 dependants. 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.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.