Job description

Job title	Editorial and Administrative Assistant
Faculty / Department	Faculty of History
Division	Humanities
Grade and salary	Grade 4: £25,138 - £28,759 per annum (pro rata for part time roles)
Start date	October 2023 or as soon as possible thereafter
Hours	1.0 FTE Full-Time (part-time roles may be considered)
Contract type	Fixed term for 12 months or until 31/01/2025 (limited by external funding)
Reporting to	Miranda Lewis (EMLO's Editor/Manager)
Method of application	Electronic
Application deadline	12 noon UK time on 06/09/2023
Number of referees required	Two; references are not required at the application stage
Vacancy reference	167212
Recruitment contacts	recruitments@history.ox.ac.uk

Overview of the role

This is an exciting opportunity for a Digital Editorial Assistant and Administrator to join *Early Modern Letters Online* [EMLO], the union catalogue created and maintained by the 'Cultures of Knowledge' [CofK] research project. You will contribute to the editorial work already underway in EMLO to ensure that newly ingested metadata describing early modern letters, the people who wrote them, the places from and to which they were sent, and their retrieval information conform to the union catalogue's existing standards. This work will involve data entry, data manipulation, and the tidying of information about early modern letters and their associated records as catalogues are prepared for upload into, and publication in, EMLO. Full training and detailed workflows will be provided for every task. You will provide high-quality administrative assistance to EMLO's Editor and, where relevant, to members of the Steering Committee for the Cultures of Knowledge project.

Should you wish to arrange an informal discussion about the role, please email miranda.lewis@history.ox.ac.uk.

Overview of the project

'Cultures of Knowledge: Networking the Republic of Letters, 1550–1750' is a research project based within the Faculty of History. Founded in 2008–09, the project is exploring and developing innovative digital methods to reconstruct and interpret the epistolary networks of the early modern period based around the ongoing population of its union catalogue of sixteenth-, seventeenth-, and eighteenth-century correspondence, *Early Modern Letters Online* (http://emlo.bodleian.ox.ac.uk).

Between now and January 2025, with funding from the Packard Humanities Institute [PHI], a core objective at EMLO is to assemble significantly greater quantities of epistolary metadata, transforming the resource thereby into an increasingly representative catalogue of the 'Republic of Letters'. Such work will enable EMLO's union catalogue to continue its development as both a useful finding aid and a genuine tool for scholarly research and analysis, and this objective lies at the heart of the work of the lively community of scholars, students, volunteers, interns, editors, research projects, libraries, and publishers worldwide that work with EMLO to collate, prepare, and publish epistolary metadata.

Interviews are to be held in mid to late-September via Teams/in person at the Faculty of History.

Duties

- Performing data entry and/or manipulation of metadata for a diverse range of correspondences from the early modern period, often in varying formats (including Excel spreadsheets), using the project's online and offline editorial tools (full training and detailed workflows will be provided for each task);

- Checking that metadata have been expressed correctly in an agreed format without errors;

- Assisting as required with the preparation and publication of datasets and with in-house editorial work;

- Assisting as required with the preparation and circulation of introductory catalogue pages, manuals and stylesheets, and presentations, and with proofreading texts prior to publication;

- Assistance in the preparation of project material, as required;

- Supporting EMLO's Editor in the demonstration of the use of data-entry tools;

- Supporting EMLO's Editor in the organization of workshops and training schools, and in the setting up and administration of a new intern scheme;

- Assisting EMLO's Editor in both the development and testing of a range of data-entry tools and in the testing and the ongoing refinement of both the editorial interface and the public interface of EMLO;

- Attending and minuting EMLO's technical meetings to ensure the technical programme is concluded on budget and to schedule;

- Arranging meetings for CofK and EMLO, circulating preparatory material, and taking minutes of these meetings;

- Attending and minuting as required, with the CofK Project Director and/or EMLO's Editor, meetings with the History Faculty Finance Team to monitor the budget;

- Providing assistance to the CofK Project Director and/or EMLO's Editor with the preparation of further funding applications;

- Acting as a point-of-contact for enquiries received at CofK and EMLO and respond to general enquiries interpreting university and external regulations as appropriate;

- Any other duties required by EMLO's Editor that are commensurate with the grading of the post.

Selection criteria

Applications will be judged only against the criteria that 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.

Qualifications and experience	
Essential	Strong literacy and numeracy skills
Essential	Working knowledge of at least one second European language (German, French, or Italian) and rudimentary knowledge of Latin
Desirable	Experience of high-volume proofreading and editorial work in a deadline-driven professional context

Desirable	Experience of data entry and/or data-quality assurance work
Desirable	An understanding of, or interest in, the digital humanities
Desirable	An interest in, and knowledge and understanding of, the early modern period
Personal effectiveness	
Essential	The ability to maintain exceptional standards of accuracy while working quickly on routine and often mechanical and repetitive tasks
Essential	Excellent proof-reading skills and attention to detail
Essential	Excellent interpersonal skills and the ability to work well as part of a multi-disciplinary, international team
Essential	Excellent communication skills (both written and verbal)
Essential	Demonstrable time-management and organizational skills
Essential	Experience of managing administrative processes, organizing events, and making administrative arrangements
Technical skills	
Essential	An excellent level of IT literacy, in particular experience of work with standard Excel
Desirable	Ability to use databases and to understand their purpose, and experience in working with custom-built online tools (full training will be provided)

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. Recognizing 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.

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 *recruitments@history.oxa.c.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**, 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.

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 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 organization 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.