ST HILDA'S COLLEGE, OXFORD

FURTHER PARTICULARS FOR THE POST OF PA TO THE PRINCIPAL

1. St Hilda's College

Founded in 1893, St Hilda's is one of the constituent Colleges of Oxford University. It is a thriving intellectual community, and enjoys one of the most beautiful sites in Oxford, being set in spacious gardens on the banks of the Cherwell, close to Magdalen Bridge.

The College, which enjoys registered charitable status, is an independent and self-governing body with a senior academic staff of 35 Fellows, who are supported by College Lecturers, and 70 professional and support staff. The Governing Body consists of the Principal and Fellows, and the College currently has 609 students of whom 403 are reading for undergraduate degrees, and 206 are graduate students. The College is an Equal Opportunities employer. More information about the College may be found on its website http://www.st-hildas.ox.ac.uk/.

The College values and fosters:

- The highest standards of academic excellence and innovation;
- The world-leading research of its Fellows and academic staff, expanding the boundaries of knowledge and human potential;
- The intellectual achievement of each of its students, undergraduate and postgraduate, and their potential to become pioneering, independent thinkers and leaders in their fields;
- The original founding principles of equal opportunity and social inclusivity;
- A diversity of background in its membership, and the willingness to learn from each other through dialogue and exchange of views;
- Respect and support for Oxford’s rich traditions and engagement with the contemporary world beyond the University.

St Hilda's College has undergone recent exciting expansion in both scale and scope of activities, increasing the range of undergraduate subjects admitted while quadrupling the graduate body. In parallel, internal College-based research has exponentially increased, benefitting from the natural interdisciplinarity of the fellowship. Part of this expansion process includes an extensive building program. This process is supported by our 125th Anniversary campaign, which will run for several years.
2. Job Description

The Post of Principal’s PA

St Hilda’s College invites applications for the Personal Assistant to the Principal. The post of Personal Assistant to the Principal at St Hilda's College will become vacant from the end of December 2017. The main duties of the office are described below:

- Efficient and effective support to the Principal at the highest level, in a largely independent and self-managed capacity;
- Management of the Principal’s diary and appointments and travel arrangements;
- Responding to all incoming electronic and telephone communications with the Principal, drafting correspondence for and on his behalf. The Principal’s PA must use best judgment to direct certain queries to the relevant College office, referring matters to other College Officers in the Principal’s absence where necessary.
- Drafting letters on the Principal’s behalf to respond to all incoming correspondence;
- Welcoming the Principal’s visitors and assisting them with queries;
- Be the primary point of contact between the Principal, the College community and the outside world;
- Management of the Principal’s high-profile events in order to maintain and develop the College’s busy and varied events programme. This will involve creating and managing invitation lists; sending invitations and receiving responses; organising event logistics such as catering and IT;
- The post-holder will work in conjunction with the Principal, Vice Principal, Bursar, Senior Tutor, Development Director and College Fellows;
- Planning the annual calendar of committee meetings within the College which takes account of external commitments and relationships between committees;
- Administration for occasional sub committees and working groups, including scheduling and organising meetings, drafting agendas, minute taking, preparing and collating documents for meetings. Circulating documents and maintaining them for easy retrieval and archival purposes and anticipating as far as possible the needs of committee members;
- Act as the main point of contact for the College Fellowship and members of the Senior Common Room (handling their queries, assisting in Fellowship appointments, briefing new members etc.);
- Specific responsibility for preparing contractual letters for Fellows and lecturers. The post-holder will have access to confidential information and documentation, and to personal information about staff, students, donors and other constituents of the College;
- Maintenance of the Fellowship and Trustee records and management of communications with the Fellowship;
- Organise and maintaining efficient filing electronic and paper filing systems to ensure the Principal’s easy access to any information required;
- Undertake any other work as directed by the Principal, to ensure the efficient running of the Principal’s Office. This job description may be varied from time to time without changing the essential character of the post.
3. Selection Criteria

The successful candidate will have:

Essential

- Substantial experience of working as a PA at a senior level;
- Excellent diary management;
- Experience of committee work, in particular the ability to draft committee agendas, minutes and cover papers;
- High standard of written and spoken English with the ability to draft fairly detailed correspondence and documentation with a high level of accuracy;
- IT skills appropriate for modern and efficient administration;
- Excellent organisational skills and the ability to work under pressure whilst maintaining meticulous attention to detail and to judge priorities;
- Excellent interpersonal skills and a willingness to establish and develop relationships with a wide range of people from different backgrounds;
- A readiness to work co-operatively within the structures and traditions of the collegiate university as a whole;
- Commitment to the aims, objectives and academic values of an institution at the highest level of the university system, and with the particular ethos of St Hilda’s;
- Tact, diplomacy and discretion, and a respect for confidentiality;

Desirable

- Knowledge of the higher education sector, the University of Oxford and its collegiate system in particular;
- A willingness to work flexibly and to work outside of normal office hours if required.

The post is full-time, but the College is willing to be flexible. The post is expected to be more demanding during term-time and less so outside of full term (for term dates see https://www.ox.ac.uk/about/facts-and-figures/dates-of-term). Managing the fluctuating workload will require judgment, personal organization and flexibility, as well as an ability to work to deadlines.

4. Terms and Conditions

The post is to be filled with effect from 1st January 2018. The post is for a term 3 years in the first instance, with a 6 month probationary period.

The remuneration package comprises:

- Salary in the range of £28,098 - £33,518 per annum (pro rata), for 35 hours per week, dependent upon qualifications and experience
- Membership (if desired) of the Universities Superannuation Scheme
- 30 days paid holiday (pro rata) and 8 public holidays annually
• Free lunches are provided when the kitchens are open.
• Free use of the College gym.

5. Application Procedure

Applications should be sent to the Bursar’s PA, St Hilda’s College, Cowley Place, Oxford OX4 1DY, or by email to anne.allan@st-hildas.ox.ac.uk and should include the following:

• An application form (to be downloaded from the College website, http://www.st-hildas.ox.ac.uk, on the Vacancies page, through a link with the Further Particulars;
• A covering letter;
• A curriculum vitae;
• The names of two referees. Applicants should ask their referees to write directly to the PA to the Bursar, St Hilda’s College, Cowley Place, Oxford OX4 1DY by the closing date of 12 noon on Thursday 9th November 2017.

References may be sent in hard copy or by email (anne.allan@st-hildas.ox.ac.uk). E-mailed references will be accepted only if they are sent in the form of a scanned copy of a letter which must include a signature.

Candidates are also asked to complete one copy of the recruitment monitoring form, which can be downloaded from the College website and return it by post to the Bursar’s PA, St Hilda’s College, Cowley Place, Oxford OX4 1DY (or by email to anne.allan@st-hildas.ox.ac.uk) This form is used for monitoring purposes only and will not be seen by any member of the selection committee.

The closing date for applications and the last date for receipt of references direct from referees, is 12 noon on Thursday 9th November 2017. The interviews are expected to take place the week beginning the 20th November 2017.

Applicants who would need work visas if appointed to the post are asked to note that under the UK’s new points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

• they have sufficient English language skills (evidenced by having passed a test in basic English, or coming from a majority English-speaking country, or having taken a degree taught in English) and
• that they have sufficient funds to maintain themselves and any dependents until they receive their first salary payment.

Further information is available at: http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/generalarrangements/eligibility/.

All reasonable interview expenses will be reimbursed.
St Hilda’s College and Oxford University are Equal Opportunities Employers.
October 2017