



**Saïd Business School**  
**University of Oxford**  
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[www.sbs.oxford.edu](http://www.sbs.oxford.edu)

## Job Description

### SAID BUSINESS SCHOOL

<b>Job title</b>	<b>Executive Assistant to the Director, Open Programmes</b>
<b>Division</b>	Social Sciences
<b>Department</b>	Saïd Business School
<b>Location</b>	3-5 Hythe Bridge Street, Oxford, OX1 2EW
<b>Grade and salary</b>	Grade 6: £28,660 - £34,189 (with a discretionary range to £37,345) p.a.
<b>Hours</b>	Full time (37.5 hour per week)
<b>Contract type</b>	2 year fixed term contract
<b>Reporting to</b>	<b>Director, Open Programmes</b>

### The role

The Executive Assistant will provide a comprehensive range of office administration and PA support to the Director of the Oxford Foundry. The post holder will be responsible for ensuring that critical tasks are properly communicated, followed through, and achieved on time.

The post holder will provide administrative and project support to the Director of the Foundry through efficiently managing the Directors time, providing information necessary for decision making, and monitoring and resolving issues and problems. This position requires a keen awareness of executive-level administrative best practice and excellent interpersonal skills, enabling effective communication at all levels within the University (senior officers, faculty, students, staff, and associate fellows) and with external agencies.

### Responsibilities

- Providing first-class administrative and Executive Assistant support including diary management, making appointments, organising and supporting complex meetings and planning and implementing travel itineraries (including preparing and submitting the necessary visa applications). Greeting visitors (business leaders, officials, etc.) and booking refreshments/catering for meetings.



- Leading on the planning, co-ordination and delivery of departmental meetings requiring collaboration across multiple departments and recording of minutes for reference and action where appropriate for example (sub-committee of EEC); monitoring actions and following up where appropriate to progress them.
- Leading on the planning, co-ordination and delivery of team meetings; requiring collaboration across multiple business areas and recording of minutes for reference and action where appropriate for example; monitoring actions and following up where appropriate to progress them.
- Proactively managing the Directors email account, including flagging up any high priority emails and responding to emails on behalf of the Director when appropriate. Researching appropriate connections on LinkedIn, pro-actively making connections according to profiles and responding accordingly on behalf of Director, Open Programmes. This responsibility also includes providing advice and using own initiative to field queries to all levels of external stakeholders; monitoring and independently responding to email and hard copy correspondence, drafting and preparing documents on behalf of the Director.
- Preparing contracts for signature, liaising with relevant stakeholders on behalf of the Director, Open Programmes to ensure most recent contracts are archived appropriately.
- Acting as ambassador and the main point of contact on behalf the Director, establishing and maintaining key relationships with a diverse group of stakeholders both locally and outside the School. The postholder will handle queries by telephone, email and in person on a daily basis.
- Working closely with internal and external stakeholders including the Dean of Executive Education and Director of Custom Executive Education.
- Researching and sourcing information as requested to respond to queries and/or provide material for presentations or papers for the Director. Working with partners and multiple stakeholders to build PowerPoint presentations where appropriate for Director, Open Programmes to present to key stakeholders.
- Undertaking project work in support of the Director involving researching and drafting briefing and speaking notes for meetings and independently writing replies to correspondence, reports and minutes as required.
- Supporting the Open Executive Education team on planning and coordinating special events, workshops and conferences; including AV, catering and frontline services; supporting guest speakers to ensure the successful delivery of such events on the day
- Creating, implementing and maintaining office and information management systems to keep track of projects, documents and the Director's working papers. Including, monitoring progress on the Director's initiatives and projects, and independently ensuring that appropriate action is taken proactively
- Carrying out any other duties which are requested and are commensurate with the grade of this post.

## **Selection criteria**

### **Essential**

1. A good general level of education.
2. Experience of independent decision-making within senior EA role to the extent that s/he can operate efficiently and effectively without reference to a senior line manager.
3. Experience of working on highly confidential matters associated with the senior management of a large and complex institution.
4. Excellent knowledge and experience of office IT systems, including Microsoft Outlook (both email communications function and calendar management function), Microsoft Power point (able to quickly create professional presentations) and advanced knowledge of Microsoft Office, including Word and Excel.
5. Excellent document/file management skills requiring a high degree of organisation and logic.
6. High standards of writing and oral communication, with the ability to draft correspondence particularly for an executive-level audience. Attention to detail in working on reports and correspondence.
7. Ability to work on a multiplicity of tasks independently and at the same time, and to organise and prioritise own work, including coping with unpredictable volumes of work and busy periods.
8. Discretion in dealing with confidential or sensitive matters and able to resolve problems; and comfort with making executive decisions at the appropriate level, knowing when to seek further guidance, but otherwise acting independently.
9. A complete team player, flexibility in all senses and willing, on occasion, to work outside regular hours.
10. Self-motivated and resilient, extremely calm under pressure.
11. Service oriented and driven to achieve the highest standards; courteous, helpful and professional in all respects.

### **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. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. 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](http://www.ox.ac.uk/about/organisation)

### Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business school, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate people for successful business careers, and as a community seek to tackle world-scale problems. We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom and open programmes, and accredited diplomas for executives, and we undertake ground-breaking research that transform individuals, organisations, business practice, and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.

We seek to be a world-class business school community, embedded in a world-class University, tackling world-scale problems.

Further information about Saïd Business School is available at [www.sbs.oxford.edu](http://www.sbs.oxford.edu)

The School holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

### Social Sciences

The School is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses.

For more information please visit <http://www.socsci.ox.ac.uk/>

### How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of referees and indicate whether we can contact them now.

You will also 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).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents as **PDF files** with your name and the document type in the filename.

All applications must be received by **midday** 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 departments.*

*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)*

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about the university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

### **Important information for candidates**

#### **Pre-employment screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

[www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

#### **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:

[www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/). The University's Policy on Data Protection is available at:  
[www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

#### **The University's policy on retirement**

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/-](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/-](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

From 1 October 2017, there is no normal or fixed age at which staff in posts at **grades 1–7** 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**

### **University Club and sports facilities**

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. 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](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

### **Information for international staff (or those relocating from another part of the UK)**

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor.

See: [www.internationalstaffwelcome.admin.ox.ac.uk/](http://www.internationalstaffwelcome.admin.ox.ac.uk/)

### **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 to settle into Oxford and to provide them with an opportunity to meet people in the area. See [www.newcomers.ox.ac.uk/](http://www.newcomers.ox.ac.uk/)

### **Childcare**

The University has excellent childcare services with 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 [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

### **Family-friendly benefits**

The University subscribes to My Family Care ([www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/)) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

### **Disabled staff**

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details including information about how to make contact, in confidence, with the University's Staff Disability Advisor.

### **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 [www.admin.ox.ac.uk/eop/inpractice/networks/](http://www.admin.ox.ac.uk/eop/inpractice/networks/)

### **Other benefits**

Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts.

See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits)