Job description and selection criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Senior Team Administrator</th>
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<tbody>
<tr>
<td>Division</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>Department</td>
<td>Said Business School</td>
</tr>
<tr>
<td>Location</td>
<td>Egrove Park, Kennington &amp; Park End Street, Oxford</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 5: £25,941 - £30,942 per annum</td>
</tr>
<tr>
<td>Hours</td>
<td>36.5 (full time)</td>
</tr>
<tr>
<td>Contract type</td>
<td>Permanent</td>
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<tr>
<td>Reporting to</td>
<td>Business Operations and Contracts Manager, Custom Executive Education</td>
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</table>

Job description

Overview of the role

The Senior Team Administrator will work collaboratively providing a comprehensive range of office administration to the Custom Executive Team (CEE) and EA support to the Commercial and Operations Director. The position offers the opportunity to be involved at the heart of the University’s Executive Education Business, in a busy, challenging, and fast-moving environment. The post holder will be responsible for ensuring that critical tasks are properly communicated, followed through, and achieved on time including diary management, booking international travel and accommodation and email management.

The post is a varied one and the Senior Team Administrator will assist in all aspects of the CEE function and the following list reflects the main duties but is not exhaustive:

Responsibilities/duties

- Manage the generic CEE inbox and ensure all enquiries are being dealt with by the relevant team in CEE.

- Organise the Custom Management Team and Custom All Hands meetings, prepare and circulate papers, agendas, minutes as appropriate.

- Manage the preparation of papers for the Executive Education Committee meetings, Executive Education Management Team meetings and the School Associates Sub-Committee meetings for the Commercial and Operations Director.

- Responsible for diary management and email management for the Commercial and Operations Director.
• The role holder will be responsible for new joiners/leavers in the CEE Team. To include arranging equipment, planning, and creating induction plans.

• Ensure Atrium is kept up to date with the latest team information including the organisational chart.

• Raise purchase orders and process invoices on the Finance system, track and monitor all spend across the non-programme budgets and regularly report back to the Custom management team.

• Manage the monthly credit card statements and prepare expense claim forms for CEE team members.

• Support the Business Operations and Contracts Manager in tasks relating to the contracting process including the contract signing process.

• The Senior Team Administrator will be responsible for supporting the CEE Team on the Salesforce system acting as a ‘super user’ this includes requesting and maintaining logins, training & support for new users and training materials.

• The role holder will be the Health & Safety representative for the CEE team, attending relevant meetings and ensuring any issues are reported and resolved. To raise and ensure all maintenance requests are carried out; orchestrate any office moves and logistics.

• Build and maintain strong working relationships with key internal and external stakeholders including the core support functions, programme directors, faculty, associate fellows, and clients as and when required.

• Support CEE events both internal and external ranging from client visits, client forums amongst others. Take responsibility for ensuring room bookings relating to events taking place at the School. Enter appropriate details onto the School’s reservations systems and calendars. Arrange catering as required. Organise meetings, video and tele-conferences including room booking, catering, and travel and accommodation arrangements for staff.

• The role holder will be responsible for all travel arrangements for the CEE team not related to programme delivery, including domestic and overseas travel and to preparing insurance and travel documentation.

• Provide administrative support as required to support business development activities, including diary management planning the logistics of client visits, reception support, preparations of client materials and expenses.

• Complete any general administration tasks as required.

• Supporting the bid team in proposals as workloads require and taking responsibility for ad-hoc business projects.

Selection criteria
Essential

1. A high level of literacy and numeracy and excellent written and oral communication skills; attention to detail and high level of accuracy.
2. Excellent interpersonal skills; comfortable liaising with people at all levels, both internally and externally.
3. Good IT skills including proficiency in Word, Outlook, Excel and PowerPoint.
4. Experience of working on confidential and sensitive matters; tact and discretion.
5. An organised and structured approach to work; conscientious and proactive approach to work with the ability to work alone or in a team.
6. Strong time-management and organisational skills, with the ability to manage multiple priorities and simultaneous tasks, work to deadlines and pursue tasks to completion.
7. A willingness to undertake training and continue professional development.

Desirable

1. Knowledge of University systems and procedures
2. Experience using salesforce

The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 11,000 staff and has a student population of over 22,000.

Our annual income in 2014/15 was £1,429m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £520m p.a., and more than 80 spin-off companies have been created.

Oxford is a collegiate university, consisting of the central University and colleges. The central University is composed of academic departments and research centres, administrative departments, libraries and museums. There is a highly devolved operational structure, which is split across four academic divisions, Academic Services and University Collections and University Administrative Services. For further information, please see:

www.ox.ac.uk/staff/about_the_university/new_to_the_university/structure_of_university.

For more information please visit http://www.ox.ac.uk/about

Social Sciences Division

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, impactful executive programmes and enhances undergraduate courses.
For more information please visit http://www.division.ox.ac.uk/

**Saïd Business School**

The Saïd Business School is renowned globally for its strengths in a number of key financial areas including entrepreneurship, social entrepreneurship, finance and major programme management in particular. We are distinguished from other business schools in that we are an integral part of Oxford University, and benefit from this embeddedness across our programmes, from our undergraduate programme (executed jointly with the Economics Department) to our specialist MSc degrees (in conjunction with both Law and Economics Faculty) to our highly regarded Masters in Business Administration (MBA) and Executive Masters in Business Administration (EMBA) degrees. We are an international and outward-looking School with our course participants coming from more than 50 countries.

We have a growing portfolio of custom, open programmes and accredited diplomas for executives and as a testament to the high quality of these programmes, Saïd Business School has risen to 8th in the World in the combined ranking of Executive Education programmes compiled by the Financial Times, (May, 2020).

Further information on Saïd Business School is available at www.sbs.oxford.edu

**Executive Education at Saïd Business School**

In recent years our Executive Education activities have grown substantially and we are on track to become a top 5 global provider of Executive Education. The School offers two types of executive programmes: open on-campus and online programmes available to professionals from a wide range of organisations, and custom programmes commissioned by organisations for their own executives.

We are now entering the next stage of growth, providing this exciting opportunity for an experienced professional from the executive education industry.

This aspect of the business is managed through OSBS Ltd, a subsidiary company of the University of Oxford. OSBS Ltd is the employing authority in the case of this post and the key terms and conditions largely mirror those of the University.

**General Conditions**

The appointment will be a grade 5 and the starting salary of the successful candidate will be fixed according to experience. The appointment will be subject to a [insert length] probationary period. This is a full-time post equivalent to 36.5 hours per week, the actual distribution of those hours to be agreed. The appointment of the nominated candidate will be subject to the satisfactory completion of a medical questionnaire.

The post holder will be entitled to 38 days holiday pro rata (inclusive of public holidays).

The policy and practice of the University of Oxford require that all staff are afforded equal opportunities within employment and that 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. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, disability or age.

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the University’s Data Protection Policy.

Applicants should have evidence of their eligibility to work in the UK. Applicants who would need a work visa 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:

(i) 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
(ii) 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/

Working at the University of Oxford
For further information about working at Oxford, please see:  
http://www.ox.ac.uk/about_the_university/jobs