Further particulars for the post of Personal Assistant to the Principal
(Human Resources)

Regent’s Park College

Regent’s Park College is a small friendly college (Permanent Private Hall) which is part of the University of Oxford (see Appendix 1 for further details). It is also a Baptist foundation. It has about 150 full-time students and 40 who are part-time. These include about 100 undergraduates, 60 postgraduates and 25 candidates training for the Baptist ministry. In addition there are a further 15 visiting students who come for between one and three terms as part of their home degree, mostly from the USA and EU. About 20 full-time staff and a number of part-time staff provide the academic, administrative, library and domestic resources for the College.

The College is situated in the centre of the city, close to many of the University’s resources, the bus and train stations and shopping facilities. During the summer vacation there is a very active conference programme with participants from around the world.

An enthusiastic, friendly, flexible person is sought to join the administrative team of the College.

The Personal Assistant to the Principal assists the Principal with correspondence and diary management, services governance and compliance committees, has oversight of college hospitality and has HR responsibilities for the College. The PA also provides holiday/emergency cover for the Academic Administrator. As the current PA is seeking to reduce her hours from January 2021, the duties are being split into a governance and compliance role, and an HR role, with both sharing support of the Principal’s role, and general College duties.

This part-time (0.6 FTE) post is the new HR role which will be varied and challenging and the post-holder needs to be able to handle many different duties simultaneously, making sure routine requirements are dealt with accurately and efficiently, whilst also keeping an eye on the broader picture and possibilities for improvement. The post is an evolving one, combining provision of core services, the need for rapid response to particular situations and the development of new initiatives.

Job title
Personal Assistant to the Principal – Human Resources

Salary
£28,000-£32,350 p.a.pro rata, depending upon qualifications and experience. It will be reviewed annually for cost of living increase. There is no scale for any post in College.

Hours of work
0.6 FTE (3 days/21 hours a week)

Responsible to
Principal

Liaison with
PA to the Principal – Governance and Compliance; all members of college, staff in central University offices, faculties,
Duties

Principal’s administration
1. Supporting the Principal with general correspondence;
2. Managing diary appointments, meetings and teaching commitments;
3. Arranging overseas travel;
4. Providing administration for academic and senior administrative appointments;
5. Other duties as appropriate to the position.

HR Responsibilities
1. Maintaining HR files on all college employees;
2. Liaising with the Director of Finance for salaries, pensions, and other financial employment matters;
3. Inducting new members of academic and administrative staff;
4. Providing HR advice for all members of staff;
5. Maintaining Right to Work files for all college employees, and for academic tutors in conjunction with the Academic Administrator;
6. Responsible for staff visa applications (Tier 2) and documentation;
7. Responsible for staff University cards;
8. Minuting staff disciplinary hearings;
9. DBS verifying officer;
10. Attending the Health and Safety Committee and Risk Committee.

College Hospitality
1. Providing administration for Formal Hall, Valedictory, special events and social occasions.
2. Liaising with the Director of Development and Alumni Relations on alumni events;

Other duties
1. Providing holiday cover for the Academic Administrator;
2. Minuting student disciplinary hearings;
3. Keeping relevant sections of the College website up-to-date.
4. Allocation of personal tutors for all students and graduate advisers for postgraduate students.

Person specification and selection criteria
A. Qualifications
   1. Graduate or equivalent qualification or experience essential.
   2. HR qualifications desirable.

B. Skills and aptitudes
   1. Excellent interpersonal skills, including the ability to deal confidently with a wide variety of people - Fellows, other College staff, students, University administrators, academic visitors and alumni with an awareness of the sensitivities of dealing with a variety of different constituencies within a University context essential.
   2. Excellent organizational skills, including the ability to balance demands from different areas, to prioritise work and to manage time essential.
   3. Problem-solving skills, with the ability to exercise judgement and take initiative essential.
4. Ability to work in an organized and methodical fashion, with attention to detail and accuracy essential.
5. Excellent command of the English language (oral and written), and strong numerical skills essential.
6. Excellent administrative and IT skills appropriate to a Windows-based office, including writing own correspondence, manipulating spreadsheets, handling databases, using web-based administrative systems, and preparedness to learn new applications as required essential.

C. Attitudes and disposition
1. Ability to work calmly under pressure and to meet deadlines essential.
2. Ability to work unsupervised and to take initiative essential.
3. Ability to work co-operatively within a team essential.
4. Flexible attitude towards duties essential.
5. Discretion and an understanding of the demands of confidentiality essential.
6. Judgement and diplomacy, with an ability to deal tactfully with staff welfare or discipline issues essential.
7. Sympathy with the aims, objectives and values of an Oxford college essential.
8. Sympathy with the aims, objectives and values of a Baptist institution.
9. Willing to work flexibly within the fluctuating demands of the University calendar essential.

D. Experience
1. Experience of comparable activities to those required of the post-holder essential.
2. Experience of a University environment desirable.

Benefits
- There is a total of 25 days holiday a year FTE, to be taken as approximately 4 weeks by arrangement plus approximately 4 days over the Christmas/New Year period; 2 further days are taken in lieu of the May Bank Holidays which are normally worked and one day in lieu of each Saturday worked for Council/Governing Body meetings. Holiday is not normally taken during term time. Pro rata holiday for 0.6 FTE is 15 days a year.
- Contribution to superannuation will be made to the Oxford Staff Pension Scheme.
- Hours of work are 21 per week (normally 9.00 am to 5.00 pm Wednesday to Friday, though some flexibility can be discussed), excluding a lunch hour (1.00-2.00 pm).*
- Lunch is available free of charge on working week days.

*Salaried staff work such hours as are reasonably required to carry out their duties to the satisfaction of their line manager. Lieu time will only be provided in exceptional circumstances agreed in advance with the Principal. Overtime is not paid.

Probation period
There is a probationary period of one year during which one month’s notice is required; thereafter the notice period is three months.

Application procedure
There is no formal application form for this post. Candidates should address a letter of application to the Principal, Dr Robert Ellis, explaining how the applicant believes
that (s)he meets the qualifications and criteria specified. Candidates should include a C.V. together with the names of three referees (of which one should normally be from the present or immediate past employer).

Applications should be received by 12 noon on 18 September, electronic or hard copy; send to: fiona.floate@regents.ox.ac.uk. Interviews will be held in w/c 28 September and it is hoped that the successful applicant will be able to commence work on 2 January 2021.

Equal Opportunities Statement
The policy and practice of the College and the University of Oxford require that all staff are offered 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 age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

An Equal Opportunities Monitoring Form will be sent to all enquirers and applicants.

Documentary proof of right to work in the UK
The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence. Normally passport with relevant visa, residence permit or EEA ID card suffice. Do not include these documents with your application. You will be sent a request for the relevant information at the appropriate point in the selection process.

Valid NI number
The College is required by HM Revenue and Customs (HMRC) to have a valid national insurance (NI) number for payroll purposes and we request that a valid national insurance number is provided before commencing employment. If applicants are not currently in possession of a valid national insurance number, they should apply without delay to HMRC. For further information please see the HRMC website at http://www.hmrc.gov.uk/ni/intro/number.htm.

Closing date
Applications addressed to the Principal, Dr Robert Ellis, to be received by 12 noon on 18 September 2020 by:

Fiona Floate, PA to the Principal, Regent’s Park College, Pusey Street, Oxford, OX1 2LB
fiona.floate@regents.ox.ac.uk
Appendix 1

The nature of the College

Regent's Park College was founded in Stepney, London, in 1810, incorporating a Baptist Education Society formed in 1752. It became a Permanent Private Hall of the University of Oxford in 1957, with full rights to matriculate undergraduate and postgraduate students in the University and with its Fellows as teaching members of the University Faculties.

The College admits undergraduates to read for the B.A. degree in a range of Arts subjects, including and especially theology or a joint degree of philosophy with theology. Other specializations within undergraduate degrees are English, PPE, History, Classics, Law and Geography. It also admits a number of postgraduates each year to read for masters and doctoral degrees mainly, but not exclusively, in theology.

As a Baptist foundation holding membership in the Baptist Union of Great Britain, an indispensable part of the work of Regent's Park College is the training of candidates for the Baptist ministry in the United Kingdom and abroad, through both residential and church-based courses. The tutorial staff is fully ecumenical in its membership.

Overall, Regent's Park College is concerned to make connections between Christian faith and the social context of our modern world, and it focuses this concern in the Oxford Centre for Christianity and Culture which is an integral part of the College.