

Regent's Park College Oxford



Post

Academic Administrator

Regent's Park College

The University of Oxford comprises 38 Colleges and 6 Permanent Private Halls collectively associated with the academic departments and central offices. Regent's Park College is the largest of the Permanent Private Halls with about 170 full-time students and 40 who are part-time. These include approximately 110 undergraduates, 60 plus postgraduates, 25 candidates on courses for (Baptist) ministry, and 15 visiting students who come for between one and three terms as part of their home degree, mostly from the USA and the EU. Undergraduates study on courses in the Humanities and Social Sciences; Postgraduates study on a wide range of courses. About 20 full-time staff and a number of part-time staff provide the academic, administrative, and library resources for the College.

The College occupies an historic site in Oxford on the corner of St. Giles and Pusey Street, an advantageously central location between the Ashmolean Museum and the University's Radcliffe Observatory Quarter. Regent's Park College is committed to academic excellence and has a reputation as a friendly and supportive community. For more information about the College see Appendix 1.

Overview of Role

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

Job title	Academic Administrator
Salary	£30,000 - £32,000 p.a.
Responsible to	Senior Tutor
Liaison with	All members of college, staff in central University offices, faculties, departments, and other colleges, schools, current students

The Academic Administrator is responsible for the administration of academic processes for students in the College, and is overseen by the Senior Tutor. They have overall responsibility for undergraduate and postgraduate students from enquiry, admissions, registration, and arrangements for their academic course right through to examination results and graduation. They offer support to the Fellows and lecturers in their provision of the students' academic courses, particularly the Senior Tutor, Admissions Tutor and Tutor for Graduates. They are supported in their role by a second part-time administrator who will have some specific areas of responsibility, currently visiting students and graduates, for whom they will act as the immediate line manager.

The post is 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 College is beginning a review of its administrative provision and so some of the precise aspects of different job descriptions may develop and be changed, but at the heart of this will

be an academic administrator who can respond to changing needs and situations and develop new initiatives.

Duties

The duties of the post are subject to regular review as the role develops.

Fellows and Tutors administration

1. Managing undergraduate admissions, under the oversight of the Admissions Tutor, through the full application process, including organising the admissions interview week.
2. Supporting the Senior Tutor in the provision of all academic aspects of undergraduate student life;
3. Liaising with College Tutors to monitor provision of out-tutors, carrying out right to work checks as required and arranging payment of out-tutors using the University undergraduate reporting system.
4. Supporting the Safeguarding lead especially in admissions week and for access and outreach events.
5. Overseeing a further part-time academic administrator who particularly supports the Tutor for Graduates in admissions and the provision of all academic aspects of graduate student life and the Director of Visiting Students as well as taking on other aspects of academic administration.

Student administration

1. Responding to initial enquiries from prospective students and co-ordinating open days alongside the outreach officer;
2. Providing administration for undergraduate admissions including induction and registration of all new students (including co-ordinating the freshers' week timetable and freshers' information, college and university contracts, university cards and other academic requirements), arrangement for their matriculation, and liaising as required with relevant university offices;
3. Providing administration relating to undergraduates on course (including collections, progression, academic monitoring, suspensions, withdrawals, and so forth);
4. Maintaining records on the status of all current students, liaising as required with the University and external bodies;
5. Co-ordinating the production of student visa documentation and monitoring attendance as per Tier 4 student visa regulations;
6. Co-ordinating the special arrangements necessary for University examinations and the recruitment of invigilators and use of the University Transcription Service;
7. Providing administrative support for students with disabilities and welfare needs, acting as the College's Disability Co-ordinator, working with the College's Disability Lead. This will include:
 - a) first-stage support for special examination arrangements;
 - b) supporting various colleagues with regard to aspects of the welfare of students
 - c) being available to students as an approachable and sympathetic point of contact, referring them on to those in College or elsewhere as appropriate;
 - d) maintaining rigorous systems for managing sensitive data in co-operation with colleagues and in compliance with relevant data protection legislation and College and University policies;

- e) being the College's designated liaison with the Disability Advisory Service, Counselling Service, and College Doctor.

Committee and secretarial work

1. Preparing agendas and papers with the Senior Tutor and taking minutes for the Tutorial Committee.
2. Preparing agendas and papers with the Tutor for Admissions and taking minutes for the Admissions Working Group.
3. Preparing agendas and papers for the Academic Board.
4. Membership of: Access and Outreach, Welfare Consultative Committee General Purposes, and Pastoral and Welfare Committee
5. Attending University meetings: Academic Administrators, Admissions Officers, Disability forums, etc.

Person specification and selection criteria

Essential

1. Graduate or equivalent qualification or experience.
2. Excellent interpersonal, IT, and organisational skills, including the ability to balance demands from different areas.
3. Excellent command of the English language (oral and written), and strong numerical skills.
4. Ability to work unsupervised and to take initiative, and to work calmly under pressure and to meet deadlines.
5. Ability to work co-operatively within a team, and with a flexible attitude towards duties.
6. Ability to work with confidential information in appropriate ways, with due regard to Data Protection legislation and information security.
7. Willing to work flexibly within the fluctuating demands of the University calendar.

Desirable

1. Experience of a University environment.
2. Knowledge of Oxford Colleges and University system/s, undergraduate admissions in particular.
3. Experience of servicing committees.

Benefits

There is a total of 25 days holiday a year, to be taken as approximately 4 weeks by arrangement and 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. Holiday is not normally taken during term time. Lunch is available free of charge on working weekdays. Contribution to superannuation will be made either to the Oxford Staff Pension Scheme, or to a private scheme, by preference of the postholder.

Hours of Work

Hours of work are 35 per week (normally 9.00 am to 5.00 pm), not including a lunch hour (usually 12.30-1.30 pm). Salaried staff work such hours as are reasonably required to carry out their duties to the satisfaction of their line manager. Lieu time will be provided in exceptional circumstances agreed in advance with the Senior Tutor and/or Principal. Overtime is not paid.

Safeguarding

As this role will be dealing with under 18's, the successful candidate will require a satisfactory DBS check and safeguarding training. These will be arranged by the College.

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

Candidates should address a letter of application to Anthony Clark, Senior Tutor, explaining how the applicant believes they meet the qualifications and criteria specified. Candidates should include a C.V. including the names of three referees (of which one should normally be from the present or immediate past employer). References will be taken up after a successful interview.

Closing date

Applications to be received by **12 noon on Tuesday 05 October 2021**. Applications should be sent by email or post to: Kristin Anderson, PA to the Principal-HR, kristin.anderson@regents.ox.ac.uk, Regent's Park College, Pusey Street, Oxford OX1 2LB..

Interviews

Interviews will be held in the week commencing 11 October with the successful applicant starting as soon as possible thereafter.

Equal Opportunities Statement

Regent's Park College is an equal opportunities employer. 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. For monitoring purposes we ask that the attached form be completed and returned in a sealed envelope.

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. Applicants must provide proof of their right to work in the UK before employment can commence (e.g. passport, residence permit). The Home Office's list of acceptable documentation can be found [here](#). Do not include these documents with your application, they will be requested at the appropriate point in the selection process.

Valid NI number

Employees must have a valid national insurance (NI) number for payroll purposes and we request that a valid NI number is provided before commencing employment. If not currently in possession of a valid NI number, applicants should apply without delay to HMRC. For further information please see the HMRC website at <http://www.hmrc.gov.uk/ni/intro/number.htm>.

Data Protection

Regent's Park College is committed to protecting the privacy and security of personal data. Our [Staff Applicants Privacy Notice](#) explains what personal data Regent's Park College holds about applicants, how we use it internally, how we share it, how long we keep it and what your legal rights are in relation to it.

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 and religion 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 in the humanities and social sciences.

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 Religion and Culture which is an integral part of the College.