

# Regent's Park College Oxford



## Post

Executive Assistant to the Principal

## Overview of the Post

The College seeks to appoint an Executive Assistant to the Principal, Sir Malcolm Evans. Regent's Park College is a Permanent Private Hall which is part of the University of Oxford. It admits undergraduate and graduate students some of whom are candidates training for Baptist Ministry.

The EA to the Principal supports the Principal in his role and is a point of contact for students, staff and visitors who wish to meet with the Principal. In addition to supporting the Principal directly, the Principal's EA is also responsible for servicing those elements of internal governance for which the Principal is responsible. This will require the exercise of judgement, alongside strong organisational skills, tact and diplomacy. There is a high level of liaison with senior members of the University, other colleges, alumni and other contacts as well as with College Fellows, support staff and students.

This is an exciting opportunity for the successful applicant as the Principal's Office is restructured on the retirement of one of the current part-time postholders and this new position is created.

<b>Job title:</b>	Executive Assistant to the Principal
<b>Contract:</b>	Permanent, Full-time (35 hours per week)
<b>Salary:</b>	£36,024 p.a. (on Grade 7 of the University grading structure)
<b>Reports to:</b>	Principal
<b>Liaison with:</b>	Clerk to the Governing Body; Fellows; all members of college; staff in central University offices, faculties, departments, and other colleges; current and former students; staff of the Baptist Union of Great Britain and BMS WorldMission and other Baptist colleges.

## Key Duties and Responsibilities

1. Provide a full administrative function for the Principal's office including responding to internal and external queries with care and tact, ensuring the confidentiality of sensitive information.
2. Manage the Principal's diary, prioritising requests for meetings and ensuring that termly schedule of College Committees and University meetings are fixed in his diary.
3. Ensure the Principal is briefed on his daily/weekly schedule and prepared effectively for meetings.
4. Service committees as specified by the Principal, including the preparation and circulation of papers, minute-taking and co-ordination among committees.
5. Produce and distribute the annual Meetings Calendar of College Committees.
6. Arrange UK and international travel and accommodation as required
7. Respond to enquiries from academic and sabbatical visitors and providing orientation upon their arrival.
8. Co-ordinate and schedule the Principal's termly reviews with undergraduates (known as Collections).

9. Co-ordinate a variety of special events and social occasions with other staff
10. Liaise with the Development Office on alumni events;
11. Receive the Principal's guests and provide hospitality as appropriate.
12. Coordinate student dinners and drinks receptions hosted by the Principal in the Lodgings, issuing invitations and liaising with the Catering team.
13. Organise and service student disciplinary and fitness to study hearings referred to the Principal.
14. Liaise with the Clerk to the Governing Body particularly with coordination of information from College committees to Governing Body.
15. Carry out such other functions as from time to time the Principal might require, commensurate with the level of this position and as are necessary to meet the needs of the College.

#### **General Duties**

1. Comply with College data protection and information security policies and ensure processes and communications conform to general data protection regulation (GDPR) requirements
2. Maintain strict confidentiality at all times
3. Undertake any job-related training requested by the College and undertake other duties on behalf of the College as may reasonably be required.

#### **Person Specification and Selection Criteria**

The successful candidate will demonstrate the following in application and at interview:

##### **Essential**

1. Graduate or equivalent qualification or experience;
2. 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.
3. Excellent organizational skills, including the ability to balance demands from different areas, to prioritise work and to manage time.
4. Problem-solving skills, with the ability to exercise judgement and take initiative
5. Ability to work in an organized and methodical fashion, with attention to detail and accuracy.
6. Excellent command of the English language (oral and written), and strong numerical skills.
7. 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.
8. Ability to work calmly under pressure and to meet deadlines.
9. Ability to work unsupervised and to take initiative.
10. Ability to work co-operatively within a team.
11. Discretion and an understanding of the demands of confidentiality
12. Judgement and diplomacy, with an ability to deal tactfully with others
13. Flexible attitude towards duties and a willingness to work effectively within the fluctuating demands of College life
14. Sympathy with the aims, objectives and values of an Oxford college.

##### **Desirable**

1. Experience of a University environment;

2. Knowledge of Oxford Colleges and University system/s;
3. Experience of servicing committees;
4. Relevant PA qualification;
5. Sympathy with the aims, objectives and values of a Baptist institution.

### **Terms of Appointment**

1. This is a permanent appointment. It is subject to confirmation after a probationary period of one year, with an interim review after six months.
2. The post is offered on a full-time basis, based on a 35 hour work week. Normal office hours are 9.00 am to 5.00 pm, Mondays to Fridays. However, the PA will be expected to work such hours as are reasonably required to carry out their duties.
3. The salary for this post will be £36,024 per annum (on Grade 7 of the University grading structure). There is currently no graduated salary scale, but the salary is reviewed annually for cost of living increase.
4. The appointee will be automatically enrolled into the Oxford Staff Pension Scheme (OSPS) with College contributions.
5. The appointee will be provided with shared office space furnished with appropriate equipment which will be considered their normal place of work.
6. The holiday entitlement is 25 days plus 8 bank holidays a year, with up to 4 days of annual leave reserved to cover the period between Christmas and New Year when the College is closed.
7. Lunch is available free of charge when on duty and when the kitchens are open. The appointee will also have access to the Senior Common Room facilities.
8. The College offers a health cash plan for employees, contributory for partners.
9. As a University Card holder there are other benefits available, including University shop discounts, free entry to Oxford colleges, libraries, the Botanical Gardens and Harcourt Arboretum and access to free or discounted University training courses.

### **Application Process**

1. Applications should be submitted by email to [kristin.anderson@regents.ox.ac.uk](mailto:kristin.anderson@regents.ox.ac.uk) by the closing deadline of **9am Thursday 18<sup>th</sup> April 2024**.
2. Applications should include a letter of application to the Principal demonstrating interest in and suitability for the post in light of the person specification and selection criteria.
3. Applications should also include a current CV along with the names of three referees; references will only be taken up after a successful interview.
4. Upon receipt of an application, all applicants will be requested to complete an Equal Opportunities Monitoring Form. This form is used for monitoring purposes only and will not be seen by any member of the selection committee.
5. In-person interviews for shortlisted applicants will take place on **Monday 29<sup>th</sup> April**.
6. The preferred start date is 3<sup>rd</sup> June 2024.
7. Please note that the appointment of the successful candidate will be subject to appropriate pre-employment screening, including right-to-work and references.

**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 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. For monitoring purposes we ask all applicants to complete an equal opportunities monitoring form. The information supplied on the form will play no part in the selection process and will not be seen by any members of the selection panel.

**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. Information on acceptable right work documentation can be found at [www.gov.uk](http://www.gov.uk). 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 HMRC website at <http://www.hmrc.gov.uk/ni/intro/number.htm>.

**Data Protection**

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 General Data Protection Act 2018. In accordance with the GDPR regulations 2018 please see the relevant privacy notice on our website [Staff Applicants Privacy Notice](#).

## **Annex**

### **Regent's Park College, Oxford**

The University of Oxford comprises 39 Colleges and 4 Permanent Private Halls collectively associated with the academic departments and central offices. 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.

Regent's Park College is the largest of the Permanent Private Halls with approximately 270 students, split roughly between undergraduates and postgraduates and including around 30 candidates on vocational theology and ministry courses and 15 FTE 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 including Classics, English, Geography, History, Human Science, Politics, Law, Philosophy, Theology and Economics. Postgraduates study on a wide range of courses including, but not exclusively, Theology. The academic staff includes the Principal and Fellows, research fellows and college lecturers, all of whom study and teach their respective subjects within College, and some of whom engage in research and teaching in the wider University.

As a Permanent Private Hall of the University, the College is governed by its Charity Scheme, Statutes and a Governing Body comprising the Principal and Fellows, and several external members representing particular organisations or elected by subscribers. 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 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.

Further information can be found on the college's web site: <http://www.rpc.ox.ac.uk>.