**Regent’s Park College**

**University of Oxford**

**Further Particulars**

**Job title:** Executive Assistant to the Principal

**Contract:** Permanent, Full-time (35 hours per week)

**Salary:** £36,024-44,263 (Grade 7 of the University grading structure, dependent on relevant experience and skills)

**Reports to:** Principal

**Responsible for:** Secretary to the Principal’s Office

**Liaison with:** Fellows; members of college; staff in University offices, faculties, departments, and other colleges; international guests; current and former students; staff of the Baptist Union of Great Britain, BMS WorldMission and other Baptist colleges

**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 of the University of Oxford. It admits undergraduate and graduate students, some of whom are candidates training for Baptist Ministry. The College is a charity and a limited company. It has a self-appointing advisory Council of 50+ members of the Charity, from which the Governing Body (Board of Trustees/Directors of the Company) is elected.

The EA to the Principal is a pivotal role in the College, essential to the Principal’s work and central to the smooth-operation of College administration. The post holder will provide high level professional and administrative support to the Principal in his role. The post is ideal for someone who is motivated, organised and able to work autonomously in a fast-paced, professional environment. Tact, discretion and judgement will be essential.

In addition to supporting the Principal directly, the Principal’s EA is also responsible for servicing Council and Governing Body as well as those elements of internal governance for which the Principal is responsible. 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 being restructured on the retirement of one of the current part-time postholders and in the light of the need to meet increasing demands presented by the College’s ambitious plans for future development. The postholder will play a key role in implementing the new vision for College Governance agreed by its Governing Body and in shaping the configuration of internal college organisation and administration. The postholder will be supported in their role by the Secretary to the Principal’s Office.

**Key Duties and Responsibilities**

**Administration and Management**

- 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.
• 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.
• Ensure the Principal is briefed on his daily/weekly schedule and prepared effectively for meetings.
• Service committees as specified by the Principal, including the preparation and circulation of papers, minute-taking and co-ordination among committees.
• Produce the annual Meetings Calendar of College Committees.
• Oversee arrangement of UK and international travel and accommodation as required.
• Respond to enquiries from academic and sabbatical visitors and providing orientation upon their arrival.
• Co-ordinate a variety of special events and social occasions involving the Principal’s attendance.
• Liaise with the Development Office on the organisation and delivery of alumni and high profile events.
• Receive the Principal’s guests and provide hospitality as appropriate.
• Maintain relevant areas of the College website and Sharepoint site.

Governance
• Service College Council (once per annum) and Governing Body meetings (once per term), usually on a Saturday (3 Saturdays per year)/
• Manage the elections process for Council and Governing Body.
• Responsible for ensuring the servicing of GB sub-committees (e.g. Finance, Nominations, Remuneration, Risk and Compliance).
• Prepare the College annual report (yearly record of College membership, student admissions, general updates, and research achievements) and various returns required by the University.
• Responsible for statutory annual returns, e.g. OIA (Office of the Independent Adjudicator), Prevent.
• Maintain trustee gift and risk registers.
• Oversee legal compliance and related policies, e.g. Equal Opportunities, Prevent Duty, Data Protection, FOI, disciplinary, grievance, harassment.
• Ensure effective compliance with DBS processes for Trustees.
• Act as Freedom of Information Officer and Deputy Data Protection Officer

Projects and Other
• Manage ad hoc projects as delegated from time to time by the Principal in line with the College’s Strategy.
• Proactively identify opportunities for improving efficiency, and implementing systems, processes, and ideas in consultation with the Principal.
• Maintain awareness of relevant University processes and procedures and build and maintain an informal network across both the University and other colleges.
• Undertake such other duties 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
• Comply with College data protection and information security policies and ensure processes and communications conform to general data protection regulation (GDPR) requirements
• Maintain strict confidentiality at all times
• Undertake any job-related training requested by the College.

**Person Specification and Selection Criteria**

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

**Essential**
1. Educated to degree level or equivalent professional experience;
2. Excellent interpersonal and communication skills, including the ability to deal confidently with a wide variety of people with an awareness of the sensitivities of dealing with different constituencies within a University context.
3. Excellent organizational and planning skills, including the ability to balance demands from different areas, to prioritise work and complete projects to deadlines.
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. Experience of and willingness to serve committees;
9. Self-motivated with a flexible approach to tasks and workload and a willingness to work co-operatively.
10. Discretion and an understanding of the demands of confidentiality
11. Judgement and diplomacy, with an ability to deal tactfully with others
12. Sympathy with the aims, objectives and values of the College.

**Desirable**
1. Experience of a University environment;
2. Knowledge of Oxford Colleges and University system/s;
3. Experience of project management and delivery;
4. 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, some flexibility will be required to carry out the duties of the role such as attendance at Governing Body and Council.
3. The salary for this post will be at an appropriate point 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 [human.resources@regents.ox.ac.uk](mailto:human.resources@regents.ox.ac.uk) by the closing deadline of 9am Tuesday 4th June.

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 Tuesday 10th June.

6. The successful applicant will start as soon as available.

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 HRMC website at [http://www.hmrc.gov.uk/ni/intro/number.htm](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](http://www.hmrc.gov.uk/).


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.