

Job Description

Job title	PA to Professor Margetts
Division	Social Sciences Division
Department	Oxford Internet Institute
Location	1 St Giles, Oxford
Grade and salary	Grade 5 - £25,941 - £30,942 per annum (pro rata)
Hours	Part time, 22 hours per week (0.60 FTE)
Contract type	Fixed term to 31 August 2021
Reporting to	Professor Margetts on a day-to-day basis; the formal professional reporting line is to the Head of Administration and Finance via the HR Officer
Vacancy reference	144559

The role

Working in central Oxford as part of a busy administrative team, you will provide high quality administrative and secretarial support to Professor Helen Margetts in her roles both at the Oxford Internet Institute and as the Director of the Public Policy Programme at the Alan Turing Institute in London, liaising with visitors, dealing with correspondence and telephone calls, arranging meetings and maintaining her diary and travel arrangements.

As well as providing assistance to Professor Margetts you will also assist Dr Cosmina Dorobantu (deputy director of the Turing Public Policy Programme) and the senior fellows of the programme. You will provide some general administrative support for the department, including reception cover, as and when required.

It is essential that you have a professional outlook and presentation and are able to provide an exceptional level of customer service at all times. You will need a wide range of office and administrative skills, together with a flexible 'can do' attitude to the varied requirements of the role. This is a responsible role that requires a high level of confidentiality, reliability and organization of time in order to juggle competing demands.

This is an exciting opportunity for someone wishing to pursue a career in University administration and the post holder will be encouraged to take advantage of the many training opportunities offered by the University.



Duties

1. Personal Assistance to Professor Helen Margetts

- Manage Professor Margetts' diary as required including organising meetings and conference calls with internal staff, postdocs, students and external collaborators including donors and academics, using initiative to make considered judgements when juggling the demands placed on the schedule.
- Make complex travel arrangements for UK and international travel, liaising with conference arrangers/organizers and academic department hosts, production of itineraries and travel packs, booking of flights, travel insurance, and making arrangements for visas where necessary etc.
- Act as ambassador for Professor Margetts, meeting and greeting any visitors, if and when required.
- Manage incoming correspondence and emails, in particular identifying priority items of business for immediate attention, drafting responses for Professor Margetts or redirecting enquiries or information elsewhere in the department as appropriate
- Provide full administrative support on financial matters: for example, the management of travel, subsistence and other expenses invoices for travel reimbursements.
- Provide administrative support, including word-processing documents such as letters, references, and reports. Maintain, and improve as appropriate, record-keeping and filing systems for important and confidential documents.
- Prepare and circulate papers, agendas, minutes and draft briefing notes as appropriate.
- Develop successful working relationships with academic and support staff colleagues across the department and in the wider University.
- Maintain, and improve as appropriate, record-keeping and filing systems.
- Replying to a range of issues on behalf of Professor Margetts.

2. Assistance to senior members of staff from The Alan Turing Institute's Public Policy Programme

- Provide administrative support to the programme's Deputy Director, as well as Ethics and Policy Fellows, as and when required. This may include organising meetings and conference calls, booking conference rooms at the Institute, registering external visitors, making travel arrangements, and processing expense claims.
- Assisting the programme when organising workshops or seminars by sending out invitations, tracking responses, organising catering, finding appropriate venues, and acting as a point of contact for the attendees.

3. Other duties

- Contributing to the departmental welcome experience, including by fulfilling reception duties on a regular and/or as-required basis.
- Any other comparable duties as may be required by the HR Officer or the Head of Administration and Finance



Selection criteria

Essential

- Experience of diary management, including making complex travel arrangements
- An excellent command of spoken and written English and the ability to draft correspondence
- Excellent interpersonal skills and the ability to develop effective working relationships with people at all levels
- Experience of working on confidential matters; tact and discretion
- The ability to draft correspondence to people at all levels
- Excellent computer skills including: email, Word, Excel and the web
- Excellent organizational skills including the ability to manage a wide range of unconnected projects simultaneously
- Experience of working effectively under pressure and meeting deadlines to manage and prioritise a varied and busy workload
- Ability to work with a high level of attention to detail and accuracy
- The ability to work independently, with minimum supervision, and a willingness to resolve situations, as well as knowing when to refer issues to others
- Proven ability to use initiative, with a willingness to learn, and to work cooperatively as part of a team

Desirable

- Experience of working in a highly complex and devolved organisation within a Higher Education institution.
- Experience of using financial information systems (e.g. Oracle Financials)

