FURTHER PARTICULARS
ADMINISTRATIVE OFFICER

Job Title: Administrative Officer
Department: Warden’s Office
Contract type: Permanent
Responsible to: Warden’s PA
Liaises with: Warden’s PA and Sub-Warden’s Secretary

Merton College

Merton College is one of the oldest Colleges in the University of Oxford. Founded in 1264, Merton College marked its 750th anniversary in 2014. It is a self-governing institution and a registered charity in which the ultimate authority for all decisions rests with the Warden and Fellows who are its trustees and form the Governing Body. Merton has in the region of 660 Merton students, comprising of undergraduates and graduates.

More information about the College is available on our website: www.merton.ox.ac.uk.

Warden’s Office

The Warden is the Head of House at Merton College. The Warden and the Sub-Warden handle a wide range of academic, administrative and governance-related matters. The Warden’s Office is a close knit team, currently made up of three staff members, who offer a high level of support to both the Warden and Sub-Warden. The Warden’s Office staff interact throughout the day with Fellows, staff and students of the college. They also work closely with all areas of the College and on a daily basis with other administrative and academic staff within the collegiate university, as well as employees of external organizations.

Main Purpose of the Role

The Administrative Officer will need to be a confident person with highly developed interpersonal and communication skills who is able to exercise discretion and preserve confidentiality. The post is a demanding one and the post holder must have the ability to manage a high volume workload, meet tight deadlines and be flexible enough to cope with last minute changes to schedules and priorities. The Warden has a busy and demanding role and the team supporting her need to work collaboratively to provide a fast moving and flexible office support team.
The members of the Wardens Office work under the overall direction of the Warden (Head of College) and the Sub Warden. The Administrative Officer supports the Wardens PA, although direct instruction from the Warden or Sub-Warden is likely from time to time. The Administrative Officer also works closely with the Sub-Wardens Secretary in relation to the administration of the Governance of the College.

**Main Duties of the Role**

- To assist the Warden’s PA in organising and managing the administration of the Warden’s Office and maintaining an efficient electronic and hard copy filing system and dealing with confidential and sensitive information.
- To support the Warden with her external commitments, liaising with relevant individuals in many external organisations.
- To support the Warden in the administration of her research.
- To ensure that deadlines are met and enquiries are responded to in a timely manner.
- To assist the Warden’s PA with the management of the Warden’s diary, prioritising and arranging appointments to enable the Warden to manage her time effectively, coordinating with others internally and externally as required.
- To assist the Warden’s PA with making travel and accommodation arrangements and related bookings for the Warden as required.
- To assist the Warden’s PA in organising a range of regular and ad hoc events, ranging from informal student drinks receptions to more formal dinners, and the relevant invitations, responses and seating plans associated with these events.
- To be experienced in managing multiple email boxes effectively and efficiently.
- To assist the Sub-Warden’s Secretary in the preparation of agendas, papers and minutes for college meetings and especially with Governing Body meetings, liaising with College Officers and Committee Convenors as necessary.
- To carry out any actions resulting from college meetings including the preparation of relevant correspondence.
- To work alongside the Sub-Warden’s Secretary in particular with matters of governance, ensuring that confidential documents are up to date.
- To assist the Sub-Warden’s Secretary with the organisation and paperwork pertaining to Academic recruitment.
- To be able to provide support during absences and holidays of other team members.

**Salary and Benefits**

The salary for full-time appointment is circa £26,000 per annum dependent on experience.

Weekly hours of work are 35 hours normally between 9am and 5pm. However, the post holder will need to have a flexible approach to working hours in order to manage workload during busy periods. In such cases, where overtime has been approved in advance, time off in lieu may be taken.

In addition to the normal English bank and public holidays, full-time staff will be entitled to 30 working days’ holiday.
The post holder is eligible for membership of the University of Oxford Staff Pension Scheme (OSPS), which is a contributory scheme, and free medical insurance and car parking. Meals in College are provided free of charge when on duty.

**Experience Required**

**Essential**

- Excellent interpersonal skills and demonstrable ability and confidence to engage with people from a wide variety of backgrounds both within and outside the organisation.
- The ability to maintain the utmost confidentiality.
- Proactive approach to work.
- Significant experience in a similar role.
- Strong experience in a challenging administrative role.
- Experience and ability to work independently and use judgement, tact and discretion in dealing with a wide range of sensitive issues.
- Excellent written and communication skills in English.
- Excellent forward planning skills.
- Good time management skills, and the ability to organize themselves and information efficiently, prioritize work effectively and take appropriate action to meet strict deadlines.
- Ability to work to a high standard, with excellent attention to detail and a high level of accuracy.
- Excellent IT skills, particularly the use of Microsoft Office and databases.
- Flexible and adaptable, with a positive approach to change and new challenges.

**Desirable**

- Experience of working within an Oxford College, The University of Oxford or similar Higher Education environment.
- Experience of working for a senior person within an organisation.

**Application Process**

Those wishing to apply for this post should complete the online application at [www.merton.ox.ac.uk/vacancies](http://www.merton.ox.ac.uk/vacancies) and upload the following documents by Monday 29 July 2019 at 12:00 noon.

- A detailed covering letter outlining their motivation for applying and how their skills and experience equip them to undertake the role.
- A CV
- An Equal Opportunities Recruitment Monitoring form. The information collected on the equal opportunities recruitment monitoring form does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College’s single Equality Scheme which is published at [www.merton.ox.ac.uk/college-policies](http://www.merton.ox.ac.uk/college-policies)
If you have any questions then they can be discussed with Lisa Lawrence, Warden’s PA at email: vacancies@merton.ox.ac.uk

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of his or her sex, marital status, racial group, disability, age, religion and beliefs or sexual orientation.

Merton College is an equal opportunities employer