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 including this position, who offer a high level of support to both the Warden and Sub-Warden.

The post holder will work under the overall direction and supervision of the Warden’s PA. The Administrative Officer supports the Warden’s 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-Warden’s Secretary in relation to the administration of the Governance of the College.

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 organisations.
Responsibilities

The Administrative Officer will need to be a confident person who enjoys an administrative role, with highly developed interpersonal and communication skills who is able to exercise discretion and preserve confidentiality. The role also provides an exceptional opportunity to learn more about the PA’s role, therefore the Administration Officer should be someone who wishes to continue their career in administration/administrative support.

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 fast moving and flexible office support.

Main Duties of the Role

To support the Warden:

- with their College and external commitments, liaising with relevant individuals in College and many external organisations.
- in the administration of their research.

To support 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.
- 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 support 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.
- In particular with matters of governance, ensuring that confidential documents are up to date.
- With the organisation and paperwork pertaining to Academic recruitment.

Take ownership to:

- Ensure that deadlines are met and enquiries are responded to in a timely manner.
- Make travel and accommodation arrangements and related bookings for the Warden as required.
- Organise 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.
- Manage multiple email boxes effectively and efficiently.
- Carry out any actions resulting from college meetings including the
preparation of relevant correspondence.

- Provide support during absences and holidays of other team members.
- Deputise for the Warden’s PA when required.

**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, 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.
- Significant experience in an administrative role.
- Able to work resourcefully and take ownership of their duties with minimum supervision, as a member of a small team.
- Excellent written and communication skills in English.
- Excellent forward planning skills.
- Well-organised and able to multi-task, with the ability to prioritise activities and competing 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 in their approach to work, with a co-operative attitude and an appreciation of the fact that roles in a busy office are not always clearly demarcated, and team members will be required to help each other out.

**Desirable**

- Experience of working within Higher Education environment.
Experience of working for a senior person within an organisation.
Sympathy with the values, ethos, and objectives of a small, collegiate institution.

**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 9:00am on Monday 10 August 2020.

- 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)

The position may be discussed further with Warden’s PA by emailing Lisa Lawrence on 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**