

JOB DESCRIPTION

Post Title: Master's Personal Assistant

Grade: 5

Contract Type Permanent, Full-time

BACKGROUND

The College

St Cross is a graduate college of the University of Oxford, founded in 1965. It is a society of the University, which in practice operates autonomously. At present there are 83 Fellows (of which 68 are members of the Governing Body), 48 Emeritus Fellows, 186 Members of Common Room and around 600 students (the majority of whom are from overseas). In addition there are over 4,000 alumni and former members of the College. There are no separate middle or senior common rooms and no high table. This is a distinctive and much-valued feature of the College.

St Cross is home to scholars from a broad spectrum of academic disciplines. The College seeks to be an integrated academic community which provides opportunities for students and scholars from across the University to meet in a sociable environment and to further academic objectives. The College is known for its friendly and informal atmosphere.

The Master and other College Officers

The Master plays a central leadership role and is accountable to Governing Body for all College business, finance, resources, fundraising and planning. The Master chairs the Governing Body, which meets twice a term, developing policy in response to the issues facing the College. The College has built up strengths in the study of global issues, societies and cultures, although it has Fellows and students in most disciplines.

College Officers, who are all Fellows, include the Vice-Master, Bursar, Domestic Bursar, Senior Tutor (Academic Affairs and Programmes) and Dean. Details of Fellows and College staff may be seen on the College website. There are several other senior members with roles in the College including the Deans of Degrees, the Equality, Diversity & Inclusion Fellow, the President of Common Room and the Garden Master. Various committees are engaged with the running of the College, reporting to Governing Body. In relation to this post, the Fellowships Committee and the Arts Committee are the relevant bodies.

The College is part of the collegiate University of Oxford and is therefore subject to change in aspects of its operation arising from inter-collegiate decisions made in relation to current issues such as mechanisms for resource allocation, in addition to regulations which arise in the external environment. More information about the College is available on our website at www.stx.ox.ac.uk

THE POST

The Master's Personal Assistant is responsible, under the general direction of the Master, for day-to-day secretarial and administrative support for the Master, the Fellowship and Members of Common Room. The Master works closely with the Development Office and the PA will become involved in some secretarial and administrative aspects of those activities.

RESPONSIBILITIES AND DUTIES INCLUDE:

I Support for the Master

Master's Office

- Provide a professional reception for the Master's office, dealing courteously and efficiently with all personal visitors and incoming phone calls. These vary in nature and urgency and need to be prioritised as appropriate.
- Welcome visitors and guests visiting the Master providing refreshments as required.
- Promote and uphold the friendly and welcoming nature of St Cross College by acting in an appropriate and professional manner in all internal and external interactions.
- Ensure that stationery, letterhead paper, compliments slips, printer consumables etc. are replenished when necessary.
- Prioritise the Master's incoming correspondence on a daily basis, flagging up urgent or important business as a matter of course.
- Assist the Master with their outgoing correspondence including drafting correspondence, replying to letters and emails on the Master's behalf, where appropriate, and undertaking standard duties such as word processing, emailing, photocopying and faxing material, filing – some of which is confidential and often sensitive.
- Assist the Master in ensuring that items are followed up and actioned as necessary.
- Prepare the Master's college committee activities including circulating confidential papers.
- Support the Master in their significant external roles, liaising with external bodies to ensure that the Master is kept informed of developments and committees and has access to relevant documentation.
- Make complex travel arrangements for UK and international travel, including making arrangements for visas where necessary.
- Provide support on financial matters: ensuring that the Master's internal and external expenses are claimed and paid as appropriate; raising purchase orders

for any necessary office expenditure with responsibility for signing off within authorised limit.

- Assist the Master in responding to any media enquiries such as requests for interviews, filming and photography in College.
- Act on behalf of the Master when liaising with the Senior Management Team and College Officers on matters which require a co-ordinated approach – for instance arrangements for College functions and visitors.
- Liaise with a wide range of staff on behalf of the Master ensuring tasks are being carried out.
- Support the Master in the recruitment of senior management posts.
- Support the Master with fundraising and development activities, in connection with specific events and general long-term development initiatives.
- Act as a point of contact on behalf of the Master for alumni, liaising with them in a courteous and tactful manner when arranging visits, dealing with and responding to queries.
- Ensure that all copies of development correspondence from the Master's Office (received or sent) are given to the Development Office for uploading to the DARS database.
- Take minutes of certain meetings.
- Prioritise own workload ensuring that deadlines are met and enquiries are responded to in a timely manner.
- Ensure that during any period of absence colleagues in the Development Office are informed and briefed as necessary about the Master's schedule, including visitors.

Diary Management

- Plan and assist the Master with the management of a complex diary, prioritising and arranging appointments, maintaining regular appointments with staff and arranging ad hoc appointments as necessary.
- Make room bookings and arrange refreshments as required.
- Maintain an efficient Bring Forward system for the Master, ensuring that they are aware of their upcoming commitments, has undertaken the necessary preparation and has all the relevant documentation for them.
- Manage changes affecting the diary, anticipating possible problems and ensuring that commitments can be met or rearranged as necessary.
- Ensure that appropriate staff are kept informed of the Master's activities (e.g. Bursar).
- Arrange review meetings and appraisals for the Master's direct reports and monthly meetings of the Senior Management Team.
- Arrange for the Master to have a 30-minute appointment with groups of 3-4 new students in Michaelmas Term, aiming to cover the whole year group..

- Respond to enquiries and requests from students in a sensitive manner, arranging appointments as needed.
- Arrange appointments with College and Student Officers (e.g. Student President) as necessary.

Events

- Plan and organise any lunches, dinners and College functions as needed and requested by the Master, liaising with the Events and Catering staff as necessary.
- Correspond with the Master's Special Dinner guests each term to confirm arrangements liaising with the Events Department as necessary and afterwards recording details of guests on the DARS database.
- Arrange the Fellows' Introductory drinks reception in Michaelmas Term.
- Arrange the College Officers' dinner in Hilary Term.
- Play a major role in the organisation of special one-off events (e.g. anniversary dinner, Junior Proctor's admission lunch).

II Administrative support for the Fellowship

- Act as Secretary to the Fellowships Committee, working with the Chair to prepare and distribute agendas, taking minutes and following up actions as required by the Committee.
- Draft letters of appointment for all incoming Fellows and Elected Members of Common Room ensuring all receive an up-to-date information pack.
- Ensure that appropriate staff are informed about changes to the Fellowship and Membership of Common Room.
- Ensure that the relevant databases are updated as necessary for all categories of Fellows and Members of Common Room.
- Maintain an up-to-date address list of Fellows and Members of Common Room
- Maintain an up-to-date summary of the Fellowship and Membership of Common Room.
- Supply Blackwell's with up-to-date lists of all those eligible for discount.
- Allocate lockers to Fellows as required, maintaining up-to-date records and supplying lists to the Lodge as necessary.
- Maintain an up-to-date list of College Officers and membership of College committees.
- Maintain all emailing lists relating to Fellows, Membership of Common Room, College Officers, Fellowships Committee and Arts Committee.
- Maintain and improve as appropriate the filing systems relating to the Fellowship and Membership of Common Room
- Work with the Senior Tutor (Academic Affairs and Programmes) to support the Master in the recruitment of Junior Research Fellows by placing advertisements,

organising shortlisting and selection panels, collating applications, liaising with candidates and drafting letters of appointment.

- Provide support to the Master for one-off events relating to the Fellowship (e.g. election of Junior Proctor).
- Arrange (and sometimes give) College tours for prospective Fellows.
- Update the University Calendar every year by June.
- Be the main College contact for Encaenia, submitting names to the University as necessary.
- Handle ad hoc requests from Fellows.
- Act as Secretary to the Arts Committee, working with the Chair to prepare and distribute agendas, taking minutes and following up actions as required by the Committee.
- Ensure an up-to-date inventory of the College art collections is maintained.
- Ensure an annual check of the art inventory is undertaken.
- Arrange for any necessary repairs to the College art collections to be carried out.
- Organise the annual Photography competition – arranging publicity, collating entries, arranging for entries to be professionally printed and mounting an exhibition at a suitable event
- Act as Secretary to Governing Body preparing draft agendas, collecting and distributing papers (twice per term), taking minutes and arranging for signed minutes to be sent to the Archivist.

TERMS AND CONDITIONS

The post is on the University's Grade 5 and entails a 36.5 hour working week. The leave-taking year runs from 1 October to 30 September. The holiday entitlement is 30 days per year, plus 8 Public Holidays. Holidays must be scheduled with the prior permission of the Master. Free lunches are provided when the College kitchen is open. Time off in lieu will be offered for all tasks occurring outside normal working hours. A University Pension Scheme is available. Salary will be according to experience.

Ends