



Job Description



ROTHERMERE AMERICAN INSTITUTE

Job title	Administrator
Division	Humanities
Department	Rothermere American Institute
Location	1a South Parks Road, Oxford, OX1 3UB
Grade and salary	Grade 7
Hours	22.5 hpw/0.6FTE preferably spread over more than 3 days per week
Contract type	Permanent
Reporting to	Director of the Rothermere American Institute for operational matters / Head of Administration and Finance (History Faculty) for professional development.
Vacancy reference	
Additional information	



Overview of the role

The Institute Administrator is central to the effective management and leadership of this small Department as well as its day-to-day running; having both strategic and operational responsibilities.

Responsibilities

General

- To create, implement and develop the Institute's administrative systems and procedures within University and divisional frameworks
- To represent the Institute as required at local, Divisional and University-wide meetings and briefings
- Act as Secretary to the RAI Executive Committee, drawing up agendas, taking minutes, and preparing and circulating papers.

Staff and Visitor management

- To line manage the Institute's support staff (currently a 0.6 Communications and Events officer [to be appointed], a 0.6 Grade 5 Finance and Academic Programme Assistant and a 0.6 Grade 2 Administrative Assistant).
- Oversee the process for recruiting new staff at all levels, with administrative support from the History Faculty Personnel Team and the University's HR Data Services Team. This includes drafting job descriptions and adverts, arranging interviews, sitting on selection panels (and chairing where appropriate). Oversee the induction arrangements for and training of new staff.
- Take responsibility for arrangements for the arrival, induction, and departures of the Institute's Visiting Fellows, authorising and removing their access to University systems, ensuring that official letters of invitation are produced to support their entry to the UK if required, their immigration status and visas are checked if applicable, and Visitor Agreement forms are signed.
- Ensure compliance with Home Office requirements in respect of staff whose employment is conditional on holding a visa. This currently applies to one Junior Research Fellow and one Visiting Professor.

Financial management

- Manage all aspects of the Institute's finances, including setting and monitoring the Institute's budget (c.£600k p.a.), forecasting and planning financial resources over the short, medium and long term, managing the year-end process, reporting to the RAI Director and Executive Committee, Humanities Division and the University Finance Division, ensuring compliance with financial regulations and implementing relevant University policies.
- Authorise purchases, sales and expense claims and hold the Departmental credit card, in line with University financial regulations.
- Monitor expenditure on the Institute's trust funds and various restricted donations, ensuring expenditure is appropriate, permissible and sustainable within the terms and

capacity of each fund, and planning future expenditure to ensure sufficient and appropriate resources are available for planned activity.

Building management

- Be responsible for all aspects of building management and security, including liaising with Estates, Parks, University Security and contractors
- Act as Departmental Safety Officer for the Institute with operational responsibility for all aspects of the Institute's health & safety
- Act as key-holder and primary telephone contact for University Security in case of emergency out-of-hours.
- Liaise with IT Services for IT support and management for the Institute.

Selection criteria

Essential

- Education to degree level or equivalent
- Ability to think strategically and creatively within an institutional context, and find innovative solutions to problems
- Previous experience of management and administrative responsibility
- Previous experience of working on financial matters
- Ability to prioritise competing demands, manage time effectively and deal with a wide range of tasks that demand sound judgement on their prioritisation;
- Proven high quality interpersonal and communication skills to work effectively as a key member of a small department, including a high degree of tact and diplomacy, and a proven ability to motivate and manage staff
- IT skills including Microsoft Office particularly Excel
- Outstanding written and oral communication and inter-personal skills, with an ability to build strong working relationships with a wide range of colleagues and visitors

Desirable

- A interest in the work of the Institute; the ability to engage intellectually with the Institute's activities and contribute to its strategic development
- Experience of running a building and an understanding of health and safety legislation as it pertains to the Institute
- Experience of working in a higher education, or related, environment;
- Experience of staff recruitment and other personnel matters;

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity

is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

Rothermere American Institute

Opened by President Clinton in 2001, the RAI and its sister institution the Vere Harmsworth Library (VHL) are housed in a magnificent modern building in the centre of Oxford. The RAI is the foremost centre for teaching and research in American History, Culture, and Politics beyond America's shores.

The RAI has office space for the holders of five endowed chairs (two in American History; two in American Politics; and one in American Literature) and for up to four Visiting Fellows appointed for one, two, or all three terms of an academic year. The RAI hosts more than a hundred seminars, workshops, and lectures annually, and sponsors numerous conferences and welcomes numerous visiting speakers.

For more information please visit: www.rai.ox.ac.uk

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of three referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by midday on Monday 25 November 2019. Interviews are expected to take place on Monday 9 December 2019.

Queries about the post should be directed to Professor Adam Smith, Director of the Rothermere American Institute (via enquiries@rai.ox.ac.uk).

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments)

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University's Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

Entry into employment with the University 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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club provides social, sporting and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff

The University offers support and advice to international staff, including a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation and local schools. See www.welcome.ox.ac.uk.

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk.

Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see www.admin.ox.ac.uk/childcare.

Family-friendly benefits

The University subscribes to My Family Care service through which staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' advice service and a wide range of guides and webinars through a website called the Work+Family space. See: www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see www.admin.ox.ac.uk/eop/disab/staff.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/.

Additional benefits

Staff can enjoy a range of other benefits and discounts, including free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.