



University of Oxford
**St Edmund
Hall**

**Job Description – Further Particulars
Finance Bursar’s Executive Assistant and Committee Secretary**

1. The College

St Edmund Hall is one of the constituent colleges of the University of Oxford and currently has about 70 academic staff (Fellows and Lecturers), 420 undergraduate students, 350 graduate students and 40 visiting students. Students are admitted in a range of subjects.

The first documented reference to St Edmund Hall is from 1317, which indicates an earlier foundation. Although Oxford’s oldest colleges date to the mid-thirteenth century, it was not until the sixteenth century that the colleges commonly admitted undergraduates. St Edmund Hall therefore has a claim to be the oldest surviving academic society to house and educate undergraduates in any university – and it continues to provide an inspiring home for our students today.

The College launched its first strategy on 1 October 2019, encapsulating the Hall’s vision for the next 10 years, covering 2019-2029. It aims to move our inspiring and historic institution into the next century, keeping it as relevant to students of the future as it has been in the past and is today.

General information about the College is available at www.seh.ox.ac.uk.

2. The Role

The appointee will be responsible for providing administrative support to the Finance Bursar in addition to ensuring a strong framework is in place to support administrative and governance matters for the College, which includes supporting a busy schedule of committee meetings and maintaining accurate records. Additionally, the post-holder will oversee the College’s policy library ensuring policies are up to date, co-ordinate Freedom of Information responses, assist with Data Protection requirements, undertake small projects, and maintain registers and lists to improve the running and reputation of the College.

It is important the appointee can manage their own work and working practices as well as developing effective working relationships. The appointee must also be able to gain a good understanding of the College’s business, in order to enhance the level of administrative support provided by the postholder to the Finance Bursar and the committees that they service.

3. Reporting to:

The Finance Bursar who has oversight of the Finance Department which includes the College Accountant, the Deputy Accountant, an Assistant Accountant (Payroll), an Accounts Assistant and the Purchase Ledger Assistant.

4. Principal responsibilities

Finance Bursar

- Provide administrative support to the Finance Bursar, including writing and issuing correspondence and undertaking small tasks and projects, as required.
- Manage the Finance Bursar's diary, including organising meetings and appointments, and providing committee papers in a timely fashion.
- Maintain and organise filing systems, both paper and electronic, including the filing of committee papers and other correspondence as required.
- Assisting with the preparation of the annual Trustee induction session for new charity trustees.

Governing Body

- In conjunction with the Secretary to the Governing Body and the College Registrar, draft agendas in advance of meetings and then collate and distribute papers.
- As appropriate, liaise with other members of the college to ensure they undertake actions that have been agreed with the Governing Body. Note that the College Registrar attends these meetings as official minute taker.
- Maintain a searchable archive of all GB agendas, minutes and papers.
- Maintain records of attendance at GB, and report annually at the Governance & Strategy Committee.

Other committees

To service other College committees, namely:

- Finance Committee (twice per term)
- General Purposes and Bursarial Committee (twice per term)
- Investment Sub-committee (once per term)
- Audit & Risk Committee (once per annum)
- Governance & Strategy Committee (once per annum)
- Buildings Sub-committee (ad hoc)
- Gardens Sub-Committee (once per annum)
- Development Committee (once per term)
- Sustainability Sub-Committee (once per term)
- Health and Safety Sub-committee (once per term).

Key responsibilities include:

- To undertake, in liaison with the Secretary of each Committee, all aspects of the administration of each committee, including assembling agendas and distributing papers and taking and circulating minutes.
- Publishing agendas, papers and minutes on the relevant SharePoint site in a timely and clear manner.
- Proactively monitoring progress against the committee action logs by prompting individual stakeholders and advising committee chairs of any outstanding issues.
- Set and distribute the annual schedule of committee meetings, send meeting invites to members, arrange room bookings, and book refreshments and IT/presentation

equipment.

- Coordinate the flow of information between College Committees.

Governance, risk, policies and compliance

- Co-ordinate and maintain the compilation of the annual Trustee Declaration forms and the Register of Interest Forms for Trustees and Senior staff, to be presented annually at the Governance & Strategy Committee.
- In liaison with the relevant College Officers, manage the College's policies and monitor review dates in line with good practice and legal responsibilities, ensuring the policy schedule and policy library on SharePoint is kept up to date.
- Maintain the College's Statutes and By-Laws documents and ensure any agreed Governing Body changes are updated and visible on the College's website, in liaison with the Finance Bursar.
- To maintain and oversee the College's Risk Register, in liaison with the Finance Bursar, and co-ordinate the annual update, ensuring that this is taken through each relevant Committee at the start of each Trinity Term (the last term of the academic year) ready for presentation at Audit & Risk Committee in the following Michaelmas Term.
- To coordinate the compilation of the annual strategy metrics to be reported at Governance & Strategy Committee.

Freedom of Information requests and Data Protection

- Manage all administration related to Freedom of Information requests and co-ordinate the responses required with the relevant College Officers, answering all requests within the statutory deadline, with the assistance of the College's Freedom of Information Officer, the Finance Bursar.
- Oversee the Data Protection Officer's (DPO's) mailbox and co-ordinate the response required with the College DPO, ensuring all requests are responded to within the statutory deadline with the assistance of the College's DPO, the Domestic Bursar.

Other Duties

- Development and upkeep of the College's SharePoint sites ensuring the correct stakeholders can access committee papers and other useful information.
- Participate in any other small projects as required including management of applications to the Masterclass Fund.
- Provide absence cover for the Principal's Executive Assistant when required.

The appointee will also be expected to carry out such other duties as the Finance Bursar may

from time-to-time request, commensurate with the grade and responsibilities of the post. The above provides an indication of the nature of the role and is not intended to be exhaustive.

5. Selection criteria/Person specification

	Essential and desirable criteria	
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Education/qualifications		
Educated to degree standard or equivalent professional experience.	√	
Experience		
Significant relevant administration experience in a comparable setting (e.g., further, or higher education, a charity or local government).	√	
Excellent understanding of committee protocol, understanding of governance and decision-making processes and experience of committee servicing and minute taking.	√	
Possess an understanding of the statutory requirements that a Higher Education establishment must meet with regards to information governance.	√	
Experience of working with confidential and sensitive information.	√	
Experience of setting up records and systems for maintaining accurate information.	√	
Experience of the Oxford collegiate system.		√
Skills, Competencies and Abilities		
Excellent interpersonal skills, with the ability to work as part of and contribute to the work of a wider team.	√	
Confident written, financial and communication skills, with the ability to deal appropriately with relevant stakeholders including students, Fellows, and colleagues.	√	
Excellent IT skills appropriate to a Windows-based office and the preparedness to learn new applications as required.	√	
Strong organisational skills, with an ability to work to multiple deadlines and to prioritise workloads.	√	
A flexible and adaptable attitude towards duties, including a willingness to work cooperatively and collaboratively to meet the fluctuating needs of the academic year, which may include some work out of hours.	√	
Ability to take initiative, anticipate workflow issues in advance, interpret information and present findings clearly, working with excellent attention to detail.	√	
General understanding of regulatory policies such as GDPR and Freedom of Information and a willingness to undertake further training as required.		√
Personal Skills		
Proactive and positive approach and able to work with minimal supervision.	√	
Discreet and able to maintain confidentiality.	√	
Friendly and approachable with strong relationship management skills.	√	

6. Terms and Conditions

Appointment:	This is a full-time, permanent post working five days per week. The appointment will be conditional on receipt of evidence of right to work in the UK documentation and satisfactory references.
Probationary Period:	There will be a probationary period of six months. Only after successfully completing this probationary period will the appointment be confirmed.
Notice Periods:	During the probationary period, the post-holder's employment may be terminated by either side on one weeks' written notice. Once the appointment is confirmed, the period of written notice will be 3 months on either side.
Salary:	The salary reflects the University Scale at Grade 6 (currently £32,332 to £38,205 per annum). Appointments are normally made to the bottom of the grade; however, the starting point will depend on qualifications and experience. Automatic progression takes place on 1 August for support staff provided they have been in post for at least 3 months prior to the incremental date until the maximum point is achieved.
Hours of Work:	Normal hours of work will be 35 hours per week, usually 09.00 to 17:00, with a one-hour lunch break each day, which is unpaid. The ability and willingness to adopt a flexible approach to working hours and duties will be required. The post is predominately office based although there is the possibility of working one day per week from home following probation.
Annual Leave:	Annual leave entitlement is 32 days, comprising 8 public holidays and 24 working days plus additional leave following 5 years of service. The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. Additional leave is granted during the Christmas and New Year period when the College is closed. Where public holidays fall in term time, the Executive Assistant to the Finance Bursar and Committees Secretary may be required to work those days and time off in lieu will be given to be taken at a mutually convenient time at the discretion of the Finance Bursar. <i>It is expected that the postholder will not take holiday during normal term time (0th to 9th weeks) unless in exceptional circumstances.</i>
Meals:	Lunch is provided free of charge in the Hall whilst on duty and when the College kitchen is open.
Benefits:	Subsidised bus pass loan, season ticket rail loan, cycle scheme loan, electric vehicle scheme, free eyesight tests and contribution towards new lenses for VDU users, free annual flu jab, free entrance to the University's museums, the University Club and other Oxford colleges and libraries, free entrance to the Botanic Gardens and Harcourt Arboretum, retail and dining discounts and access to the College's employee assistance programme (a 24-hour telephone and online advisory and counselling service).

Pension: The post-holder will be automatically enrolled in the Universities Superannuation Scheme (USS) unless they notify the College otherwise.

Parking: Parking is extremely limited and allocated according to needs at the discretion of the Domestic Bursar.

Further terms and conditions are contained in the Employee Handbook, a copy of which will be supplied on appointment and forms part of the post holder's contract of employment.

7. Application Process

Interested applicants should forward the following documents:

1. A Cover Sheet (found on our website) detailing the names and contact details of two referees.
2. A current CV.
3. A covering letter, which explains how you meet the selection criteria for the post.

Documents should be sent preferably by email to recruitment@seh.ox.ac.uk by **GMT 09:00 on Friday, 20 September 2024**. Postal Applications should be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews are expected to be held on in Oxford on Monday, 30 September 2024.

Informal enquiries about the post should be directed to recruitment@seh.ox.ac.uk.

Equality of Opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Recruitment Monitoring

Please consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing recruitment@seh.ox.ac.uk.

Notes

1. *This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
2. *All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the General Data Protection Regulations.*

3. *St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*
4. *Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*