# Job description and selection criteria

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| Job title | Part-time Administrative Assistant (temporary) |
| Division | Gardens, Libraries and Museums (GLAM) |
| Department | Bodleian Libraries |
| Location | SSG-Admin Team (based at Bodleian Social Science Library, Manor Road Building, Manor Road, Oxford, OX1 3UQ) |
| Grade and salary | Grade 3, £19,202- £22,017 pro rata, per annum |
| Hours | Part time (25 hours per week / 68%FTE). 5 mornings per week, ideally with an 8.30 start on Tuesdays. |
| Contract type | Fixed term to 13 September 2019 |
| Reporting to | Administrator, Bodleian Social Sciences Libraries  (Rebecca Sparkes) |
| Vacancy reference | 136717 |
| Additional information | This appointment is open to all  Secondment opportunity: Please get your manager’s agreement before applying, if you are interested in a secondment. For more information please go to: <https://www.admin.ox.ac.uk/personnel/recruit/secondments/>  You are required to submit a Supporting Statement, outlining how you meet each of the selection criteria for the role. See the section ‘How to Apply’ for further details. CVs will not be considered.  Probation period: 6 months |
| Closing date | Monday 17 September 2018 at 12.00 noon (BST) |

## Introduction

### The University

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.



*Radcliffe Camera in Radcliffe Square*

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and 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 2014/15 exceeded £522.9m and ranked first in the UK for university spin-outs, with more than 130 spin-off 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](http://www.ox.ac.uk/about/organisation)

### Gardens, Libraries and Museums (GLAM)

The Gardens, Libraries and Museums (GLAM) group includes the providers of the major academic services to the divisions, and also departments with responsibilities including, but extending beyond, the immediate teaching and research needs of the University. The collections embodied within these departments are an essential part of the University’s wider nature and mission. They are part of its heritage as the country’s oldest University and now form a resource of national and international importance for teaching, research and cultural life; they also make a major contribution to the University’s outreach and access missions.

For more information please visit: <http://www.admin.ox.ac.uk/glam/>

### The Bodleian Libraries

The Bodleian Libraries at the University of Oxford is the largest university library system in the United Kingdom. It includes the principal University library – the Bodleian Library – which has been a legal deposit library for 400 years; as well as 30 libraries across Oxford including major research libraries and faculty, department and institute libraries.

Together, the Libraries hold more than 12 million printed items, over 80,000 e-journals and outstanding special collections including rare books and manuscripts, classical papyri, maps, music, art and printed ephemera. Members of the public can explore the collections via the Bodleian’s online image portal at [digital.bodleian.ox.ac.uk](http://digital.bodleian.ox.ac.uk) or by visiting the exhibition galleries in the Bodleian’s Weston Library.

For more information please visit: <http://www.bodleian.ox.ac.uk/>

### The Bodleian Social Sciences Libraries

The Bodleian Social Sciences Libraries Group (SSG) work collaboratively to provide subject support, collections and services to the Social Sciences Division of the University of Oxford, the largest grouping of social science disciplines in the UK. The Bodleian Social Sciences Libraries comprise six interdisciplinary and specialised libraries, namely the: Bodleian Social Science Library; Bodleian Law Library; Sainsbury Library at the Saïd Business School; Tylor Library for Social and Cultural Anthropology; Bodleian Education Library; and the Bodleian Latin American Centre Library. The Rewley House Library for Continuing Education is also managed within the Social Sciences Libraries Group. Together, the Bodleian Social Sciences Libraries deliver world-class services and collections to support world-leading social science research, doctoral training programmes and some of Oxford’s most widely recognised teaching programmes.

### Bodleian Social Science Library (SSL)

The Bodleian Social Science Library opened in the 2004, and supports learning, teaching and research in the departments of Economics, International Development, Politics & International Relations, Social Policy & Intervention, Sociology, and in the Centres for Criminology, Refugee Studies, Russian & East European Studies, Socio-Legal Studies and in the Blavatnik School of Government. The SSL also provides increasing support for African Studies and Anthropology. Formed by an amalgamation of seven libraries, the library is housed on the ground floor of the Manor Road Building, designed by Sir Norman Foster and Partners.

Over 5,000 readers use the SSL issue desk services each year. With a stock of more than 325,000 items and 400 study spaces, the SSL is the busiest lending library in the University. It has a strong reader services ethos and a culture of service improvement, and has been cited as a notable success within the University.

## For more information please visit: [www.bodleian.ox.ac.uk/ssl](http://www.bodleian.ox.ac.uk/ssl)

## Job description

### Overview of the role

The post holder will be a member of the Social Sciences Libraries Administrative Team and will provide administrative support for Personnel, Finance and general administration. They will undertake these duties across the Social Sciences Libraries, as required, and will focus in particular on the Social Science Library. There are over 95 members of staff working in these libraries and the degree of involvement in their day-to-day work will vary according to local needs. The post holder will ensure procedures and transactions are handled accurately in line with University policies and financial controls.

### Responsibilities/duties

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| **Service Delivery**   1. Efficiently use Core HR and ORACLE Financials systems in support of recruitment, personnel and finance. 2. Assist the Administrator with personnel record keeping on Core HR, TeamSeer and other systems. Prepare annual leave calculations and file absence related documentation. 3. Using the Human Resources Information System (Core), assist with recruitment exercises which will include; placing advertisements, generating letters to applicants and preparing short listing and interview packs. 4. Using Core, and in liaison with the Administrator, undertake the offer process and pre-employment checks; record information on Core. Using Core, prepare standard letters of appointment and contracts and carry out induction sessions for new starters. Highlight relevant recruitment and personnel related issues to the Administrator. 5. Source, order, using Oracle Financials, and maintain stationery stock and other items required in the library. 6. Cash up and bank library monies (c. £2,000 monthly) 7. Maintain personnel and finance files and archives, in liaison with the Administrator and in accordance with the Data Protection Act, GDPR and records retention policies 8. Do printing, photocopying and provide other secretarial support, particularly to the Head of Social Sciences Libraries, the Social Science Librarian and the Administrator 9. Ensure stock cupboards and staff areas are kept tidy and notice-boards up-to-date. |
| **Communication**   1. Maintain staff, mailing, telephone and circulation lists, etc. 2. Service committees; post agendas and take minutes 3. Open and distribute post   **Planning**   1. Coordinate some staff meetings, annual reviews, and staff events 2. Book rooms, catering and parking, on request. |
| **Problem Solving**   1. Log photocopier problems, handle engineer call outs 2. Deal with straightforward enquiries from staff and external contacts.   **Analysis & Research**   1. Input personnel and financial data into spreadsheets and forms and send to site librarians and other departments. |
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| **Liaison and Networking**  The post holder will liaise with:   * Heads of SSG site libraries * Heads of Bodleian Libraries’ sections * SSG library staff * The Bodleian Libraries Personnel Team * Members of Bodleian Libraries Accounts, Admissions and other departments * University Personnel and Finance Divisions * University Occupational Health Department * Members of the general public |

## Other duties

* Participate in an Annual Review
* Undertake any necessary training identified
* Comply with health and safety regulations
* Comply with the policies and procedures set out in the Handbook for Support Staff
* Any other duties that may be required from time to time commensurate with the grade of the job.

Bodleian Libraries reserves the right to make reasonable amendments to the job description in consultation with the post holder at any time.

## Selection criteria

### Essential

1. Competent using Microsoft Word, Excel, databases and email, and a proven ability to become proficient in new software packages.
2. Educated to GCSE (or equivalent) standard, to include English and Maths and able to demonstrate good numeracy skills and excellent spoken and written English.
3. Awareness of Data Protection, GDPR and Information Security guidelines, and able to apply appropriate discretion when dealing with confidential information.
4. Ability to work closely and proactively with busy managers.
5. Proven ability to work independently to a high degree of accuracy and with attention to detail.
6. Ability to plan and organise your work routines and to prioritise effectively.
7. Excellent interpersonal and communication skills, especially the ability to clearly and accurately communicate verbally and in writing.
8. Proven ability to work effectively as part of a team, with a flexible approach to work and the duties to be carried out, supporting the team in covering for staff absence.
9. Experience of providing a high level of customer service and a proven ability to see tasks through to their completion.

### Desirable

1. Experience of using the Core HR Information System
2. Experience of working with Oracle Financials
3. Experience of Personnel Administration.

**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, references and New Starter Health Declaration. All applicants must read the candidate notes on the University’s pre-employment screening procedures, found at:

[www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

**Hazard-specific / Safety-critical duties**

This job includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work:

* Regular manual handling – including moving files and unpacking deliveries.

**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/](http://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/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

## Working at the University of Oxford

For further information about working at Oxford, please see:

**OR:** [www.ox.ac.uk/about\_the\_university/jobs/professionalandmanagement/](http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/)

**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+/](http://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+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

From 1 October 2017, 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.

## 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 <https://www.ox.ac.uk/about/jobs/professionalandmanagement/>

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 two referees and indicate whether we can contact them now.

You will also be required to upload a supporting statement which explains how you meet the selection criteria for the post.

Please upload all documents **as PDF files** with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

**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).

**Please note that if you do not upload a completed supporting statement, we will be unable to consider your application for this role.**

The inclusion of the supporting statement is **a mandatory step** in the online application process. Please note that CVs will not be considered as part of the selection process and will not therefore be accepted as a substitute for a supporting statement.

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

All applications must be received by **12:00 midday (BST)** on the closing date stated in the online advertisement.

**References**

Please give the details of two people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have managed you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who have supervised you in a recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. ‘line manager’, ‘college tutor’). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; your attendance during the last 12 months; and of any disciplinary processes which are still considered ‘live’. We will assume that we may approach them at any stage unless you tell us otherwise. If you wish us to ask for your permission before approaching a particular referee, or to contact them only under certain circumstances (for example, if you are called to interview) you must state this explicitly alongside the details of the relevant referee(s).

**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.

**Priority Applications**

From time to time the University has applications from current employees who are at risk of redundancy. Should an application form be received from one of these people, they will be given preferential treatment and will be considered prior to other applicants.

**Information for priority candidates**

*A priority candidate is a University of Oxford 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 e-mail it to the contact address on the advert if the application form used for the vacancy does not allow attachments)*

*- explain in your supporting statement how you meet the selection criteria for the post.*

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk)

Further help and support is available from

<http://www.ox.ac.uk/about_the_university/jobs/support/>

To return to the online application at any stage, please click on the following link [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk)

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

**Relocation**

At the moment, the Bodleian Libraries is not offering relocation expenses to this post.

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