



**BALLIOL COLLEGE**

**OXFORD**

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## **INFORMATION FOR APPLICANTS**

### **BALLIOL COLLEGE**

The College is one of the oldest in Oxford University and has around 700 students (about 300 graduates and 400 undergraduates), around 70 fellows and 120 other staff. The College occupies two sites: the main Broad Street site and the graduate centre and surrounding buildings some 500m away.

### **HOLYWELL MANOR**

Holywell Manor is Balliol's graduate centre. Balliol has a large, lively and international graduate community and the running of the Holywell Manor complex is key to the success of this community. The Praefectus is responsible for the welfare of all Balliol graduates and for academic leadership at Holywell Manor - as well as for overseeing the operation of the graduate centre.

### **POST: SECRETARY TO THE PRAEFECTUS – HOLYWELL MANOR**

Further particulars may be obtained from the Bursar's Assistant, Balliol College, Oxford, OX1 3BJ or by email from [keeley.mortimer@balliol.ox.ac.uk](mailto:keeley.mortimer@balliol.ox.ac.uk). Please send to Mrs Mortimer your *curriculum vitae* with a covering letter indicating your suitability for the post, and ensure that two references (one from a recent employer) are sent to the same address.

Candidates will be expected to supply original documentation proving that they have a right to work in the United Kingdom (UK).

The closing date for receipt of completed applications for this post will be:

**Friday 20 September 2013**

Short listed applicants will be contacted as soon as possible, normally by telephone, and invited to interview. It would be helpful if you could provide a daytime telephone number on your application form, and indicate whether this may be used freely, or with discretion only. If there are any dates on which you would not be available for interview, please provide this information in a covering letter.

## **BALLIOL COLLEGE – SECRETARY TO THE PRAEFECTUS**

### **JOB DESCRIPTION**

- Administration of the Senior Research Associate scheme, and other regular schemes for visiting scholars or associate members of Holywell Manor.
- Assisting with arrangements for Praefectus' Seminars and other academic and social events.
- Preparation of publicity material relating to Holywell Manor events.
- Arranging regular meetings of the Senior Management Team at Holywell Manor, taking minutes, and tracking the follow-up of agreed actions - to ensure clear and effective communication in the operations of the graduate centre. Taking minutes of some other meetings.
- Running the Graduate Centre Office, ensuring that it is kept organized and in good order. This includes managing files and records held locally (including Housekeeping, Health and Safety, and Lodge Manager's confidential files) and assisting with compilation of information from College records.
- Assistance with special projects related to the graduate centre as direct by the Praefectus, usually involving data collection and preparation of reports.
- Support for the Praefectus' research activities.
- Typing and processing the Praefectus' correspondence and other documents, including letters, faxes, notices, advertisements, presentations, minutes, and reports.
- Maintaining the Praefectus' diary - scheduling appointments and interviews with students.
- Assisting with travel arrangements for the Praefectus and visitors, including research travel.
- Preparing and handling expense claims for travel and entertainment.
- Drafting some letters and email correspondence, including routine letters of reference.
- Being the first point of contact during the agreed working hours: answering the telephone and receiving personal callers.
- Receiving and processing email enquiries. Collecting and opening post.
- Photocopying and general secretarial tasks.
- Carrying out other duties that may be assigned by the Praefectus or Domestic Bursar.

## **BALLIOL COLLEGE – SECRETARY TO THE PRAEFECTUS**

### **PERSON SPECIFICATION**

- Excellent IT skills: PowerPoint, Word, Excel, e-mail and attachments, use of Word involving Styles and Tables for text layout, mailmerge, production of graphics in Excel. Online diary management.
- Good verbal and written communication skills.
- Ability to prioritise and organise own work.
- Willingness to work flexibly as part of a small team

There will be a short test of core IT skills as part of the interview.

## **MAIN TERMS AND CONDITIONS OF EMPLOYMENT**

For those new to the College the appointment is subject to a probationary review after six months. During this probationary period the postholder's employment may be terminated by one week's notice on either side. Thereafter the period of notice to terminate the postholder's employment is one month.

### Salary

The salary offered will be commensurate with experience but based on the Oxford University Grade 5 with an hourly rate starting at around £11.22.

### Benefits

The postholder will be eligible to join the O.S.P.S. or NEST pension scheme as soon as he/she starts employment at Balliol. Following successful completion of the probationary period, the postholder will be eligible to join the College's bus pass scheme, under which the College purchases a yearly pass and the postholder then repays the cost via monthly deductions from salary.

### Hours of Work

Hours of work can be discussed to suit both the post holder and Praefectus. This position is a part time position and is based on a 12 hour week, preferably over 3 mornings during Oxford school terms (40 weeks per year).

### Holidays

The holiday entitlement is 30 days holiday a year plus Bank Holidays, pro-rated.