St Peter’s College

St Peter’s College, part of Oxford University, is a thriving and ambitious college engaged in a period of constructive and significant development. We have around 570 undergraduate and postgraduate students, 65 Fellows and Lecturers actively engaged in teaching and research, and 85 administrative and domestic staff. A friendly and tight knit community, St Peter’s is one of the colleges that is most closely integrated into the city centre, within easy reach of shops, restaurants and transport links. For further information see: www.spc.ox.ac.uk

The Role

The College wishes to appoint an Assistant to the Bursar for the forthcoming Hilary (Spring) term (ie from January 2020). This is a key role in the College and the quality of the post holder’s administrative, planning and secretarial support is essential to the Bursar’s effectiveness across the broad range of his responsibilities.

The Bursar attends all the key College committees as well as Governing Body, so an important element of the job is ensuring that papers, agendas and briefing notes for committees are organised in a timely and efficient manner.

The Assistant to the Bursar is responsible for some key internal communications to members of the College, and the post holder also co-ordinates the implementation of some new initiatives where required.

The appointed person will need to become fully conversant with the College’s organisational structure, statutes, policies and procedures, as well as with a wide range of external policy initiatives and documents.

In providing high-level secretarial support, the post holder will fully understand the Bursar’s calendar and meeting schedule (both within the College and University, and beyond Oxford), and will anticipate and meet the Bursar’s needs.

The appointed person will be motivated, organised, pro-active, and able to work autonomously in a fast-paced, professional environment.

The post holder will be expected to build and maintain close and effective working relationships at all levels, and especially to build a relationship of trust with the Bursar, the Assistant to the Master, and the Fellows’ Secretary.

Strong interpersonal and communication skills are absolutely essential: the post holder will be in regular contact with all College departments, with fellows, students, academic visitors, alumni, prospective donors and third parties within the collegiate University and beyond.
The Bursar’s Assistant will also act as Project Administrator for the College’s major new building project.

**Specific Responsibilities**

Providing high quality administrative support for the Bursar. These duties will comprise, among other tasks:

**Administrative support**

- Devising, maintaining, and operating effective and efficient administrative systems to support all aspects of the Bursar’s role, both within and outside of the College. Ensuring the Bursar has all the necessary information to prioritise his time and focus his attention appropriately.
- Management of the Bursar’s diary, appointments and travel arrangements.

**Communications support**

- Acting as the primary contact point between the Bursar, members of the College and external parties. This will require filtering and prioritising enquiries as appropriate, and taking and passing on messages to College members where required.
- Keeping a constant eye on the Bursar’s inbox. Dealing with postal, electronic and telephone communications, dealing appropriately with enquiries, or redirecting as required.
- Drafting responses / correspondence for and on behalf of the Bursar. This will sometimes involve matters requiring confidentiality.
- Managing visitor appointments, welcoming them and arranging facilities for meetings.

**Governance support**

- Supporting the work of committees or other meetings which the Bursar attends; preparing and distributing agendas and relevant papers, minute taking, and associated activities.
- Maintaining an awareness of relevant University and Conference of Colleges procedures.
- Providing advice and general direction on process for staff, students and fellows in respect of College activities within the Bursar’s remit.

**Other tasks for the Bursar**

- Managing confidential information and records.
- Taking minutes or notes for meetings.

**Supporting the College’s broader administrative needs. These duties may include:**

- Taking administrative responsibility from time to time for various processes that fall across College departments.
- Providing administrative support for specific committees or working groups, maintaining records and communicating decisions to appropriate parties for action.
- Acting as a first point of contact for College enquiries, dealing with some immediately, and directing others to the appropriate people.
- Undertaking ad hoc small projects to support the work of the Bursar and other senior College Officers, including:
- Collating and authoring briefing documents.
- Developing presentation materials in a variety of formats.

**Project administration responsibilities, in more detail:**

- Providing effective project administration support to the Project Manager for the College’s significant new-build project.
- Assisting the Bursar and Project Manager in the preparation of clear, accurate and easily interpreted agendas, supporting papers and reports for the Castle Hill Project Steering Committee and minute-taking at its meetings.
- Collating and managing project information and contracts using electronic document management systems.
- Maintenance of electronic filing systems for technical drawings and all project-related information.

The role requires the significant exercise of discretion, and a proactive approach to work given the pressures on the Bursar’s time. The appointed person will be prepared to undertake other duties from time to time as required by the Bursar.

**The Person**

- A good general level of education.
- Significant evidence of previous experience in a high-level administrative role.
- A scrupulous attention to detail.
- An ability to multi-task and prioritise, planning own workload to fit around the needs of the Bursar.
- Ability to take complex minutes and notes accurately.
- Excellent diary management and general organisational skills.
- Experience of committee work, in particular the ability to draft committee agendas, minutes, and related papers.
- Excellent verbal and written English skills, with the ability to draft clear, detailed, and precise briefings and communications.
- Excellent interpersonal skills with demonstrable ability and confidence to engage with people from a wide constituency, both within and outside College.
- Tact, diplomacy, and discretion. The successful candidate must be able to deal sensitively and discreetly with confidential information.
- Ability to use initiative and work independently on a self-managed basis, once directed.
- Ability to work well under pressure.
- Excellent office application IT skills, including Word, Excel, and PowerPoint.
- Willingness to work flexible hours on occasion as work demands.
- Experience of working in a college setting or comparable environment (desirable but not essential).

**Terms and Conditions**

**Appointment** The post is to be filled as soon as possible. The appointment will be subject to satisfactory completion of a six-month probationary period. The appointment will be subject to the provision of an original document, which indicates your right to work in the UK.

**Contract** The job is offered on a permanent basis
**Salary**
Appointment will be on Grade 6 of the University’s salary scale for non-academic staff, £29,176-£34,804 FTE. Starting salaries are usually at the bottom of the scale and are reviewed annually in line with the pay award for other salaried administrative staff.

**Pensions**
The post-holder will be entitled to join the Universities Superannuation Scheme.

**Meals**
Free lunch is provided in College when on duty, when kitchens are open.

**Hours of Work**
The post is available on a full-time basis. Full-time administrative staff of the College are expected to work a nominal 35-hour week.

**How to Apply**
Applications consisting of a covering letter and CV stating the names and postal and email addresses of two referees, together with a Recruitment Monitoring Form, should be sent by email to the HR Manager, Graham Stowell, at the following address human.resources@spc.ox.ac.uk.

The College will assume that it can approach referees at any stage of the application process unless candidates indicate to the contrary. Any such restriction should be clearly stated alongside the details of the relevant referee(s).

If candidates prefer to send their application by mail, it should be addressed to:

Graham Stowell  
HR Manager  
St Peter’s College  
New Inn Hall Street  
Oxford  
OX1 2DL.

The closing date for receipt of completed applications is 12.00 noon on Monday 6th January 2020.

**Data Protection**
Through our Privacy Policy, we honour your rights under the Data Protection Act 2018 and Privacy and Electronic Communications Regulation.

St Peter’s is an equal opportunities employer.