



University of Oxford Department of Computer Science

Job description and selection criteria

Job title	P.A to Professors Kwiatkowska, Cardelli, Ouaknine and Worrell
Division	MPLS
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford.
Grade and salary	Grade 5: Salary £23,585 – £28,132 p.a.
Hours	Full Time
Contract type	Fixed term for up to 8 months
Start date	As soon as possible
Vacancy reference	112774

Introduction

The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 22,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes over 6,500 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and over 2,700 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2011/12 was £1,016.1m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £409m p.a., and more than 80 spin-off companies have been created.

For more information please visit www.ox.ac.uk/staff/about_the_university.html

MPLS Division

The Mathematical, Physical, and Life Sciences Division (MPLS) is one of the four academic divisions of the University.

Oxford is widely recognised as one of the world's leading science universities. In the 2008 UK Research Assessment Exercise over 70% of research activity in MPLS was judged to be world-leading (4*) or internationally excellent (3*), and Oxford was ranked first in the UK across the mathematical sciences as a whole.

The MPLS division's ten departments and three interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. We have over 6,000 students and research staff, and generate over half of our funding from external research grants. Our research addresses major societal and technological challenges and is increasingly interdisciplinary in nature. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, as well as with researchers from around the world.

For more information, please visit:

<http://www.mpls.ox.ac.uk/>

Department of Computer Science

The Department of Computer Science (DoCS) was established in 1957. It is one of the UK's leading Computer Science Departments (ranked first in a number of newspaper rankings, and third in terms of research power). In the RAE in 2008, 80% of the submitted research was found to be in the top two tiers, either 4* (world-leading) or 3* (internationally excellent). Many members of the Department are active in externally sponsored research, with both government and industrial funding. At present there are 52 members of academic staff and over 80 research staff.

DoCS has close links with government, industry, and other departments within the University. Among the latter are Mathematics, Engineering, Physics, Statistics and a number of life sciences departments. It has a major role in the rapidly-developing field of e-Science alongside the Oxford e-Research Centre, an independent unit with which we share a building. This is an essentially inter-disciplinary activity which is at present attracting major funding from a number of sources. At present DoCS holds £37m in external research contracts.

Research in DoCS is currently managed in seven themes. *Software Engineering* (led by Professor Jim Davies), works on a wide variety of areas including e-Science and model-driven development; *Programming Languages* (led by Professor Jeremy Gibbons and including Dr Ralf Hinze and Professor Oege de Moor); Security (leader Professor Bill Roscoe, with Professor Sadie Creese leading a new Cyber Security Centre, and Professor Gavin Lowe); *Verification* (leader Professor Marta Kwiatkowska) covering probabilistic and software model checking (Professor Daniel Kroening) with time and concurrency (Professor Joel Ouaknine, Professor James Worrell, and Professors Roscoe and Lowe), and automated verification of hardware (Professor Tom Melham); *Computational Biology* (led by Professor David Gavaghan and including Professors Kevin Burrage and Helen Byrne) is one of the

world's leading groups building computational models of biological systems and is particularly well known for its work on the heart; and *Foundations, Logic and Structures*, (leader, Professor Samson Abramsky) which includes groups working on quantum information and computation (Abramsky and Professor Bob Coecke), game semantics and verification (Professor Luke Ong) and constraints (Professor Peter Jeavons); *Information Systems* (jointly led by Professors Georg Gottlob and Ian Horrocks and including Professor Stephen Pulman, who works on Computational Linguistics, and Professor Michael Benedikt). In addition the department has recently recruited Professors Mike Wooldridge (Agent Based Systems) and Elias Koutsoupas (Algorithms). A realignment of the themes is expected shortly.

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

Job description

Overview of the role

Currently the Department is divided into different themes and each of the professors maintain their own research groups. We are seeking to appoint a personal assistant to assist four of the senior professors.

Responsibilities/duties

The main duties of the successful candidate will include:

1. The Personal Assistant will provide support to the senior academic staff involving tasks such as: maintaining their diaries; dealing with telephone enquiries and correspondence, including confidential material; preparing replies where necessary; dealing with urgent matters in their absence; arranging meetings; liaising with people at all levels both within the University and outside.
2. Manage travel, e.g., arranging flights, trains, hotels, dealing with expense claims, providing travel itineraries.
3. Maintaining electronic/hardcopy filing systems to support professorial research and management duties.
4. Providing general secretarial support for any of the academic's research group who request this service
5. Providing the administrative support to organisers of conferences, seminars, meetings, etc., held by the academics and groups within the department. This includes booking of rooms, liaising with other departments of the University and external organisations, organising refreshments, arranging accommodation and travel if appropriate. Assisting the PA to the Head of Department with full administration of conferences and workshops as required.
6. Preparation and updating of specified pages for publication on either the department's or group's web-site.
7. Conference bookings and workshop registrations for students and staff within the groups as required.
8. Assisting the PA to the Head of Department on projects such as collecting information for the Research Excellence Framework exercise as required.

9. Preparation of technical (mathematical) papers for publication and the production of camera-ready copy using LaTeX and/or MS Word. Training in LaTeX will be provided if required.
10. Deputising for the PA to the Head of Department as required.
11. Any other secretarial duties as requested by the Department Administrator or the PA to the Head of Department to ensure the smooth running of the Department.

Key Tasks

- Managing the diaries of the professors
- Acting as the main point of contact for the professors; scheduling meetings, organising itineraries and managing local projects
- Ensuring that documents, letters, reports etc are produced against deadlines
- Preparing meeting preparation notes and reports as required
- The post holder may assist with the oversight of the research projects budgets;
- Facilitating actions and interactions among senior members of staff, ensuring urgent or high priority issues are quickly communicated and fast-tracked between all parties
- Supporting the work of the PA to the Head of department, including assisting with arranging, and coordinating meetings;
- Carrying out any other duties which are requested and are commensurate with the grade of this post

Key Relationships

The post holder will relate to a diverse group of people. S/he will have regular contact with the:

- Professors Kwiatkowska, Cardelli, Ouaknine and Worrell
- Their research groups
- Head of Department
- Departmental Administrator
- PA to the Head of Department

Selection Criteria

Essential:

Experience and knowledge:

A good general level of education including:

- Experience of working in an academic environment
- Good communication skills, both oral and written.

Skills and abilities.

- The ability to prioritise work for maximum efficiency is essential
- Proven ability to develop good working relationships with academics, university leaders, and administrators
- High levels of professionalism, self-motivation, and organisation, and tact and discretion in dealing with confidential or sensitive matters
- Good standard of literacy and ability to draft correspondence
- Ability to work on a variety of tasks at the same time, and to organise and prioritise

own work, including coping with unpredictable volumes of work and busy periods reorienting at short notice to handle urgent matters

- The ability to absorb substantial detail and keep track of a range of diverse activities and to make connections between them
- Proven ability of working as part of a team and liaising with colleagues where work interests overlap
- Excellent telephone manner and interpersonal skills, and the ability to deal with highly influential external contacts
- Excellent skills in office IT systems, including Microsoft Outlook (both email communications function and the calendar management function), Microsoft Power point (able to quickly create professional presentations), Word, Excel and share site technology

Attitudes

- The candidate must be flexible in all senses and prepared to work out of regular hours from time to time
- Self-motivation, resilience, appreciation of customer service and a 'can do' approach

Working at the University of Oxford

For further information about working at Oxford, please see:

www.ox.ac.uk/about_the_university/jobs/supportandtechnical/

Salary and Benefits

The post, which is a full-time appointment, is available immediately for a period of up to 8 months in the first instance, with a salary on the University grade 05S scale (currently £23,585 – £28,132 p.a.). This includes membership of the OSPS and has an annual leave entitlement of 38 days per year (inclusive of all public holidays and university closed periods).

How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and supporting statement. The supporting statement should describe what you have been doing over at least the last 10 years. This may have been employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

All applications must be received by **midday** on the closing date stated in the online advertisement.