Job description and selection criteria

Job title	Staff Secretary
Division	MPLS
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford.
Grade and salary	Grade 5: Salary £24,057 – £28,695 p.a.
Hours	Full Time
Contract type	Fixed term for 3 years
Vacancy reference	117517
Additional information	This vacancy is for internal applicants only

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 2012/13 was £1,086.9m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £436.8m 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

The Mathematical, Physical, and Life Sciences Division (MPLS)

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities. The disciplines within the MPLS Division regularly appear at the highest levels in world rankings. In the results of the six-yearly UK-wide assessment of university research, REF2014, the MPLS division received the highest overall grade point average (GPA) and the highest GPA for outputs. We received the highest proportion of 4* outputs, and the highest proportion of 4* activity overall. More than 50 per cent of MPLS activity was assessed as world leading.

The MPLS Division's 10 departments and 3 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. Our research addresses major societal and technological challenges and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours (including Nobel prizes and prestigious titles such as FRS and FR.Eng) and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships. The Division is also the proud holder of eight Athena Swan Awards (4 Silver and 4 Bronze) illustrating our commitment to ensure good practice and to encourage women in science at all levels in the division.

We have around 6,000 students and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve major mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (http://www.oxfordsparks.net/) and a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: http://www.mpls.ox.ac.uk/

Department of Computer Science

The Department of Computer Science was established in 1957, making it one of the longest-established Computer Science departments in the country. It is one of the UK's leading Computer Science Departments (ranked first in a number of international rankings). The Research Excellence Framework (REF) in December 2014 resulted in 74 members of the Department having 53% of their research activity ranked in the top category of 4* (world-leading). Overall, we received an average of 3.34 across the department (3* being internationally excellent). A significant majority of the Department are active in externally sponsored research, with both government and industrial funding. At present there are 69 members of academic staff and almost 100 research staff.

The Department 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. The Department is housed across multiple sites within the University's South Parks Road Science area, facilitating strong collaborative links with research groups and institutes in closely allied areas (including the Oxford Internet Institute and the Oxford e-Research Centre). This is an essentially inter-disciplinary activity which is at present attracting major funding from a number of sources. At present the Department holds over £50m in external research contracts.

Research in the Department is currently managed in seven themes:

- *Programming Languages and Software Engineering* (led by Professor Jeremy Gibbons, and including Professor Jim Davies) works on a wide variety of areas including model-driven development, functional programming, and static analysis;
- *Security* (led by Professor Bill Roscoe) specialises in cybersecurity (Professor Sadie Creese leads a new Cybersecurity Centre), protocol analysis, trusted computing, networking, and human-centred computing;
- *Automated Verification* (led by Professor Marta Kwiatkowska) covers probabilistic and software model checking (Professor Daniel Kroening), time and concurrency (Professor Joel Ouaknine, Professor James Worrell, and Professors Roscoe and Lowe), and hardware (Professor Tom Melham);
- *Computational Biology* (led by Professor David Gavaghan, and including Professors Kevin Burrage, Helen Byrne, and Blanca Rodriguez) 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;
- *Foundations, Logic and Structures*, (leader Professor Samson Abramsky) which includes groups working on quantum information and computation (Professors Samson Abramsky and Bob Coeke), game semantics and verification (Professor Luke Ong), and constraints (Professor Peter Jeavons);
- *Information Systems* (led by Professor Ian Horrocks, and including Professors Michael Benedikt, Nando de Freitas, Boris Motik, Georg Gottlob, and Michael Wooldridge) has groups working on databases, knowledge representation and reasoning, multi-agent systems, and computational linguistics (Professor Stephen Pulman);
- *Algorithms* (led by Professor Leslie Ann Goldberg, and including Professors Paul Goldberg and Elias Koutsoupias) covering computational complexity, algorithmic game theory, and constraint satisfaction.

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

Job description

Overview of the role

To provide secretarial and administrative support for a number of Professors and other academic staff and their research groups, which will typically involve functions such as finance, conferences, meetings, travel, and recruitment. To provide full secretarial and administrative support to the PA to the Head of Department, deputising for her in her absence. To deal with a wide range of matters, sometimes of a highly confidential nature, on behalf of academic and research staff. To be the point of contact for internal and external visitors for the academic community.

Responsibilities/duties

- To provide full secretarial support to the PA to the Head of Department and deputise during any periods of absence. This may include delegating tasks to other staff or organising cover for staff (as required), using initiative to make considered judgements, and maintaining/improving record-keeping and filing systems.
- Providing general secretarial support for any academics who request this service. Making complex travel arrangements for UK and international travel, including liaising with the CS Office Manager to make arrangements for visas where necessary
- Provide support to additional senior academic staff involving tasks such as: maintaining 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.
- Provide full administrative support to the academic organisers of conferences, seminars, meetings, etc. This includes assisting with budgets, room bookings, liaising with other departments of the University and external organisations, organising refreshments and catering, arranging accommodation and travel when necessary, welcoming guests, pre and post-meeting administration such as circulation of agendas and associated papers, taking and preparing minutes and circulating minutes as appropriate.
- Developing successful working relationships with academic and other support staff across the department and in the wider University, including college staff (when holding events in their venues), and University administration (when setting up event shops online). Liaising with staff of other institutions, when planning and assisting at external events, or coordinating meetings for academics in our own department.
- Preparation and updating of specified pages for publication on the department website as required.
- Making conference bookings and workshop registrations for students and staff as required.
- Provision of administrative support in relation to academic recruitment where appropriate
- When required, collecting information for the department academics in charge of the Research Excellence Framework exercise.
- Assisting with the organisation of department seminars including providing refreshments
- 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.

Selection Criteria

Essential

- Exceptional communications skills both verbally and in writing, in order to draft correspondence and produce well-presented reports and emails and communicate on the telephone and face to face with a range of people at all levels, including highly influential external contacts
- Experience of diary management, including making complex travel arrangements
- Proficient in audio/touch typing
- Excellent skills in MS office IT systems, including Outlook (both email communications function and the calendar management function), PowerPoint (ability to quickly create professional presentations), Word, Excel and share site technology
- A high standard of numeracy; the ability to manage finances
- Ability to manage and prioritise a varied and busy workload, including coping with unpredictable volumes of work and busy periods reorienting at short notice to handle urgent matters and meet deadlines
- Attention–to-detail and high level of accuracy
- Proven ability to develop good working relationships with colleagues at all levels both internally and externally
- The ability to manage expectations in a professional manner, balancing this with a 'can do' approach in order to provide excellent customer service
- High levels of professionalism, self-motivation, and organisation; tact and discretion in dealing with confidential or sensitive matters
- Proven ability of working as part of a team and liaising with colleagues where work interests overlap
- Flexible approach to work, and prepared to work out of regular hours from time to time

Desirable

- Experience of working in a Higher Education setting, alongside academics, support staff and students
- Knowledge of University procedures and regulations
- Events organisation (especially academic conferences)
- Experience of using financial information systems (e.g. Oracle Financials)

Working at the University of Oxford

For further information about working at Oxford, please see:

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

Salary and Benefits

The post, which is a full time appointment, is available for 3 years, has a salary on the University grade 05S scale (currently £24,057 - £28,695 p.a.). This includes membership of 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.

To return to the online application at any stage, please click on the following link
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.