



CHRIST CHURCH
UNIVERSITY OF OXFORD

FURTHER PARTICULARS

Job title	Executive Assistant to the Head of House
Location	Christ Church
Department	Academic
Salary	University Scale Grade 7 (currently £36,024 to £44,263, with a discretionary range up to £48,350)
Hours	37.5 hours per week
Contract type	Permanent
Responsible to	The Dean
Application deadline	Noon 3 June 2024
Vacancy reference	HT24_021
Additional information	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Human Resources Director. This post is subject to a six-month probationary period

Christ Church ('The House') is a unique institution, a joint foundation of a College in the University and the Cathedral of the Diocese of Oxford. When Henry VIII took over Wolsey's Cardinal College in the sixteenth century, he put the Dean and Canons of his new Oxford Cathedral in charge of the College and its students. In the nineteenth century it took on a form more like other Oxford colleges, with a Governing Body (comprising the Dean, Canons and Students - i.e. Fellows) to look after the affairs of the whole institution. The Dean is the Head of Christ Church. The current Dean is the Very Reverend Professor Sarah Foot.

Overview of the role

Reporting to the Very Reverend Professor Foot, the post holder will be the Executive Assistant to the Head of House. They will be expected to provide efficient and effective support to the Dean at the highest level, in a largely independent and self-managed capacity, when workload permits, to assist in other administrative offices in Christ Church.

The post holder will run the office of the Dean, including responsibility for all aspects of the office in support of the Dean. This will include: the management of communications with, and for, the Dean and the outside world; liaising with leading figures in the cultural, business, University and ecclesiastical sectors; and arranging and managing high profile events.

Duties

EA Support and Office Administration

- Provide comprehensive and efficient administrative support to the Dean in all aspects of her work, in order to facilitate the smooth and effective performance of her role, and devising and implementing office administrative systems and procedures and proactively improving these where necessary
- Proactively survey the month and week ahead, to determine what needs to be prioritised and what can be delegated to other senior college officers. This will involve proactive and meticulous inbox management of the Dean's email account. The postholder will need to become well acquainted with the organisational structure and role holders, so that they can swiftly delegate issues and actions to the relevant party, on behalf of the Dean;



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- Draft correspondence and manage the Dean's diary, highlighting pressing strategic issues. The role holder will need to use considerable initiative and discretion to make considered judgements without reference to the Dean
- Draft original, and sometimes sensitive, correspondence for external audiences on behalf of the Dean
- Maintain the Dean's electronic diary, including organising internal and external meetings. Schedule competing priorities into the week and forward plan domestic and international travel in conjunction with the relevant college or university offices
- Assist the Dean with routine tasks relating to the Cathedral side of her role, including using online lectionary resources
- Coordinate, organise and support meetings held by the Dean including making room/refreshment bookings and greeting visitors. Some meetings will require minute-taking, and most will require follow up of action points and liaison with other members of staff and/or students to ensure efficient distribution of information
- Ensure that the Dean is prepared for all meetings by gathering summaries, reminders, and/or briefings. Ensure meeting papers are available in hard copy and/or electronic format. Follow up on action points as required
- Identify priority items of business on behalf of the Dean, ensuring that she meets key deadlines
- Allocate tasks to other staff when appropriate by reaching informed judgements about those items which need to be dealt with by the Dean personally, and those that can be delegated
- Support the Dean in managing information flow in a timely and accurate manner
- Make appropriate travel arrangements, booking hotels and restaurants and other events, both domestically and overseas
- Provide line management of a small team of support staff, operating to facilitate the Dean's meetings, events and receptions

Communication

- Communicate effectively and professionally with senior colleagues within Christ Church, the broader University and the wider community, on behalf of the Dean, recognising the often highly confidential nature of correspondence, and ensuring that enquiries made to the Dean are dealt with promptly
- Responding both verbally and in writing to a range of issues on behalf of the Dean, drafting original and sometime sensitive correspondence for external audiences
- Research and prepare reports or briefing papers for the Dean and other senior staff
- Support committee work on behalf of the Dean, preparing Agendas, drafting and circulating Minutes, creating presentations and other key documentation for meetings

Events

- The Executive Assistant will work closely with the Dean in managing prestigious and high-profile College events hosted by the Dean
- Events will involve creating and managing invitations lists, sending invitations and managing the responses, organising event logistics such as catering, IT and table/seating plans, along with overseeing the events as they happen

Student Co-ordination

- Liaising with the Academic Office for termly Dean's Collections
- Organising meetings between the Dean and the MCR, JCR and other student groups

Other

- Support the Dean with ad hoc projects as they arise



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- Provide other support, pro-actively and as needed, for the Censors and Academic Registrar in a variety of tasks.

The above list is not exhaustive and the post-holder will be expected to carry out such other duties as the College may from time to time request, commensurate with the grade and responsibilities of the post. The list of duties may be varied according to Christ Church's evolving needs without changing the essential character of the post.

Person Specification (selection criteria)

Essential

- Experience of successfully managing the busy office of a senior member of staff, preferably (but not necessarily) in a university and/or charitable or ecclesiastical organisation
- Demonstrable experience of complex diary management, managing competing demands and able to prioritise requests
- Excellent written communication skills, able to draft correspondence (letters, reports etc.) which is well structured, clear and tailored to the audience
- Excellent verbal communication skills and the ability to deal tactfully and effectively with a wide variety of members of the Christ Church and the wider University, including academic staff office-based staff, students as well as members of the public
- Ability to communicate effectively with a wide range of different colleagues including senior clergy in the Cathedral and Chapter, as well as outside Christ Church in the Diocese and national Church
- Good judgement and the ability to deal appropriately with confidential information, including tactfully handling sensitive situations
- Excellent organisational skills, with the ability to effectively prioritise and plan ahead, whilst maintaining a meticulous attention to detail
- Experience of making complex travel arrangements and associated bookings
- Ability to handle sensitive information and confidential matters with discretion and initiative
- A flexible approach to workload and hours of work, with a co-operative and collaborative attitude
- Experience of managing people, or an aptitude for this with a willingness to learn
- Good IT skills (Microsoft Office, Excel, email etc.) and the capacity to pick up new systems quickly.

Desirable

- Knowledge or experience of the University of Oxford, and its collegiate system
- Sympathy with the Christian ethos, vision and ministry of Christ Church Cathedral.

Terms and Conditions

This position is offered on a full-time basis. The standard working week is 37.5 hours.

Salary - The salary range for the post is £36,024 to £44,263, with a discretionary range up to £48,350 per annum. Salaries for new employees will usually start at the bottom of the range.

Pension – The successful applicant is eligible to join the USS pension scheme and will be entered into this scheme automatically on joining, but on-going membership of the scheme is optional.

Annual leave – 25 days annual leave plus statutory Bank Holidays, rising to 30 days after two years' service. The holiday year runs from 1 January to 31 December.



Meals - Employees are entitled to take lunch free of charge in College, each day they work when the kitchen is open.

Employee Assistance Programme – free confidential telephone support service is available to all staff.

Sports Facilities – Access to the University Sports club

University Card - for discounts in shops, cafes and restaurants and University Leisure facilities

Pre-employment screening

Standard checks: If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your right to work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which appropriate adjustments are necessary. For some posts, such as those involving 'regulated activities' with children and other vulnerable groups in the course of normal duties, a Disclosure and Barring Service (DBS) check will also be required.

How to Apply

To apply for this position please complete provide the documentation listed below, no later than the deadline of **noon on 3 June 2024**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to the Dean stating your interest in the role, and explaining how you meet the criteria in the Person Specification, set out above, using examples of your skills and experience; and
- A CV, including the names and contact details of two referees. References will only be taken up for the successful candidate.
- The Equal Opportunities Monitoring Form.

Applications should be emailed to recruitment@chch.ox.ac.uk

Applications will be assessed only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Interviews are likely to be held week beginning **17 June 2024**.

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of the selection panel will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

If you need help



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If you have any questions regarding the application process, please contact recruitment@chch.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Important Information for Candidates

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

Christ Church's policy on retirement

There is no normal or fixed age at which staff in non-academic posts 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.

Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.