



## SCHOOL OF ANTHROPOLOGY AND MUSEUM ETHNOGRAPHY

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| <b>Job title</b>        | PA to Statutory Professor and Administrator of Research Centre and Institute |
| <b>Vacancy</b>          | 134305   |
| <b>Division</b>         | Social Sciences Division   |
| <b>Department</b>       | School of Anthropology and Museum Ethnography (SAME)                         |
| <b>Location</b>         | Banbury Road, Oxford   |
| <b>Grade and salary</b> | Grade 6 £28,098 - £33,518 pa   |
| <b>Hours</b>            | Full time  |
| <b>Contract type</b>    | Permanent  |
| <b>Reporting to</b>     | Statutory Professor and SAME Head of Administration and Finance              |

### The role

To support the Statutory Professor's roles as Director of the Centre for Anthropology and Mind (CAM), Director of the Institute of Cognitive and Evolutionary Anthropology (ICEA), and as PI on several large research projects as well as to provide administrative responsibility for the post-award project management of all CAM's research projects. The post holder will liaise with the School's Research Development Officer for the preparation of grant applications, take guidance from the Deputy Administrator (Finance and Research) for post-award financial management, and will supervise the work of CAM's Administrative Assistant.

### Responsibilities

- Provide PA support to a statutory professor engaged in international collaborative research projects; includes organising complex travel itineraries and visa arrangements across changing time zones, often involving tight deadlines. Respond rapidly to a wide range of administrative needs throughout normal office hours (and occasionally out of hours).
- Engage in horizon scanning to anticipate and prepare for a wide range of deadlines relating to research, funding, reporting, and dissemination activities.
- Establish and maintain a system for tracking progress on workflow, to allow rapid identification and removal of roadblocks.



- Supervise the work of the Administrative Assistant. Devise and implement office administrative systems and procedures particularly in support of research projects.
- Organise efficiently the arrangements for meetings, events and conferences. Coordinate committee work, including preparing agendas, writing minutes and ensuring business is dealt with in a timely manner. Identify actions and ensure decisions are effectively implemented.
- Provide administrative oversight of research project budgets, produce reports and review grants according to University financial regulations and funder terms and conditions. Advise on grant expenditure.
- Provide support to research project work, includes the co-ordination and maintenance of collaboration agreements in support of the research activity, monitoring of milestones, collation of reports, data management, audit preparations, recording publications and other key metrics.
- Prepare content for the Institute website and associated project websites. Maintain staff webpages and information for students.
- Provide financial administration; includes holding a departmental credit card, raising requisitions and purchase orders, receipting goods, using Oracle Financials, and arranging payment of invoices.
- Manage the space allocation and office resources planning for CAM and ICEA, including making arrangements for visitors and affiliates.
- Assist in production and submission of new research grant applications in liaison with School's Research Development Officer.
- Develop successful working relationships with academic and support staff colleagues across the department and in the wider University.

## **Selection criteria**

### **Essential**

- Good education record and significant relevant experience of managing the office of a senior member of staff.
- Demonstrable ability to act as an independent self-starter who works on own initiative with a structured approach to setting goals and priorities.
- A high standard of numeracy and experience of finance administration.
- Excellent communication skills, both oral and written.
- Experience of working on confidential matters; tact and discretion.
- Ability to work under pressure, to meet deadlines, to remain positive when reorienting at short notice in response to changing priorities.
- Excellent computer skills and familiarity with standard Office software.
- Experience of website editing.

## Desirable

- Previous experience of research project administration.
- Line management experience.
- Working knowledge of Oracle Financials.

## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation)

## School of Anthropology and Museum Ethnography

SAME is renowned for its contributions to anthropological theory, its commitment to long-term ethnographic fieldwork, and its association with the Pitt Rivers Museum and the anthropology of visual and material culture. It has also become known as a centre for medical and ecological anthropology, migration studies, evolutionary anthropology, cognition and culture, and science and technology studies.

Home to over sixty members of academic staff and researchers, over a hundred doctoral students, nine Master's programmes, and two undergraduate degrees, Oxford anthropology is one of the world's largest and most exciting centres for teaching and research in the discipline.

The School brings together a number of institutes including the Institute of Human Sciences (IHS), home to our undergraduate programme. The Institute of Social and Cultural Anthropology (ISCA) is a world-leading centre for anthropological teaching and research. The Centre on Migration, Policy and Society (COMPAS) provides a strategic, integrated research approach to understanding contemporary and future migration dynamics in the UK and EU. The Institute of Cognitive and Evolutionary Anthropology (ICEA) investigates the evolution of human behaviour drawing on a diverse range of approaches, including biology, primatology, paleoanthropology, cultural evolution, and psychology. ICEA includes the Centre for Anthropology and Mind (CAM). The Institute for Science, Innovation and Society (InSIS) researches and informs the key processes of social and technological innovation that are critical

to business, governments and civil society in the 21st century and beyond.

The School strives for a culture that is transparent, inclusive and supportive for all its staff and students. We have achieved Bronze Level Athena SWAN accreditation and we are committed to supporting all staff who wish to undertake a rewarding career whilst maintaining a balance with their home and family lives.

More information about the School can be found at [www.anthro.ox.ac.uk](http://www.anthro.ox.ac.uk).

## Social Sciences Division

The Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and one cross-divisional unit. Interdisciplinary links within and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, where Oxford accounted for more world-leading (4\*) research than any other institution, across the social sciences units of assessment to which it made submissions. The division also delivers an exceptional range of high quality educational programmes (undergraduate, postgraduate taught and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. For more information please visit: <http://www.socsci.ox.ac.uk/>

For more information please visit: [www.ox.ac.uk/](http://www.ox.ac.uk/)

## How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename.

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

## Information for priority candidates

*A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments.*

*If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments)*

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about\\_the\\_university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

## Important information for candidates

### Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at

[www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at:

[www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

From 1 October 2017, there is no normal or fixed age at which staff in posts at **grades 1–7** 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

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

## Benefits of working at the University

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See: [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor. See: [www.internationalstaffwelcome.admin.ox.ac.uk/](http://www.internationalstaffwelcome.admin.ox.ac.uk/)

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See [www.newcomers.ox.ac.uk/](http://www.newcomers.ox.ac.uk/)

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

The University subscribes to My Family Care ([www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/)) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details including information about how to make contact, in confidence, with the University's Staff Disability Advisor.

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at [www.admin.ox.ac.uk/eop/inpractice/networks/](http://www.admin.ox.ac.uk/eop/inpractice/networks/)

Staff can enjoy a range of other benefits such as free visitor access to the University's colleges and the Botanic Gardens as well as a range of discounts. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits)