

Oxford Centre for Islamic Studies

An institution for the advanced study of Islam and the Muslim world



Executive Assistant to the Director

Salary: £32,332 - £38,205 per annum plus benefits
(discretionary range to £41,732 for an exceptional candidate)

Location: Marston Road, Oxford, OX3 0EE

We are looking for a candidate with significant PA experience to provide high-quality support to the Director of the Centre across the range of his responsibilities.

This is an exciting opportunity to work as part of a close-knit team in a diverse and challenging role, working in an international environment for a growing educational institution.

The successful candidate must have excellent organisational skills needed to manage a varied workload and the ability to think ahead and collaborate effectively with colleagues.

Also essential are excellent written and verbal communication skills, meticulous attention to detail, together with positive pro-active approach to the challenges of the job.

Further particulars of the post may be obtained from the Centre's website at <https://www.oxcis.ac.uk/vacancies-opportunities>.

The closing date for applications is **Thursday 16 November 2023**.

Please send applications by email to Hr.Advisor@oxcis.ac.uk. You should include a CV, covering letter and contact details of two referees.



Executive Assistant to the Director

Responsible to:	The Director
Team:	The Director's office team includes the Assistant Registrar, the Executive Personal Assistant and two Director's Office Secretaries
Hours of work:	37.5 hours per week, Monday to Friday 9.00am to 5.30pm. The position will require working up to 14 Saturdays per year, remunerated at an enhanced rate.
Salary:	£32,332 - £38,205 per annum with a discretionary range up to £41,732 for an exceptional candidate.
Benefits:	35 days leave per annum, including public holidays. Generous pension scheme with up to 10% employer contributions. Lunches provided during term time (when available). Free parking is available.

Job description

- Full management of the Director's Outlook and paper diary, ensuring coordination of high-profile visits and organisational, academic and personal commitments, including working across different time zones.
- Managing the Director's Office inbox and handling telephone calls to the Director's Office.
- Drafting correspondence on behalf of the Director.
- Welcoming guests to the Centre, including high-profile VIP guests.
- Supporting and organising Director's Office events.
- Organising the Director's travel including visas, liaising with contacts overseas and preparing a detailed travel itinerary.
- Ensuring the Director is briefed as required, and has all relevant papers for meetings.

- Attending meetings and acting as a note-taker, when required.
- Working in conjunction with other members of staff in the Director's Office.
- Ad hoc management of projects, as needed.
- The requires working up to 14 Saturdays per year, which will be remunerated at an enhanced rate.
- Any other duties that are commensurate with the role, as assigned.

Person specification

- Significant PA experience, including board-level support.
- Excellent written and verbal communication skills.
- Excellent organisational skills with the ability to think-ahead and anticipate future needs.
- The ability to work methodically with attention to detail at all times.
- The ability to welcome and liaise with high-profile international stakeholders.
- Discretion and the ability to maintain high standards of confidentiality.
- Positive pro-active attitude and confidence to work under own initiative, including taking responsibility for assigned tasks.
- Flexible and adaptable with the ability to respond positively to any issue.
- The ability to work as part of a close-knit team.
- Excellent Microsoft Office and database skills are essential.

Background to the Oxford Centre for Islamic Studies

The Oxford Centre for Islamic Studies is incorporated by Royal Charter. It is registered as a charity (number 293072). The Patron of the Centre is HM King Charles III. The Centre was founded in 1985 and is committed to the advancement of academic excellence in teaching, research and publication.

Potential applicants can find out more about the Oxford Centre for Islamic Studies at www.oxcis.ac.uk.

The Centre Building

The Centre occupies new, purpose-built premises on a 3.25 acre site on the Marston Road, Oxford. The complex of buildings combines the academic, social, and residential functions of the Centre, and is a physical symbol of partnership, toleration, and friendship between the Islamic and Western worlds of learning. The buildings blend large elements and design details common to both Oxford colleges and Islamic architecture. They provide the Centre with accommodation for up to 54 students, Fellows and Visiting Fellows, a dining hall, a mosque, an auditorium, landscaped gardens, cloisters and quadrangles, as well as teaching and seminar rooms.

Right to work in the United Kingdom

As required by The Immigration, Asylum and Nationality Act 2006 applicants will be asked to provide proof of their right to work in the UK before employment can commence. Please note that original documents will be required. Where such documents are not in English, a certified translation is necessary. Please do not include these documents with your application. A request for the relevant information will be made at a later stage.

Equality and diversity

The Centre is committed to the principle and practice of equality of opportunity. The Centre seeks to ensure that all candidates are treated fairly and that selection is based on individual merit and selection criteria relevant to the post.