Oxford Centre for Islamic Studies

Executive Assistant

Applications are invited from PA's/Executive Assistants with significant experience. The post provides high-quality support to the Director of the Centre, across a wide range of 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, and meticulous attention to detail, together with positive pro-active approach to the challenges of the job.

Salary range: £36,360 - £42,434 per annum plus benefits (with discretion to £44,829 for exceptional applications)

Please send all applications to recruitment@oxcis.ac.uk. You should include an up-to date CV, a supporting letter evidencing how you meet the criteria and details of two referees. The closing date for all applications is Monday 30th November at 12.00pm

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Further Particulars

Responsible to:	Centre Director
Team:	The role will sit within the Director's Office team, which comprises the Assistant Registrar and one Director's Office Secretary.
Hours of work:	37.5 hours per week, Monday to Friday 9.00am to 5.30pm. Flexibility is required to cover the needs of the Centre at other times, including evenings and Bank Holidays, and will be given as time off in lieu. The position will require working up to 14 Saturdays per year
Place of work:	Marston Road, Oxford OX3 0EE.
Salary:	£36,360 - £42,434 per annum, with discretion to £44,829, for exceptional applications
Benefits:	27 days leave per annum plus public holidays Generous pension scheme Lunches provided during term time (when available) Onsite parking

Main Duties and Responsibilities

- Full management of the Outlook and paper diaries of the Centre, 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.
- Any other duties that are commensurate with the role, as assigned.

Essential Criteria

- Significant PA/EA experience, ideally within an academic setting.
- Demonstrable diary management skills
- 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 skills are essential with a minimum of intermediate in outlook and word.

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.