

Oxford Centre for Islamic Studies



*A Recognized Independent
Centre of the University of Oxford*

Oxford Centre for Islamic Studies

Personal Assistant to the Director

Applications are invited for the position of Personal Assistant to the Director of the Centre. The salary will be according to qualifications and experience on the scale £28,660 - £34,189 per annum.

This is an exciting opportunity to join an expanding and dynamic educational institution. The successful candidate will need to demonstrate excellent organizational skills including balancing a varied workload, collaborating successfully with others and prioritizing competing demands with the ability to think ahead of issues. The Centre offers excellent remuneration and the chance to work in a rewarding, international environment.

Further particulars of the post, which all candidates are advised to consult, may be obtained from the Centre's website at www.oxcis.ac.uk. The closing date for applications is **8 February 2019**.

Oxford Centre for Islamic Studies

Job Description

PA to the Director

Responsible to:	The Director
Responsible for:	Small team of two Director's Office support staff
Hours of work:	37.5 hours per week, usually Monday to Friday 9.00am to 5.30pm, <i>however flexibility is necessary</i> to cover the needs of the Centre at other times. This will include working extra hours some evenings and no more than 14 Saturdays per annum. These <i>extra hours are fully compensated</i> .
Salary:	In the range of £28,660 - £34,189 per annum
Benefits:	35 days leave per annum including public holidays; Contributory pension scheme; lunches provided during term time; six month probationary period

Main duties:

We are looking for a senior secretary with experience of board level support. You will be a tactful and adaptable person with a proactive attitude. The Centre has a supportive and close-knit team. Flexibility, ability to react positively to any issue, and attention to detail at all times are essential.

You must be discreet and maintain high standards of confidentiality. Ideally, you will be very career-focused as this role can occasionally demand out-of-hours work. Your responsibilities would be diverse and challenging.

Excellent IT and database skills are essential. You will be confident using your own initiative and happy taking responsibility for your own tasks. Shorthand is an advantage.

Job Description

Main Responsibilities:

- Full diary management, ensuring coordination of office, academic and personal commitments using Microsoft Outlook to assist with different time zones as well as a paper diary.
- Ensuring the Director is briefed as required and has relevant papers for all meetings.
- Organising extensive overseas travel as well as travel in the UK. Including visas, arranging schedules, liaising with contacts overseas and preparing a comprehensive travel itinerary.

- Assisting with the organisation of twice-yearly meetings of the Board of Trustees. This involves drafting agendas, preparing papers and minutes and then distributing all papers. Also liaising with Trustees and organising their personal travel and hotel requirements.
- Management of petty cash within the Director's office, liaising with the Finance Department to ensure that expenditure is correctly recorded and refunded where required. Also completing purchase orders for flights and cars booked.
- Liaising with members of Centre staff as required.
- Attending meetings as required (with and without the Director) to record actions and ensure they are followed up.
- Assisting with the organisation of Centre events, including lectures and VIP visits (often involving catering arrangements). This requires flexibility with working hours.
- Liaising with and meeting and greeting both VIP and academic guests from around the world (often sitting in on meetings and taking time out with VIP's assistants).
- Managing the daily workload of two members of staff in the Director's Office.
- Responsibility for correspondence (post and emails), obtaining or drafting replies where required. Also using shorthand for dictation of letters.
- Overseeing all calls to the Director's Office and ensuring that callers are assisted
- Ad hoc management of projects when required
- Assisting the Director with the Centre's Committee structure ensuring that meetings are organised according to the 'Committee Structure' each term and that individual attendees are provided with a personalised list of their Committee commitments.
- Secretary to the Trust Administration and Fundraising committees (and involvement with other committees as necessary) including preparation of agendas, papers and recording actions as appropriate.
- Maintaining a working manual for the Director's Office.
- Ensuring appropriate records are maintained in both the Director's Office and the Trust Office.

Background to the Oxford Centre for Islamic Studies

About the Centre

The Oxford Centre for Islamic Studies is incorporated by Royal Charter. It is a Recognised Independent Centre of the University of Oxford and is registered as a charity (number 293072). The Patron of the Centre is HRH the Prince of Wales. The Centre was founded in 1985 with the aim of encouraging a better understanding of Islam and contemporary Muslim societies through learning and scholarship. To this end, the Centre supports students and post-doctoral researchers, hosts lectures and seminars, and maintains a well-equipped library. The Centre's website, which provides full details of the Centre's work, is at www.oxcis.ac.uk.

The Centre Building

The Centre occupies purpose-built premises in Marston Road, Oxford. This building combines on a single site 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 Centre's premises, which combine traditional Oxford and Islamic architectural styles, occupy a 3.25 acre site in the Marston Road. The premises provide the Centre with accommodation for up to 54 students and Visiting Fellows, a dining hall, a mosque, an auditorium, beautifully landscaped gardens and quadrangles, and teaching and seminar rooms.

Working at the Centre

This is an exciting time for the Oxford Centre for Islamic Studies, and a great time to join our team. We are expanding and this is an excellent opportunity to contribute to a significant new development in Oxford academic life.

Right to Work in the United Kingdom

The Immigration, Asylum and nationality Act 2006 makes it a criminal offence for employers to engage someone who is not entitled to work in the UK. Applicants will therefore 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.