

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 £29,176 - £34804 per annum.

This is an exciting opportunity to join an expanding and dynamic educational institution. We are looking for an experienced PA to provide high quality administrative and secretarial support to the Director of the Centre. 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 **18 September 2020**. Please send your application to Assistant.registrar@oxcis.ac.uk.

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, however flexibility is necessary to cover the needs of the Centre at other times.
Salary:	In the range of £29,176 - £34,804 per annum
Benefits:	35 days leave per annum including public holidays; Contributory pension scheme; lunches provided during term time (when available); six month probationary period

Main duties:

We are looking for a senior PA with experience of board level support to provide high quality administrative and secretarial support to the Director of the Centre in his varied responsibilities. 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.

The position will include working extra hours some evenings and no more than 14 Saturdays per annum. These extra hours are fully compensated.

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 the Director's travel including visas, liaising with contacts overseas and preparing a comprehensive travel itinerary.
- Attending meetings as required and assisting with special events.
- Working in conjunction with other members of staff in the Director's Office.
- Dealing with the Director's correspondence (post and emails) and dealing with calls to the Director's Office.
- Ad hoc management of projects as and when required.

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.