



# Lincoln College

UNIVERSITY OF OXFORD

## FURTHER PARTICULARS

<b>Job Title:</b>	Personal Assistant to the Head of Lincoln College (or Rector)
<b>Department:</b>	Rector's Office
<b>Contract Type:</b>	Permanent, Full-time
<b>Responsible to:</b>	Clerk to the Trustees
<b>Salary Scale:</b>	£28,759 - £33,996 (equivalent to Grade 5 on the University of Oxford pay scale), the entry point to be determined by level of experience.
<b>Job Purpose:</b>	To provide administrative support to the Rector's Office.
<b>Proposed Start Date:</b>	TBC

The Rector is Lincoln College's Head ([Mr Nigel Clifford, FRGS, FRSA, FRICS | Lincoln College Oxford](#)). As well as chairing the College's Governing Body, the Rector chairs most of the College's committees, working closely with the Senior Officers, and represents the College at high profile events and on multiple Charities. The Rector's PA assists the Rector in carrying out his duties as Head of the College and is responsible for a range of processes including extensive administrative and secretarial support. This involves dealing with a wide range of matters on the Rector's behalf, often of a highly confidential and sensitive nature. As such, the Rector's PA will be engaging with Fellows, alumni, senior external figures, students, and colleagues.

This is a varied and interesting role for someone with a high level of professionalism and attention to detail, used to dealing with individuals at all levels, presenting an exceptional level of service to all stakeholders and who is flexible in their approach with a willingness to learn new skills and procedures.

## Lincoln College

Lincoln College is a medium-sized College housed in attractive medieval buildings in the centre of the city, in Turl Street. The College has 40 Fellows, around 630 students, equally divided between graduates and undergraduates, and a large body of administrative and domestic staff. Further information may be found on the College's website: [www.lincoln.ox.ac.uk](http://www.lincoln.ox.ac.uk).

## Responsibilities

- Managing the Rector's electronic diary, using initiative to make considered judgements when juggling the demands placed on the schedule, such as organising appointments for events and meetings, responding to invitations, making travel arrangements, dealing with expenses.

- Administrative support to the Rector and Clerk to the Trustees to include minute taking, meeting arrangements and supporting administrative tasks relating to Fellows, as well as acting as a point of contact with the College.
- Responsible for organising graduation ceremonies for the College's students and the graduands' celebratory events in College. Liaising with representatives within the University as necessary and other bodies/individuals as necessary.
- Responsible for administering the application process for scholarships and internal grant applications from both Fellows and students.
- Managing the College's Calendar – both annual and termly: drafting, updating, and circulating to Fellows and staff each term. Updating the University Calendar termly.
- Facilitating student relations by organising Freshers' meetings with the Rector for new undergraduates, arranging student drinks receptions with the Rector throughout the year, liaising with the JCR and MCR Presidents, and producing letters of congratulation to students concerning their examination results.
- Organization of 'Rector's Collections' and 'Graduate Collections' – meetings with students and their Tutors.
- Technical management of confidential files to enable a searchable database of documents, whilst maintaining GDPR requirements.
- Reviewing and updating administrative systems and procedures to ensure efficiency.
- Membership of University Colleges Forum to share information and best practice.
- Any other reasonable duties as agreed with your line manager.

### **Person specification**

The successful candidate will fulfil the following **essential** criteria:

1. Highly experienced in administration and diary management.
2. Excellent interpersonal, written and verbal communication skills and a professional approach to all interactions, with experience of working in a front-facing role.
3. Excellent IT skills appropriate to a Windows-based office, including manipulating spreadsheets, handling databases, using Sharepoint, and preparedness to learn new applications as required.
4. Ability to work calmly under pressure, prioritising work and meeting deadlines.
5. Ability to work confidently and calmly with a wide range of groups including external visitors (including VIPs), University personnel, academics, College staff and students
6. A high level of accuracy and attention to detail, with an organised and methodical approach to work.
7. Ability to work independently and to take the initiative, as well as working as part of a team.
8. A flexible approach to work, with a co-operative attitude and a willingness to help others.

The successful candidate may meet the following **desirable** criteria:

1. Experience of university or academic administration.
2. Knowledge of the University of Oxford and/or its colleges.
3. Experience of providing exceptional customer service.
4. Experience of events organization.

The successful candidate should be prepared to undertake training as required to equip them to discharge the duties of the role.