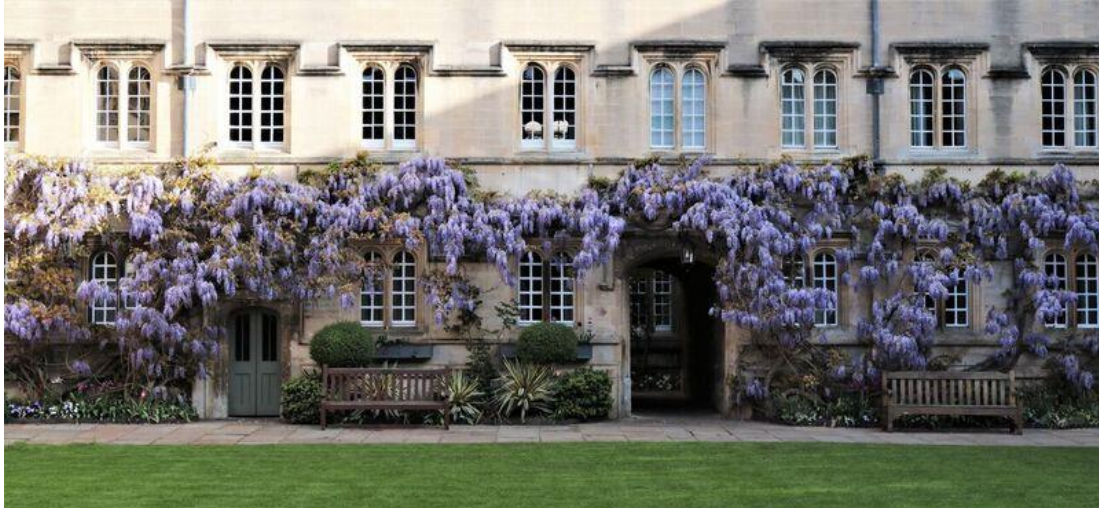


Personal Assistant to the Director of Accommodation, Catering & Conferences



About Jesus College

Founded in 1571 by Elizabeth I, Jesus College is a self-governing educational charity and is one of the 38 constituent colleges of Oxford University. With Professor Sir Nigel Shadbolt FRS FEng, as its Principal, Jesus College comprises some 110 Fellows, 50 lecturers, 300 graduates, 400 undergraduates and 90 support staff.

The College has a strong commitment to academic values and success, and is characterised by an informal and friendly atmosphere. Jesus College is located on an attractive historic site in the centre of Oxford, with excellent access to the Bodleian Library and other university libraries, the Science Area, and the University's department and faculty buildings. The College has two annexe sites elsewhere in the city to provide additional student accommodation. 150 students live on the main site and a further 300 students live on annexes in North and East Oxford. To mark its 450th anniversary, in 2022 the College opened the Tung-Yu Cheng Building. In addition to creating more teaching and learning space, a café, multifaith room, gym, and postgraduate accommodation, at its heart is the Cheng Kar-Shun Digital Hub.

Information about the College is available on our website at <http://www.jesus.ox.ac.uk>.

About the Department

The Accommodation, Catering and Conference department has a wide remit and is responsible for all aspects of the daily running of the College.

About the Post

The Director of Accommodation, Catering & Conferences (DACC) has a busy and demanding schedule and acts also the College's Data Protection Officer. You will play a key role in helping the DACC to conduct their activities in a timely and efficient manner. This includes dealing with a wide range of matters, sometimes highly confidential and/or urgent and includes the handling of day to day correspondence, managing the electronic diary and arranging, attending and producing minutes for various internal meetings. You will carry responsibility for the effective day-to-day organisation of the Director's business and will be expected to work closely with relevant Heads of Department, Fellows, students and staff alike. You will also have line management responsibility for the DACC Administrator.

Words

Key Responsibilities

These are listed in the attached Job Description

Hours of Work

The full-time hours are 35 per week, Monday to Friday 9-5 with half hour unpaid break. We can look at occasional remote working one day a week, subject to the office cover

Salary

The salary range for the role based on full-time hours is £28,759 - £33,966 per annum. (Pro-rated for part-time roles)

Essential Knowledge, Skills and Experience

- Experience of providing Personal Assistant support at Director level.
- High levels of computer literacy, with experience of Excel, PowerPoint and some experience of data entry. Excellent word processing skills (MS Word). An experienced user of e-mail and the web and experience with Kinetics would be preferred.
- High standards of literacy and writing skills, including accurate typing and proof reading skills.
- Excellent communication skills, with particular experience in dealing with telephone enquiries, and a strong orientation towards customer service.
- A thorough approach to work, conscientious with demonstrable attention to detail.
- Excellent judgment and the ability to rapidly acquire the knowledge necessary to effectively assess and prioritise competing demands.
- Excellent organisational abilities and efficiency, coupled with sound judgement and the ability to use initiative.
- Able to assume a high level of personal responsibility in dealing with particular issues and to facilitate constructive solutions to requests or problems.
- Able to work under pressure and to multiple deadlines. There will be occasions when the post holder will have to manage competing priorities, and use initiative in setting his/her own objectives.
- Ability to deal effectively with a wide range of people, both within and outside the College; as well as to work effectively as part of a team and to liaise with colleagues where work interests overlap.

Benefits

As well as becoming a valued member of our friendly community, and working in beautiful historic surroundings, we also offer the following benefits:

- **Meals** - A free meal is available when on duty and the kitchen is open.
- **Holiday** - A generous annual leave entitlement of 38 days per year (pro rata for part time posts), which includes all Bank and Public holidays.
- **Pension** - Automatic enrolment in the Oxford University Pension Scheme from the start of employment.
- **Employee Assistance Programme** - 24/7 access to a broad spectrum of services, including Health Management, Online and Face-to-Face Counselling, and Debt Management. Practical information and advice can also be accessed on all common topics, such as Consumer, Legal, Finance, Housing, Benefits, Family.
- **Travel Loan** - You may, on the completion of your probation period, be entitled to receive an interest-free loan to enable you to purchase an annual season ticket for travel by bus, with a discount of 5% on the overall cost.
- **Personal Development** - Staff are encouraged to develop both professionally and personally and the College supports employees to develop their skills and improve their performance throughout their time with the College.
- **Family-friendly policies** - The College has a range of family-friendly policies in place, including parental and family leave, and flexible working.
- **Childcare Services** - Open to University and College Staff and Students, the University owns a number of nurseries and has places at a number of Community nurseries which employees can apply for.
- **Oxford University Discounts** - College staff will receive a University card which provides the following discounts:
 - Free entry to Oxford Colleges and libraries
 - 10% discount in some University shops
 - Free access to the University Botanical Gardens and Harcourt Arboretum.
 - Discounted computer software from the University Computing service
- **Access to Sports Facilities and Punt Hire** - Staff may use the College's sports facilities and sign up for punt hire during the summer period for a small fee. Staff can also sign up for free to the University Club and use the University Sports Centre on Iffley Road at discounted rates.
- **Library** - College staff have access to the Meyricke Library, open 24 hours a day.
- **Eye Test/Glasses Reimbursement** - a free annual eye test and a glasses contribution are offered for staff that are regularly display screen equipment (DSE) users and who have been advised they need glasses for DSE use.
- **Flu Vaccinations** - a yearly flu vaccination scheme where staff not otherwise eligible to receive a free vaccination can obtain one at the cost of the College.
- **Electronic Vehicle Salary Sacrifice Scheme**
The college recently launched an electric vehicle scheme available to staff * subject to earnings criteria – working with the provider TUSKER.
- **Cycle to Work Salary Sacrifice Scheme** – also recently launched provided by Green Commute initiative.

Pre-Employment Screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work and the receipt of satisfactory references.

Probation

The successful candidate will be expected to complete a probationary period of six months.

To apply

To apply for this role please submit the following documents:

- A curriculum vitae.
- A completed application form and Cover Letter.
- A completed equal opportunities form.

Please return completed applications to HR@jesus.ox.ac.uk

Closing date

The closing date for this vacancy is ongoing until the vacancy is filled.

Applications will be assessed as they arrive and suitable candidates will be invited to interview. Early application is strongly advised.

Interviews

Interviews dates to be confirmed.

Data protection.

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Regulation 2018. You can find details [here](#).

The College Privacy Policy can be viewed here: [Jesus-College-Policy-on-Privacy-and-Confidentiality-2022.pdf](#)

All applicants are required to confirm that they have read this policy

Jesus College welcomes and celebrates diversity. We strive towards creating an inclusive environment, where our staff and those associated with the College feel valued and respected. We want them to thrive, regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Our staff are an integral part of our community, and we cherish equally those qualities that make each of us unique, and those that bring us together.