



## Personal Assistant to the Bursar & Domestic Bursar/Project Administrator (30 hours p/w)

### Further Particulars

<b>Job title:</b>	Personal Assistant to the Bursar & Domestic Bursar/Project Administrator
<b>Hours:</b>	0.8 FTE (30 hours per week)
<b>Salary:</b>	£35681-£41636 per annum (including Oxford Weighting), Equivalent to Grade 6 (Pro rata for part-time)
<b>Contract Type:</b>	6-month- with the possibility for extension
<b>Responsible to:</b>	Bursar & Domestic Bursar

## Harris Manchester College

Harris Manchester is a college of the University of Oxford, with a radical tradition which it continues in the present day. Originally founded in 1786 in Manchester as a dissenting academy, it came to Oxford in 1889, and became a college of the University in 1996, changing its name from Manchester College to Harris Manchester College at that time. From the start, the College was distinctive in offering higher education to those who were excluded from the established English universities (at that time restricted to Anglicans) or other dissenting academies (often restricted to members of a particular denomination). Women were admitted from 1876, with the result that it was uniquely coeducational on its arrival in Oxford.

The College continues its tradition of radical inclusion today through a unique mission: it is the only college in the University of Oxford dedicated exclusively to admitting and supporting mature students (aged 21 years or over) at both undergraduate and postgraduate level.

The College is committed to breaking down the barrier of age in higher education. It provides a friendly, welcoming atmosphere and inclusive ethos, and pursues the highest standard of academic teaching, learning, and research in an environment which is fully supportive of Fellows, staff, and students.

There are approximately 250 undergraduate and postgraduate students altogether, studying a wide range of subjects in the Humanities, Social Sciences, Engineering and Medical Sciences.

For further information on Harris Manchester, please visit the College website at <http://www.hmc.ox.ac.uk>.

## Overview of Post

We are seeking a highly organised, discreet, and proactive Personal Assistant to provide comprehensive executive and operational support to the Bursar and Domestic Bursar. This is a pivotal role within the College, acting as a central point of coordination across senior leadership, operational teams, and external stakeholders.

The postholder will combine high-level PA support with governance administration, compliance coordination, and responsibility for key operational processes, contributing directly to the smooth and effective running of the College.

## Key Responsibilities & Duties

### **Executive & PA Support**

- Provide full and proactive diary and schedule management for the Bursar and Domestic Bursar.
- Act as a primary point of contact for internal and external stakeholders.
- Manage correspondence, calls, and email communications, responding to routine matters on behalf of the Bursars where appropriate.
- Prepare high-quality reports, briefing papers, presentations, and documentation.
- Add and maintain standing College and University meetings at the start of each academic year.

### **Governance & Meetings Administration**

Provide comprehensive administrative support for meetings, including:

- Preparing agendas
- Calling for papers
- Collating documentation
- Booking rooms, catering, and AV
- Take accurate minutes at senior leadership, operational and committee meetings, including GPC, HOD, Support Staff Forums, Governor meetings and others as required.
- Track actions arising from meetings and ensure timely follow-up on key priorities.
- Organise ad hoc meetings as required.

### **Operations & Compliance Administration**

- Administer key operational processes for the Bursary, including responding to FOI requests.
- Support the administration of colleges operational policies.
- Administer the College's insurance policies, including preparing and submitting claims where required.
- Manage and administer car parking permits and staff memberships, maintaining accurate records.

- Maintain the College intranet.
- Provide typing, research and administrative support for letters and reports.

### **Health & Safety & Staff Compliance**

- Assist with the coordination and administration of the Colleges health and safety management system.
- Act as the Bursary Health & Safety Representative and Fire Evacuation Officer.
- Oversee the College accident book, produce quarterly reports and submit RIDDOR reports to the Health & Safety Executive where required, ensuring the HR Manager is informed of all incidents.
- Administer mandatory training requirements for non-academic staff (e.g. first aid, manual handling, fire awareness), liaising with HR to ensure accurate personnel records.
- Coordinate the annual staff flu vaccination programme.

### **Projects & Systems**

- Provide administrative support for project work as required.
- Contribute to the implementation and ongoing administration of operational systems (e.g. booking and information systems).
- Act as Data Entry Administrator for the enrolment and configuration of users, resources, and records within the Kinetic Booking System, ensuring data accuracy, system integrity, and smooth operational use.

### **Events & Wider Support**

- Provide administrative support to the Events Managers, including preparing place cards, booking guest accommodation, table planning and assistance at events (some out-of-hours work may occasionally be required).
- Provide ad hoc cover to other offices and the Lodge during periods of staff absence.
- Support in matters relating to student welfare as required.
- Work collaboratively with the Bursar, Domestic Bursar, their direct reports, and members of the Senior Management Team.

## **Selection Criteria**

### **Essential**

- Excellent administrative and executive support skills, including proactive problem-solving and anticipating senior leaders' needs.
- Proven ability to produce clear, accurate and structured formal minutes that capture key discussions, decisions, and actions.

- Advanced organisational skills with the ability to manage competing priorities.
- Strong written communication skills, including drafting correspondence and reports.
- Ability to handle confidential information with discretion and professionalism.
- Skilled in tracking actions, managing processes, and maintaining accurate records.
- Confident communicator with the ability to liaise with stakeholders at all levels.
- Proficient in data entry or administrative roles
- High attention to detail and accuracy
- Good working knowledge of Microsoft Excel and general computer systems
- Ability to work efficiently with large amount of information.

#### **Desirable**

- Understanding of education or similar institutional environment.
- Knowledge of compliance, health & safety, or training administration.
- Familiar with supporting system implementations or operational projects.
- Knowledge of Kinetic booking system, CRM, or database systems
- Competent in supporting system migrations or implementation projects.

## **Appointment Procedure**

To apply, please submit a CV (maximum 3 sides of A4) and a covering letter which details how your skills, experience, and qualifications meet the criteria for the post. Please also include the details of two referees.

Applications will be considered on a rolling basis.

## **Benefits and Conditions**

- Free meals when on duty
- Pension: You will have the option of joining a contributory staff pension scheme.
- Annual leave: 30 days plus bank holidays, normally to include the days when the College is closed at Christmas and Easter. The remainder are to be taken at a mutually agreed time, but normally outside of term.

## **Important Information for Candidates**

#### **Data Privacy**

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the College's data protection policy [here](#).

**Equal Opportunity**

Harris Manchester College is an Equal Opportunity Employer. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.

**Right to work in the UK**

The appointment will be subject to the satisfactory completion of proof of the right to work in the UK.