



LMH

Lady Margaret Hall

Further particulars

Senior Tutor's Administrator/ Academic Registrar (Maternity cover)

Lady Margaret Hall, a college in the University of Oxford, has a clear vision of the future and strategy for achieving it. LMH, as it is fondly known, was founded in 1878 with a dual passion for learning and for equality, making it possible for the first time for women to study at Oxford. Today, the College continues to draw inspiration from this great foundation vision. It is now a co-educational academic community of 400 undergraduate and 180 postgraduate students, utterly committed to research and scholarship and to effective, highly personalised teaching and learning for students from all backgrounds.

Lady Margaret Hall has a turnover of £9m and an endowment of £32m. Although not large by corporate standards, university colleges are complex environments that require sophisticated and sensitive management.

Job Description

Main relationships

Reporting to: Senior Tutor

Working with: Tutor for Graduates, Vice Principal, Secretary of SCR; Director of Visiting Students

Managing: Up to 3 Academic Office staff

Job role

The Academic Office is currently recruiting an additional member of staff and re-distributing the work load. Line management responsibilities may vary with the experience of the successful candidate and may increase over the term of the appointment. The target structure will include line management responsibility for both graduate and undergraduate admissions, currently covered by a single admissions officer who reports directly to the Senior Tutor. Under the new structure the admissions work will be spread across two different roles.

The appointee will manage the Academic Officer (AO) (currently the Student Records Officer) in all matters relating to undergraduates students following their offer of a place at LMH and all graduate students following their registration; dealing directly with non-routine matters referred by the AO. To manage academic appointments; to service the academic-related committees in the college: (Education Committee, Academic Policy Committee, Grants Committee, and Senior Common room). To represent the academic administration within the college (e.g. to the managers' meetings); To take responsibility for visa compliance for students, and to keep up to date with relevant changes across the wider University which impact on the academic

administration (e.g. visa requirements for students and academic staff); to communicate this information as necessary; To take responsibility for College Examinations (Collections) and University Examinations in College for those with special needs, including organising invigilators. To assist the Senior Tutor as required, including oversight of admissions processes. The specific tasks required may vary with the restructuring and the background experience of the successful candidate.

Tasks may include the following:

- To manage and take responsibility for the work of academic office staff, and to deal with non-standard issues e.g. relating to visas
- To take overall responsibility for arrangements for all students on course, including the organisation of registration and freshers' week. To report on student numbers e.g. to accommodation committee and to update the central university records on any changes of status.
- To manage academic appointments, liaising with departments as necessary and ensuring that advertisements fulfil legal requirements e.g. for work permits. Organising the interview process.
- To act as papers secretary to Academic Policy Committee (APC), Education Committee (EC) and Grants Committee (GC); to produce agendas, to take minutes, & to circulate minutes of these meetings, to prepare agenda for SCR meetings.
- To supervise the examination process and to make special arrangements for students who need to sit examinations in college, especially in emergencies and for those with disabilities.
- To communicate with the Proctors about examination special cases, for both graduate and undergraduate students.
- To organise invigilators for collections and University examinations in College.
- To liaise with the bursary, IT, accounts, Lodge etc. to ensure good communications of relevant information about the academic administration, e.g. changes of academic staff.
- To represent the academic administration on college committees and groups as necessary, e.g. IT committee, events committee, Investors in people committee.
- To assist the Senior Tutor and Tutor for Graduates with student special cases (disciplinary or welfare) which may include drafting correspondence and note-taking at disciplinary hearings. To liaise with the College nurse and welfare-advisor.
- To organise academic team meetings and feedback on relevant issues from the University distributed via Academic Administration circulars and meetings
- To generate reports e.g. on examination results, from the University tableau system and tutorial teaching costs from the OxCORT system for APC & EC.
- To process tutorial feedback from undergraduate students
- To maintain records of teaching costs invoiced outside the OxCORT system and other academic-related invoices liaising with accounts staff.
- To liaise with accounts regarding academic-related invoices;
- To liaise with bursary regarding accommodation numbers and serve as a member of the accommodation committee.

- To assist the Senior Tutor, as required, which will include dealing with the Senior Tutor's post.
- To supervise the creation of transcripts of studies (for students who matriculated before 1997) and other official records of attendance as requested.
- To complete any reasonable tasks within academic office remit as directed by the Senior Tutor

Qualifications and Experience

- A good standard of Education, to degree level or equivalent.
- Administrative Experience involving computer-based records, preferably in a related field.
- Excellent communications skills, including both written and spoken English
- Experience of managing staff
- High standard of IT literacy including Microsoft Office (particularly Word & Excel); ability to learn University specific systems including evision, GSS and OxCORT
- High standard of numeracy and the able to create simple statistical and financial reports.
- Knowledge of the University of Oxford may be an advantage

Personal qualities

- Discretion and the ability to maintain confidentiality
- Good judgement about when to use initiative and when to consult
- Good organisational and planning skills
- Ability to manage conflicting priorities and to deal with pressure
- Ability to manage the work of another and take overall responsibility for the tasks
- Flexibility and calm manner for dealing with unexpected events.
- The ability to deal effectively with people at all levels in the College and the University
- The ability to work co-operatively with the 'academic team' with a helpful 'can do' attitude

Terms and Conditions

Salary - in the range £35-40k. Benefits of working for the College include 35 days holiday (including bank holidays) pro rata for part time appointments, the option to join a University pension scheme and one free meal whilst on duty and the kitchens are open, when the Kitchens are closed a meal allowance will be paid.

Working hours - 37.5 hours per week (normally 8.30 to 5pm with 1 hour lunch break). The appointee may need to work longer hours, particularly during the examination period including some Saturdays. Some flexibility is expected in a post at this level to cope with fluctuations in workload and unexpected events. For extended periods of out-of hours working time off in lieu is granted. All Bank holidays during term time are working days and time-off in lieu is granted; no annual leave can be taken during term time or examination periods.

Applicants must be eligible to work in the UK.

To apply for this position, please complete an application form and equal opportunities monitoring form, available from <http://www.lmh.ox.ac.uk/about-lmh/jobs> and send this by email to recruitment@lmh.ox.ac.uk, or post to the HR Office, LMH, Norham Gardens, Oxford, OX2 6QA.

A principal aim of this College's Equal Opportunities Policy is to ensure that in the recruitment, selection, training, appraisal, development and promotion of employees, the only consideration must be that the individual best meets, or is likely to meet, the requirements of the programme or course or post.

Lady Margaret Hall is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from prejudice, intimidation and all forms of harassment, including bullying. We seek to ensure that no-one suffers, either directly or indirectly, as a result of discrimination.

Lady Margaret Hall has a range of family friendly policies.

The closing date for receipt of applications is noon on Monday 19th February 2018.

Issued by the HR Office

February 2018