VACANCY: PA TO THE PRESIDENT, BURSAR AND DOMESTIC BURSAR

Wolfson College is one of the 31 Colleges in the University of Cambridge and provides an academic home for over 900 students aged 21 or above, 200 Fellows, 300 senior members and 100 staff. The College is the most cosmopolitan in Cambridge which, together with its egalitarian ethos, helps to create a very friendly working environment. Full details of the College are available at www.wolfson.cam.ac.uk

An opportunity has arisen for an experienced PA to join our team to support the President, Bursar and Domestic Bursar, who deliver key roles at the heart of the College’s administration; and to work with the College Secretary who provides strategic support to the President and the Vice-President and supports the College’s governance and committee structure. The successful candidate will have strong secretarial and administrative skills and be able to work using their own initiative as well as collaboratively.

HOW TO APPLY

Please complete a Wolfson College Application Form and send it, with a covering letter setting out why you feel you are suitable for this role, to arrive by 12 noon on Thursday 10 May, to:

Mrs Sally Cullen (ref. PA to the President, Bursar and Domestic Bursar)
HR Manager
Wolfson College
Barton Road
Cambridge CB3 9BB or by email to: jobs@wolfson.cam.ac.uk

You can download the Application Form from the Wolfson College website at www.wolfson.cam.ac.uk/jobs

Interviews will take place on Tuesday 22 May 2018

TERMS AND CONDITIONS

Salary: £27,621-£29,405 full-time (40 hours) (salary due to increase on 1 July 2018)

Days/Hours: Monday to Friday. This position is available for 40 hours per week (8 hours per day) 35 hours per week (7 hours per day) or 30 hours per week (6 hours per day). There may be an occasional need to work in the evening to cover College committees, for which time off in lieu will be given.

Benefits: Membership of the NOW pension scheme (www.nowpensions.com), with employer contributions of up to 13%; Death-in-service benefit of two times salary; 25 days’ holiday per year, plus public holidays; Membership of a healthcare cash plan; Free staff lunch when the College kitchens are open; Free parking; Use of the College Gym and Library.

Term of appointment: The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice is two months on either side.

Wolfson College is an Equal Opportunities Employer
Job Description

Job title: PA to the President, Bursar and Domestic Bursar

Responsible to: The President, Bursar and Domestic Bursar (but reporting to the College Secretary on a day-to-day basis)

Job Purpose: This is a new role, situated in the College Secretary’s office, which reflects the need for an enhanced secretariat to support the President, Vice-President, Bursar and Domestic Bursar. The purpose of this role is to provide secretarial and other administrative support to the President, Bursar and Domestic Bursar. The role also provides secretarial and other administrative support to certain of the College’s committees on which the Bursar or Domestic Bursar serve as Chair or Secretary.

Key duties and responsibilities in relation to the President (c.20 hours/week):

- Provide secretarial and administrative support to the President and act as a first point of contact for enquiries to the President’s office;
- Support and enable the President’s work schedule through proactive planning, management and maintenance of their calendar on a daily basis; ensure related Senior Management Team and meetings calendars are updated as appropriate;
- Deal with correspondence, emails, letters; draft and issue appropriate responses in line with the President’s instructions and in their absence;
- Arrange national and international travel, devise and prepare detailed schedules, liaising with internal and external departments and collaborators; process expenses claims and monitor reimbursement;
- Provide the President with papers for meetings and circulate papers from the President for meetings as required;
- Prepare presentations, speech notes etc as required;
- Prepare schedules/agendas and/or background information for meetings, liaising with other College departments as required;
- Devise and maintain office systems including data management and filing;
- Prioritise, plan and arrange meetings, including venue and hospitality;
- Take notes of meetings;
- Arrange hospitality for visitors/meetings;
- Manage the President’s dining and College guest arrangements; co-ordinate the President’s College hospitality in the President’s Lodge, prepare guest lists, liaise with catering and conference team as required, issue invitations, receive responses, and prepare seating plans;
- Work collaboratively with the College Secretary to plan, administer and oversee arrangements for key College functions/events hosted by the President.

Key duties and responsibilities in relation to the Bursar and Domestic Bursar (c.10-20 hours/week):

- Prepare agenda and meeting papers for certain Committees for which the Bursar and Domestic Bursar act as Committee Secretary or Chair (e.g. Carbon Reduction, House & Student Events, Health & Safety, Staff Communication & Consultation), circulate the meeting papers, attend some of the Committee meetings, draft the minutes and circulate the final minutes; administration of committees and management of related data, e.g. Minute books;
- Arrange meetings; print/collate papers for external meetings;
- Handle correspondence; manage Accident & Incident Forms and related data;
- Create reports and presentations; production of documents, as required;
- Manage shared online calendars;

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• Work collaboratively with the College Secretary to plan and manage all dates in the annual College calendar to avoid clashes and to tie in with the schedules of the College Officers; compile/draft and disseminate information for the annual College calendar and term notices.

DECISION-MAKING

i. Decisions taken by the role-holder without reference to others:
   Prioritise tasks and balance support for President, Bursar and Domestic Bursar on a daily basis, in order to meet deadlines.

ii. Decisions taken by the role-holder in collaboration with others:
   Decisions taken in collaboration with College Secretary in relation to supporting and delivering the strategic work of the President’s Office and secretariat.

iii. Decisions taken by others following advice/input by the role-holder:
    This is a key role in the College’s administration; accuracy and timeliness of information provided by the role-holder impacts on a range of other College functions and roles.

NETWORK OF CONTACTS

• Wolfson College: President, College Officers, Managers, Staff across all departments, Students, Fellows and other College members; Committee members

• Other Colleges and Departments/Offices within the University: Heads of House and their PAs; Office of Intercollegiate Services (OIS); The Old Schools (University Administration)

• External: A wide range of contacts in relation to the work of the President, Bursar and Domestic Bursar

TRAINING AND DEVELOPMENT

• Training which is necessary to fulfil the role and to progress the development of the post-holder will be provided.

HEALTH AND SAFETY

• Duty to take reasonable care of one’s self and other persons who may be affected by acts or omissions.

• Duty to co-operate with employer and other persons in all matters concerning Health & Safety.

• Duty not to interfere with or recklessly misuse anything provided in the interests of health/safety/welfare.
### Person Specification: PA to President, Bursar and Domestic Bursar

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<th>Essential</th>
<th>Desirable</th>
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#### Qualifications, Experience and Background
- Experience of providing secretarial and other administrative support to senior management
- Experience of supporting committees, including minute-taking
- Excellent level of literacy
- Willingness to implement new systems of working
- Hold a minimum of two A levels or equivalent
- Degree level qualification
- Experience of working within a Higher Education environment
- Administrative experience of working in a Cambridge College or Cambridge University
- Excellent level of numeracy

#### Technical Knowledge and Skills
- Excellent all-round IT skills
- High level of proficiency in MS Word, MS PowerPoint, MS Excel, MS Outlook
- Experienced in using databases
- Able to take minutes in meetings
- Able to prioritise, to work effectively under pressure and to meet deadlines
- Confident in writing reports and producing presentations
- Experienced in event-planning
- Proficiency in Adobe Acrobat Professional

#### Personal Attributes
- Excellent time-management skills with a proven ability for planning
- Highly flexible and able to manage competing deadlines while maintaining - and delivering in line with - clear priorities
- Self-motivated, well organised, reliable and committed to take ownership of areas of work
- Accurate and excellent attention to detail
- Good communication and listening skills
- Able to work on own initiative
- Level-headed and calm under pressure
- Able to maintain a high level of confidentiality and discretion
- Enthusiastic and energetic, with a genuine interest in working with people in an educational environment
- High standard of spoken and written English
- Able to communicate effectively at all levels
- Able to explain complex situations to colleagues when collaborating on a project

#### Team and Management of Work Skills
- Able to progress business in the absence of managers
- Flexible in how to approach a task and to listen to different points of view
- Able to work collaboratively with other staff
- Able to show authority and act decisively when required