



Job title	EA to RISJ Director
Division	Social Sciences
Department	Politics and International Relations
Location	The Reuters Institute for the Study of Journalism (RISJ), 13 Norham Gardens, Oxford, OX2 6PS
Grade and salary	Grade 5: £26,341 – £31,406 (with a discretionary range to £34,304) per annum
Hours	Full time (36.5 hours per week)
Contract type	Fixed term until 31 December 2023
Reporting to	RISJ Project Administrator
Vacancy reference	155644

The role

The Reuters Institute for the Study of Journalism are seeking an experienced Executive Assistant to support the Institute's Director and to provide administration support across the Institutes wide range of activities.

The job offers the opportunity for involvement in a challenging, interesting, and fast-moving environment. It will suit an experienced EA who enjoys being part of a diverse, close-knit team.

You will carry responsibility for the effective day-to-day organisation of the Director's diaries, arrange meetings (both in person and online), calls and conference access (both as speaker and attendee), organise their travel and ensure they have all necessary papers for meetings, and help with forward planning. All of these activities will involve exercising a considerable degree of judgement and the ability to work both independently and collaboratively and liaise effectively with individuals at all levels, both within the University and beyond.



Responsibilities

Executive Support

- Ensure the effective deployment of the time and attention of the Director (including diary, correspondence, arranging meetings via Zoom, Teams, Google Hangouts etc, assembling meeting papers and other materials).
- Coordinate complex travel arrangements for the Senior Management Team (incl. booking flights and accommodation, obtaining visas, arranging insurance, and preparing detailed itineraries).
- Manage incoming correspondence for the Director and uses initiative to make considered judgements as to what matters can be directed to other colleagues
- Ensure that any follow-up action is identified, logged and taken forward, prompting the Director about action needed, and co-ordinating such action with colleagues in the office.
- Reply to a range of issues on behalf of the Director, researching and preparing information/drafting replies.
- Provide executive support including desk-based research, liaison to prepare briefings and background papers.
- Co-ordinate committee work, including preparing agendas, minutes and membership records and ensuring actions are recorded and met in the specified time-frame.
- Research, update and collate information on RISJ visitors, donors, sponsors and prospects

Administrative Support

- Support the work of the research team by organising transcription services, additional casual research assistants, booking travel.
- Raise requisitions and processes purchase orders in Oracle Financials.
- Process expenses claims and records credit card transactions for consolidation by the Finance Team.
- Manage ad-hoc requirements such as booking taxis, making restaurant reservations, and obtaining contact details
- Ensure in-house databases are kept up to date.
- Provide general administrative support and assists to cover general administration roles during leave or busy periods.
- Maintain, and improve as appropriate, office and administrative systems.
- Carry out other duties as requested by the Director and/or Director of Operations.

Selection criteria

Essential

- Educated to A-Level or equivalent.
- Experience of working effectively as an executive assistant and the ability to manage and prioritise a varied and busy workload to deadlines.
- Excellent communication and interpersonal skills and comfort in liaising with people at all levels, internal and external to the University; ability to exercise a high degree of tact and discretion in dealing with confidential matters.
- Excellent organisational abilities and efficiency, coupled with sound judgement and the demonstrated ability to use initiative and to assume a high level of personal responsibility in dealing with particular issues and to facilitate constructive solutions to requests or problems.

- Excellent judgement and the ability to acquire rapidly the knowledge necessary to effectively assess and prioritise the various competing demands, solve problems and work calmly under pressure to meet tight deadlines.
- The ability to work to a high level of accuracy with a keen eye for detail, respond positively to changing requirements and deliver excellent customer service.
- High levels of computer literacy across all the MS-Office applications.
- A flexible approach to work, including the ability to work both independently and as part of a team, and willingness to take on new responsibilities and to work additional hours when required.

Desirable

- A general interest in media and current affairs.
- An interest in or knowledge of diverse cultures.
- Working knowledge of Oracle Financials (training will be provided).

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Social Sciences Division

Oxford is a world-leading centre for research across the disciplines of the social sciences. Characterised by a wide range of methodologies, themes and fields of scholarship, multi-disciplinary research and innovative ideas thrive in an environment underpinned by excellence across the disciplines of the social sciences.

Our approach to supporting research across the Social Sciences Division has been highly successful in the last ten years, with the volume of research awards continuing to rise and the development of a large number of research centres and groupings. Researchers at Oxford receive significant support and guidance in the development of their research, including career development, research and impact funding, research project design and management, and research outputs from academic and administrative colleagues across the University, division and departments.

More information please visit: www.socsci.ox.ac.uk

Department of Politics and International Relations

The study of politics, government and international relations at Oxford has a long and distinguished history. We are proud to be recognised internationally for our rigorous and valuable research, as educators of leaders and professionals in a wide variety of fields and as trainers of the next generation of teachers and researchers.

The Department of Politics and International Relations at Oxford is one of the largest units for research and teaching in international relations, politics, government and political theory. Our work is directed to advance these disciplines. We create theoretical frameworks for the analysis of new objects of study using advanced research methods and we develop techniques for gathering, handling, processing and analysing data. We achieved top scores in the Research Excellence Framework (REF) 2014, confirming the excellence of our research.

This focus on the future has a deep foundation in the inception of the disciplines of political science, history and philosophy in the UK. The study of government was institutionalised in Oxford in 1912 with the establishment of the Gladstone Chair in Government; the Chichele Chair in Social and Political Theory was established in 1944, and International Relations developed as an autonomous field of study with the establishment of the Montague Burton Chair of International Relations in 1930.

The department is responsible for the syllabus, provision of lectures and for the examination of undergraduate students, who are taught mainly by tutorials organised by college tutors. The MPhil degree now is a terminal degree for a range of students who proceed to further professional training and to careers in public or private organisations. For many students, the MPhil also forms the first two years of a four-year doctoral programme. The MPhil gives students advanced scholarly and theoretically sophisticated substantial study of the subject, together with training in research design and associated methodological analysis and critique, and advanced training in research methods. Alumni of the MPhil and the DPhil have gone on to form a wide network of Oxford-trained academics with positions in university departments and research units worldwide, and have taken up positions of leadership in numerous public and private institutions across the globe.

For more information please visit: www.politics.ox.ac.uk

The Reuters Institute for the Study of Journalism

The Reuters Institute for the Study of Journalism was established in 2006 with core funding from the Thomson Reuters Foundation to bring to the University the study of journalism and its relationship to matters of public policy, politics and wider social and cultural trends.

The Institute is an integral part of the Department of Politics and International Relations. The Institute incorporates the Journalist Fellowship Programme which began in 1983 and is affiliated with Green Templeton College. The Institute is located in Green Templeton College premises in Norham Gardens and is supported by its own administrative staff. The Institute has a Steering Committee, which includes representatives outside the University from the world of journalism. It is accountable to the General Purposes Committee and to the Head of the Department of Politics and International Relations.

The Institute is committed to the rigorous, international, comparative study of journalism. It pursues this through:

- **Research Programmes**, which provide timely, accessible, and evidence-based independent analysis of issues facing journalism and news media around the world, and include a series of RISJ publications, as well as more specialised academic articles and book-length treatments of important topics.
- The **Journalist Fellowship Programme**, which brings high calibre mid-career practising journalists to Oxford and offers them a period of reflection and an opportunity to carry out a piece of relevant in-depth research, away from the pressure of tight deadlines.
- **Leadership Programmes**, which gather editors, executives, and journalists in leadership roles in small, intimate, off-the-record settings to engage with each other, exchange best practices and lessons learned, and benefit from current research relevant to the challenges they face.

Research:

The Institute is expanding its research activity and its research strategy is currently organised around three broad areas of focus:

- *Relationships between Journalism and Democracy and Accountability* – including journalism's role in holding power to account; issues around international news providers and the trust placed in them; the role of the media in societies undergoing radical political transformation; identifying the most important elements of journalism for the functioning of a democratic society; and examining the impact of different political systems on the ability of journalism to perform its role.
- *The Business of Journalism* – involving comparative assessment of the financial pressures on journalism in a range of countries, the responses to those pressures, and the implications of each for the long term future of quality journalism and its democratic functions. This area also includes work on regulatory frameworks for and different forms of intervention in journalism and media markets.
- *The Evolving Practice of Journalism* – including issues such as journalism as a profession and what that means in different countries; the impact of the rise of citizen journalism; blogging and social media; the particular issues posed by specific forms of journalism, e.g. business journalism; journalism and PR; and science and environmental reporting, where journalists often have to act as translators between specialists and a wider public.

The news media have, within the last decade or so, been disrupted by huge and fast-moving changes in the economic and technological models that had been in place for generations or more. The growth of social media, new players and new platforms has changed journalism forever as well as creating an existential threat to forms of news. The ability of billions of people to publish has created a vast amount of unreliable - and fake - news which now competes with more established forms of journalism. The RISJ must have a powerful voice in the debates around where journalism is going and how it is practised. In addition to chronicling these dramatic changes, RISJ should help illuminate the road ahead by communicating directly with communities of journalists who are at the sharp end of the digital revolution.

Further information about the RISJ can be found at: <https://reutersinstitute.politics.ox.ac.uk/> .

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email recruitment.support@admin.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University 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 University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.