

**Personal Assistant (PA) to the Team/Office Manager
(Reference Number: OSP23001)**

The Oxford Science Park is one of Europe's Leading locations for life science and technology business and is home to around 100 businesses, ranging from major international companies such as Oxford Nanopore Technologies and Exscientia to early-stage spin-out from the University of Oxford and other start-ups. The Park was founded by Magdalen College in 1989 and is now a joint venture between the College and GIC, a sovereign wealth fund of the State of Singapore. The Park has ambitious growth plans and is entering a major phase of new development, with plans to construct over 500,000 sq ft of new laboratory and office space within five years, doubling its size.

The role is to provide wide-ranging support to the small Park management team and to take responsibility for managing their office environment and supporting services.

Duties and responsibilities of the role is (1) to provide comprehensive and efficient support to the senior management team of the Park, being the CEO, Finance Director, Asset Manager, Development Manager, Magdalen Centre Manager and Laboratory and Facilities Services Manager, in order to facilitate the smooth and effective performance of their roles; (2) to take responsibility for key administrative areas of the Team Office.

Remuneration

Basic Salary: £37,500 - £42,500, depending on experience

The Company particularly welcomes applications from Black, Asian and Minority Ethnic Candidates.

Further particulars and the application form are available from www.magd.ox.ac.uk or telephone 01865 276033. Please complete the application form and send it, together with the recruitment monitoring form, to either human.resources@magd.ox.ac.uk or Human Resources, Magdalen College, Oxford, OX1 4AU, clearly marked **TOSP PA/Office Manager**. If you do not wish the Park to contact your referees at this stage please make this clear in your application. The closing date for receipt of applications is 12 noon on Monday 6 March 2023. Should you have any questions about the application procedure please call 01865 276033. Late or incomplete applications will not be accepted.

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 Data Protection Act 2018 and the Park's Data Protection Policy, which can be found at <https://www.magd.ox.ac.uk/other-policies/data-protection/>.