

The Oxford Science Park

Personal Assistant (PA) to the Team/Office Manager

Full-time

The Oxford Science Park is one of Europe's leading locations for life science and technology and is home to around 100 businesses, ranging from major international companies such as Oxford Nanopore Technologies and Exscientia to early stage spin-outs 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.

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.

Information about the Park is available on our website at www.oxfordsp.com. The PA/Office Manager will be employed by The Oxford Science Park Limited.

Duties and Responsibilities

The role of the PA is (1) to provide comprehensive and efficient support to the senior management team ("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.

The duties of the PA/Office Manager are listed below should not be regarded as exhaustive. The postholder will be expected to work flexibly and closely with the Team, and to perform other duties relevant and appropriate to this post, as instructed by the Team.

Duties of the PA/Office Manager will include:

General

- Provide administrative and secretarial support for the Team
- Keep business diaries up to date, arrange meetings and appointments
- Deal with all associated correspondence and administration.
- Arrange for the circulation of board and other meeting papers.
- Book rooms for meetings and arrange for refreshments as required.
- Keep the Team informed of all appointments made on their behalf.
- Arrange visits/travel itineraries.
- Arrange accommodation, luncheons or dinners for the Team and their visitors.
- Deal with any problems arising in the absence of any member of the Team.

- Keep up-to-date electronic and (if necessary) paper filing systems (including managing the company SharePoint).
- Index legal documents and file in safe.
- Assist the Team in information searches and the preparation of documents.
- Work with Magdalen College's HR Manager to provide HR support to the Team.
- Manage The Oxford Science Park website ensuring all content is updated and relevant.
- Project manage the design and development of new systems to assist the team in providing an efficient service to Park occupiers.
- Organise occupier and staff events on behalf the Team.
- Assist the Magdalen Centre team with Reception cover as required.
- Assist the Management team with day-to-day IT queries.

Meetings

- **Board meetings**
 - ❑ Organise dates for future Board meetings and confirm with attendees.
 - ❑ Book meeting rooms and organise required IT/multi-media equipment.
 - ❑ Co-ordinate timely preparation of Board paper packs.
 - ❑ Circulate papers to Board members and observers.
 - ❑ Ensure full set of Board meeting documents and back-up schedules archived.
- **Monthly management meetings**
 - ❑ Administrate as for Board meetings
 - ❑ Attend, take notes and circulate minutes/action points in timely manner

Property

- Liaison with the College's land agents in respect of the property portfolio
- File signed Change Notes issued by the College's land agents.

Other

- Scan and photocopy documents as required.
- Arrange other meetings as necessary.
- Undertake such other duties that are required commensurate with the role.

Person Specification

Candidates will be assessed based on the following selection criteria. Candidates should address these in their applications and ask their referees to do so in their letters of recommendation.

Essential skills and abilities

1. Excellent organising skills. The ability to organise and prioritise complex diaries and multiple commitments, and to deal with a range of different events and unforeseen circumstances, calmly and efficiently.
2. Excellent interpersonal skills, including the ability to get along with a wide range of people, to liaise and deal effectively with Team, wider Park staff, existing and potential

occupiers and guests, to put them at their ease, and to provide a warm and hospitable welcome.

3. Effective time management skills, including the ability to multitask and prioritise workloads and to work well under time pressure, to the highest professional standards and with great attention to detail.
4. Experience of working as a PA to senior positions, including complex diary management, and liaison with a range of people, internally and externally
5. Excellent written and oral communication skills, including the ability to be warm, welcoming, good-humoured and assertive.
6. Initiative, energy and enthusiasm, and the ability to work both independently and as a part of a team, and to see complex tasks through to a conclusion without supervision.
7. Tact, discretion and the ability to handle confidential material in confidence.
8. Experience and confidence with the relevant IT packages (including Word, Excel, Outlook, PowerPoint, SharePoint) and the ability to learn new software applications as needed, with appropriate training.

Desirable experience

9. Experience of the science and/or technology sectors.
10. Some understanding of property investments and development.

Applications are particularly welcome from women and from Black, Asian, and Minority Ethnic candidates, who are under-represented in senior posts in Oxford.

Salary

The salary range will be in the range of £37.5-42.5k depending on experience.

Hours of Work

The hours of work will be full time 37.5 hours per week.

Location of Work

This role is based at the Magdalen Centre, The Oxford Science Park, Oxford, OX4 4GA and requires a daily presence on site.

Holiday

The holiday entitlement is 25 days per annum plus bank holidays. Some bank holidays may be regarded as normal working days and may need to be taken at a later date. Some set days' holiday must be taken when the office is closed.

Other Benefits

- Membership of contributory pension scheme (NEST)
- Free lunch will be provided (when Magdalen Centre kitchens are open)
- Optional contributory Healthcare Scheme
- Bus pass purchase scheme
- Cycle to work scheme
- Car parking may be available

Applications

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/>.