



Executive Assistant to the Master Job Description

Pembroke College

Founded in 1624, Pembroke College is one of the constituent colleges of Oxford University. With a tight-knit community of undergraduates, postgraduates, academics and support staff, the College's core purpose is to serve the common good through the provision of education and the promotion of scholarship and research.

Pembroke's commitment to academic excellence, its compact size and a long tradition of informality combine to make it a stimulating, warm and welcoming community. Concentrated on its main site in the centre of Oxford, Pembroke also has a modern annex nearby on the Thames.

The College has a Governing Body of 55 Fellows, 162 operational staff, 397 undergraduates, 30 visiting students from the USA, China and Hong Kong and over 300 post-graduates. Its students are drawn from a wide range of ethnic, social and national backgrounds, and study a wide range of degree options offered by Oxford University

This year Pembroke is celebrating the 400th anniversary of the College's founding, has a programme of events and public engagement to mark this milestone.

The Role

The Master's Executive Assistant is a pivotal role in the College, essential to the Master's work and central to the smooth-operation of College administration.

The post holder will provide high level professional and administrative support to the Master, who chairs the Governing Body and many other College committees, leads the College Officers Group, and provides strategic leadership to the College.

The post-holder will manage the Master's diary so that he can work efficiently and effectively, will serve as the focal point for communications to and from the Master, and reporting to the Head of Governance will provide a wide range of policy, and administrative support to the Master, Fellows and the rest of the College.

The post is ideal for someone who is motivated, organised and able to work autonomously in a fast-paced, professional environment. Tact, discretion and judgement will be vital. The post-holder will be expected to build and maintain close and effective working relationships. Strong interpersonal and communication skills are absolutely essential: the post holder will be in regular contact with all College departments, fellows, students, academic visitors, alumni and prospective donors, as well as third parties within the collegiate University and beyond.

Key Responsibilities

Event and Diary Management

- Manage the Master's complex diary, ensuring efficient use of his time, using initiative to make considered judgements when juggling the many and competing demands on his time.
- Schedule the Master's external meetings and trips, making travel arrangements, and managing expenses.

- Devise, maintain and operate effective and efficient administrative systems to support all aspects of the Master's role, both within and outside of the College.
- Schedule and organise regular and ad hoc meetings and internal events for Fellows, students, and others as required.
- Working closely with the Academic, Events, Campaign and Development Offices, support and/or lead on the delivery of high-profile events.

Communications

- Act as the primary contact point between the Master, members of the College and external parties, filtering and prioritising enquiries, and taking and passing on messages to the Master, Fellows and to other College members where required.
- Manage the Master's inbox and respond to postal and telephone enquiries appropriately.
- Draft responses / correspondence for and on behalf of the Master, including sending invites to public figures to speak at events, handling confidential situations, conveying news externally and internally, and thanking donors.
- Manage visitor appointments, welcoming them and arranging facilities for meetings.
- Prepare presentations for use by the Master, researching background information.
- Prepare briefing notes for meetings and events and prepare speeches and speaking notes.

Projects, Research and Other

- Under the direction of the Master and/or Head of Governance, help prepare policy and briefing papers for and with the Master and Fellows.
- Develop and maintain good working relationships with staff, students and Fellows across the College, in particular working closely with College Officers (The Academic Director, Bursar, Operations Bursar, and Vicegerent)
- Be aware of relevant University processes and procedures and build and maintain an informal network across both the University and other colleges.
- Undertake other duties as required from time to time by the Master and Head of Governance.

Person Specification

The post-holder should satisfy the following criteria:

Essential

- Educated to degree level or equivalent.
- Experience in a high-level administrative role, preferably as a personal assistant at a senior level.
- Excellent time management and organisational abilities; ability to self-motivate, to work unsupervised and to plan and manage a range of complex tasks in parallel, with meticulous attention to detail.
- Excellent verbal and written English skills, with the ability to draft clear, detailed and precise briefings and communications.
- High levels of computer literacy across all the applications in Microsoft Word, Excel, and PowerPoint.

- Outstanding interpersonal skills with demonstrable ability and confidence to engage with people from a wide constituency, both within and outside College.
- Ability to solve problems and work calmly under pressure and towards tight deadlines.
- Ability to take minutes, meeting notes, and produce reports and action.
- Tact, diplomacy and discretion with a high degree of personal responsibility, judgement, and initiative.
- Ability to use initiative and work largely independently on a self-managed basis.

Desirable

- Experience of working within an Oxford College, the University of Oxford or similar Higher Education or for an Executive Chair, CEO, or COO.

The appointment is subject to a probationary period of six months. The college may initiate a DBS check during employment. You may also be required to submit to a medical assessment that is satisfactory to the College, a medical questionnaire will be provided if relevant to your employment.