

Senior Academic Administrator

(FTC)

Job Description

- 1. Job title:** Senior Academic Administrator
- 2. Hours:** 37.5 hours per week (full-time) or part-time hours may be accommodated by agreement
- 3. Salary:** Grade 10, £67,119.00-£77,512.00 per annum, inclusive of Oxford University Weighting, pro rata for part-time hours
- 4. Duration:** Fixed-term Contract until 26 March 2027
- 5. Reports to:** Senior Tutor
- 6. Direct reports:** Access & Participation Officer, Academic Registrar

7. Job summary:

The Senior Academic Administrator is a senior professional services role providing substantial operational leadership across the College's academic administrative function.

Working closely with the Senior Tutor, the postholder will take operational responsibility for all academic administration, academic regulatory compliance, and planning and improvement activity.

Reporting to the Senior Tutor, the postholder will manage complex and sometimes competing priorities, exercise considerable professional judgement, lead projects and process improvements, and work with senior academic and professional services colleagues across the College and University.

The role is offered as a fixed-term appointment until 26 March 2027 and would be well suited to an experienced colleague seeking a secondment or an opportunity to gain broader senior-level experience within a collegiate University environment.

8. Key relationships:

Principal, Senior Tutor, Dean, Fellows and other academic staff, administrative teams College-wide, students, visitors, University departments and faculties, other colleges.

9. Background:

St Hugh's is one of the constituent colleges of the University of Oxford and is an independent, self-governing institution that is also a registered charity. Founded in 1886 to provide an excellent education to women who were otherwise excluded from the University, St Hugh's is

proud of its reputation for being a friendly, inclusive, and progressive community, and is committed to becoming the best employer in the collegiate University.

The College is run by the Governing Body, consisting of the Principal, 50 academic Fellows (including Tutorial and Professorial Fellows), the Senior Tutor and the Bursar. The members of Governing Body are Trustees of the charity and have ultimate responsibility for the governance and operations of the College, although much of this is delegated on a day-to-day basis to a number of College Officers and key committees. As one of the largest colleges in Oxford, it has c. 850 students, and in addition to the Fellowship more than 60 lecturers working in a wide range of academic subjects, and a non-academic staff of 120 across the College's support and professional services operations.

The Academic Office is responsible for providing administrative support for all areas of academic functioning in St Hugh's. It administers academic appointment processes, offers support to academic staff, and manages student administration from pre-admissions outreach activities through to graduation.

10. Responsibilities:

The main responsibilities of this post will be:

Strategy and planning

- Translate the Senior Tutor's academic priorities into effective operational plans, identifying dependencies, risks, resource requirements, and opportunities for improvement.
- To provide input into the planning and implementation of projects in St Hugh's that directly or indirectly involve the Academic Office.
- Develop and maintain management information, using data and evidence to inform planning, monitor performance and identify trends, and contribute to workforce planning within the academic function.
- To lead the team in improving academic-related processes, functions, and procedures within St Hugh's and within wider University frameworks and maintaining an effective, professional and anticipatory service.

Management and leadership

- To provide operational leadership to the Academic Office, with line management responsibility for the Access and Participation Officer and the Academic Registrar.
- Allocate and prioritise work across the Academic Office, ensuring that resources are deployed effectively and that competing demands are managed appropriately; ensure effective cross-cover.
- Develop a collaborative, inclusive, and high-performing team culture, supporting staff to develop their skills.
- To create and maintain a strong network within University and College administration services, which should include Academic Registrars and Academic Administrators, Senior Tutors, and professional services staff University-wide, and to represent St Hugh's in Conference or University fora as needed.

Financial oversight

- Contribute to the planning, monitoring, and authorizing of expenditure relating to delegated areas of academic activity within the scope permitted by the College's Financial Regulations.

- Prepare financial information and recommendations for the Senior Tutor (who is the academic budget holder) and relevant committees, including Governing Body.
- Manage expenditure effectively and strengthen the underlying financial position without compromising the approved strategic academic objectives.
- To work with the Senior Tutor on student number planning (undergraduates and postgraduates).

Academic support

- Oversee the effective delivery of academic administration across the student lifecycle including admissions, outreach, enrolment, registration, assessment, progression, changes in circumstances, feedback and its analysis, the student reporting system (TMS), and graduation.
- Act as a senior point of contact for complex academic matters including College academic discipline, exercising appropriate judgement, and leading on communications with the University's Education Committee and/or the Proctors' Office.
- Take operational responsibility for ensuring that student records and academic administration comply with College and University requirements and relevant data protection legislation.
- Oversee the effective use of relevant University and College support and record systems, including TMS, and develop their use internally where required.
- Take operational responsibility for the effective delivery of disability support and reasonable adjustments within the College's framework, provide advice to the Senior Tutor on operational and regulatory issues relating to disability and inclusive academic provision, and to act as Disability and Equality Officer.
- Ensure that academic services are accessible, consistent and responsive to Fellows, tutors, students and staff.

Academic appointments and teaching provision

- Take operational responsibility for agreed elements of the College's academic recruitment processes, including drafting proposals, securing approval under the Academic Committee recruitment protocol, and liaising with relevant stakeholders in the University in the case of joint appointments.
- Coordinate the operational aspects of academic staff induction, probation, and related processes.
- To take operational responsibility for academic staff review processes, including contributing to Initial Period in Office (IPO) or Recognition of Distinction (RoD) exercises on behalf of the College.
- To work with Faculties and Departments to coordinate leave and buy-out arrangements for academic staff.
- Develop and maintain effective administration processes supporting academic staff and teaching provision (including via TMS).

Admissions and access

- To work closely with the Academic Registrar and Access and Participation Lead to ensure effective coordination between admissions, outreach, enrolment and wider academic administration.
- To contribute to the preparation of reports and papers relating to admissions, student numbers and academic administration for the Academic Committee, Governing Body

and other relevant forums. To monitor admissions-related data and processes where required, identifying issues, trends or risks and providing analysis and recommendations to the Senior Tutor.

Academic Policy and Regulatory Compliance

- Lead the implementation and operational review of academic policies, procedures and regulations within areas delegated by the Senior Tutor.
- Ensure that the College's academic activities and processes comply with relevant legislation as well as best practice as defined by the University, Conference of Colleges and relevant external bodies such as the Office for Students, and including GDPR and UK Visas and Immigration (UKVI) procedures.
- With the Senior Tutor (who is also Tutor for Graduates), develop policy relating to admission and on-course provision for postgraduate students, including the College's scholarship provision.
- To lead on academic auditing processes such as the annual quality assurance exercise organised by the Conference of Colleges (in collaboration with the Senior Tutor).
- Provide high-quality reports, briefing papers and recommendations for the Senior Tutor, Academic Committee and relevant committees.
- To provide data and analysis to the College's FOI Officer for academic-related FOI requests as required.

With the exception of strategy and policy development, where the postholder works most closely with the Senior Tutor, support for the Senior Academic Administrator in all these areas is provided by the other members of the Academic Office team.

11. Selection Criteria

Essential

- A good first degree in any subject, or equivalent qualification or professional experience.
- Substantial experience of working in a complex professional services environment, in higher education or a comparable area.
- Significant experience of managing complex operational activity and delivering high-quality services across multiple areas of responsibility.
- Substantial experience of academic administration, ideally within a higher education environment, with a good understanding of the requirements, process and regulatory frameworks associated with academic administration.
- Demonstrable experience of taking independent responsibility for projects, programmes, processes or services, from planning through to implementation.
- Strong understanding of governance, regulatory compliance and the need to operate effectively within established policies and external frameworks.
- A proven ability to think about issues strategically and to contribute effectively to policy discussions and decision-making.
- The ability to understand the informational needs of others and to disseminate complex information effectively both orally and in written form, with tact and diplomacy when required.
- Experience as a team manager with strong people-management skills and the ability to lead and inspire people, creating a productive, collaborative and inclusive team culture, and developing and supporting staff.

- Highly developed interpersonal and oral communication skills with the ability to manage effective relationships with a range of stakeholders, understand their interests, establish mutual priorities in a climate of competing demands and engage with them to realise agreed priorities.
- Excellent written communication skills, including the ability to write committee papers and proposals for working groups and committees.
- The ability to manage and prioritise a complex workload, including managing their own time to give adequate attention to the needs of the team and of stakeholders.
- Ability to exercise sound judgement and work with an appropriate level of autonomy, recognising when matters require escalation to the Senior Tutor or other senior College Officer.
- The ability to handle confidential material and information discreetly but effectively and in accordance with College, University and legal frameworks for information processing.
- Strong IT skills, including fluency with databases and spreadsheets, and the ability to implement and improve digital processes.
- An appreciation of the College's intellectual values and academic purpose.

Desirable

- Experience of budget management or financial oversight.
- Experience of the collegiate University or at least an understanding of the structure of the University of Oxford and the role that colleges play within it.

12. Terms and benefits

- **Hours of Work:** This is a full-time post (although part time hours may be possible by mutual agreement). Full-time hours of work will be 37.5 hours per week, usually Monday–Friday 9 am–5 pm, with a 30-minute unpaid break for lunch.
- **Holiday:** 32 days of annual leave and 8 public holidays per year for full time equivalent staff (10 days of annual leave is reserved to cover the Christmas break when the College is closed).
Please note that the College reserves the right to require staff to work any or all of May Day and the Spring Holiday, receiving, however, time off in lieu of each such day worked. Leave may not normally be taken during Full Term or the week immediately preceding it. The holiday year begins on 1 October and ends on 30 September.
- **Meals:** The postholder will be entitled to full rights at common table (free meals at the High Table when the college kitchens are open) and will also be a member of the Senior Common Room.
- **Pension:** employment with the College provides enrolment into the Universities Superannuation Scheme (USS).
- **Staff development:** An extensive programme of courses is offered by Oxford University Library Services, the University's Learning Institute and the University's Computing Service. The postholder will be encouraged to attend sessions as appropriate, and there may be the opportunity to attend externally organised seminars and conferences as relevant.

13. How to Apply

To apply for this role please download, fill out and submit an application form and equal opportunities monitoring form and send alongside a copy of your CV via email to recruitment@st-hughs.ox.ac.uk. References will be taken up for the successful candidate.

Closing date: Tuesday 29 September 2026 at midday

Interviews: Monday 5 October 2026