



## OXFORD INTERNET INSTITUTE



### Job application pack

### WEB/ICT ASSISTANT

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# OXFORD INTERNET INSTITUTE

## WEB / ICT ASSISTANT

RESEARCH STAFF GRADE IA £18,265 to £27,339 p.a.

Your role within our department, the Oxford Internet Institute (OII), would involve assisting our ICT Officer in managing our information and communication technology infrastructure, and assisting our Information Officer to provide and manage information (primarily through the web). We are a recently established department in the University's social sciences division, who aim to become the world's leading multi-disciplinary academic centre studying the impact of the Internet on society.

With at least two years' experience within the field of computing, you will be able to: work independently and prioritise a workload, think logically and explain technical issues to non-technical colleagues. You will also have experience of working with a variety of office productivity software and be able to demonstrate a high level of accuracy and organisational skills. Working knowledge of Windows operating systems, Microsoft Office (including MS Access and Excel) is also essential.

Based in the heart of Oxford, the post is available immediately for three years in the first instance with the possibility of renewal thereafter.

Further information, including details of how to apply, may be obtained from the Personnel Assistant, Oxford Internet Institute, 1 St Giles, Oxford OX1 3JS (tel: 01865 287226; e-mail: [recruit@oii.ox.ac.uk](mailto:recruit@oii.ox.ac.uk)) or from our website: <http://www.oii.ox.ac.uk>. Applications must reach the Institute by 12:00 noon on **Monday 1<sup>st</sup> September 2003**.



## OXFORD INTERNET INSTITUTE



### Job Description

<b>Job title:</b>	<b>Web/ICT Assistant</b>
<b>Grade:</b>	<b>RS1A</b>
<b>Ref No:</b>	<b>03/006</b>
<b>Responsible to:</b>	Information Officer re duties 1- 6 & 15 and ICT Officer re duties 7 - 15
<b>Purpose:</b>	To provide assistance to Information Officer in updating existing web pages and with first line support for ICT Officer

#### **Duties:**

##### *Web/Information assistance*

1. compiling databases for web information
2. entering current updates for web pages including data entry, updating and proofing records and archiving and backing up
3. logging and reporting of web site / page updates
4. gathering information for web page content from staff of OII
5. assisting staff with minor web queries
6. providing back-up assistance to Enquiries Assistant in maintaining contacts database

##### *First-line IT support*

7. Computing:
  - (a) Arranging repair and maintenance of computer hardware, including audio-visual equipment
  - (b) Installing hardware and software including desktop computers and related peripherals
  - (c) troubleshooting staff and visitor ICT problems
8. Network administration:
  - (a) installing networking hardware and software on clients
  - (b) troubleshooting network performance, security and virus protection systems;
9. Servers:
  - (a) general administration
  - (b) changing backup tapes
10. Training:

Providing one-on-one tutorials and problem-solving with staff and visitors

11. Development work:

Assisting Information Officer in technical aspects of web site and intranet development; troubleshooting system errors and bugs

12. Health and Safety:

- (a) advising on, and ensuring compliance with, University's Health and Safety policy on use of computer equipment
- (b) undertaking assessments of workstations for the Display Screen Equipment Regulations
- (c) maintaining appropriate records

13. Purchasing:

Assisting in purchase of computer hardware, software and peripherals

14. Administration:

- (a) maintaining appropriate records of all ICT equipment for insurance and warranty purposes
- (b) liaising with OUCS over provision of email and intranet services to visitors

*General duties*

15. Deputising for Information Officer and ICT Officer in their absence

16. Such other comparable duties as may be required by the Head of Department.

## **Selection Criteria**

Candidates will be expected to demonstrate the following.

### **Essential attributes**

- At least two years' experience within the field of computing
- Good organisational skills
- Ability to work to a deadline paying attention to detail
- Ability to work independently and prioritise workload
- Ability to think logically
- Ability to explain technical issues to non-technical colleagues
- Sound knowledge of Windows operating systems, Microsoft Office, Access and Excel
- Experience with a wide range of office productivity software

### **Desirable additional attributes**

- Sound knowledge of Apple Macintosh systems and applications
- Ability to write clearly and concisely about technical matters
- Interest in web development
- Flexibility in switching between routine and more demanding tasks
- Experience in web scripting languages
- Experience of computer hardware – installation and repair
- Interest in and enthusiasm for the work of the OII

## **Further particulars:**

### **The Oxford Internet Institute**

The Oxford Internet Institute (OII) aims to become the world's leading multi-disciplinary academic centre focused on furthering understanding of the economic, political, institutional, scientific, legal and other social factors shaping the Internet and its implications for society.

Established in 2001, the OII intends to achieve its mission of 'Shaping research, policy, and practice' through four interdependent strategies: high-quality research, collaboration, teaching, and use of the Internet as a strategic resource ('net-working'). In this, the role of the OII's website is of crucial importance, as is its ICT infrastructure.

Initial funding for the OII includes £10 million from The Shirley Foundation and £5 million from the Higher Education Funding Council for England (HEFCE), which is supported by the Department for Education and Skills.

Further details about the Oxford Internet Institute can be found on our web site:

<http://www.oii.ox.ac.uk/>

### **Staffing of the OII**

The Oxford Internet Institute is in a period of rapid growth. We are now in the process of filling the OII's substantive positions. The current staff chart is attached.

The Web / ICT Assistant role will be to assist the OII in ensuring smooth day-to-day running of information technology and to assist in maintaining the OII web site. As the OII grows, the duties of staff are likely to evolve and specialise to some degree. In its early stages of development therefore staff may be called upon from time to time to undertake a wide range of varied tasks which will demand a flexible approach and a willingness to help out as part of the team.

### **General conditions of employment**

#### **Salary**

Annual salary will be in the research staff grade IA (£18,265 to £27,339 p.a.). The starting salary of the successful applicant will be fixed according to experience.

#### **Leave allowance**

Annual leave entitlement will be 40 days (which includes 8 public holidays and at least 8 fixed days when the OII is closed).

#### **Term**

The appointment is for a fixed-term of two years with the possibility of renewal thereafter. It is subject to a six month probationary period, during which the appointment may be terminated by month's notice on either side.

#### **Pension**

The post is pensionable and the post holder eligible for membership of the Universities Superannuation Scheme (USS), a contributory scheme to which members pay 6.35 per cent of annual salary. Subject to the Statement of Pensions Policy, which will be issued to the successful candidate, the appointee will be deemed to be in membership of the above pension scheme until

such time as he/she gives notice in writing to exercise the right not to be a member of the scheme. The age of retirement for all university appointments is 65.

### **Maternity leave and childcare facilities**

The University has a generous maternity leave scheme. It operates two childcare nurseries, although at present there is a waiting list for certain age groups, and a holiday play scheme for school-age children. The University Childcare Officer is also able to provide information about other childcare facilities in the local area.

### **Smoking**

The Institute operates a no-smoking policy.

### **Parking**

There is no car parking facility on site. The University however offers a range of public transport incentive schemes.

### **Work permits**

Under the Immigration Act 1971, overseas nationals coming to work in Great Britain who are subject to immigration control require work permits. As the Home Office of the UK Government considers each work permit application individually on its merits the University is not in a position to advise whether an application will be granted and can therefore not be guaranteed.

Permits are not needed for (a) nationals of any of the member States of the European Economic Area (i.e. Austria, Belgium, Denmark, Eire, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden and the United Kingdom), (b) Gibraltarians and Swiss nationals (c) Commonwealth citizens given leave to enter or to remain in the UK on the basis that a grandparent was born here, (d) spouses of work permit holders provided that the endorsement in their passport places no restriction on their employment here and (e) spouses of those in categories (a), (b) and (c) provided that the endorsement in their passport places no restriction on their employment here.

### **Data protection**

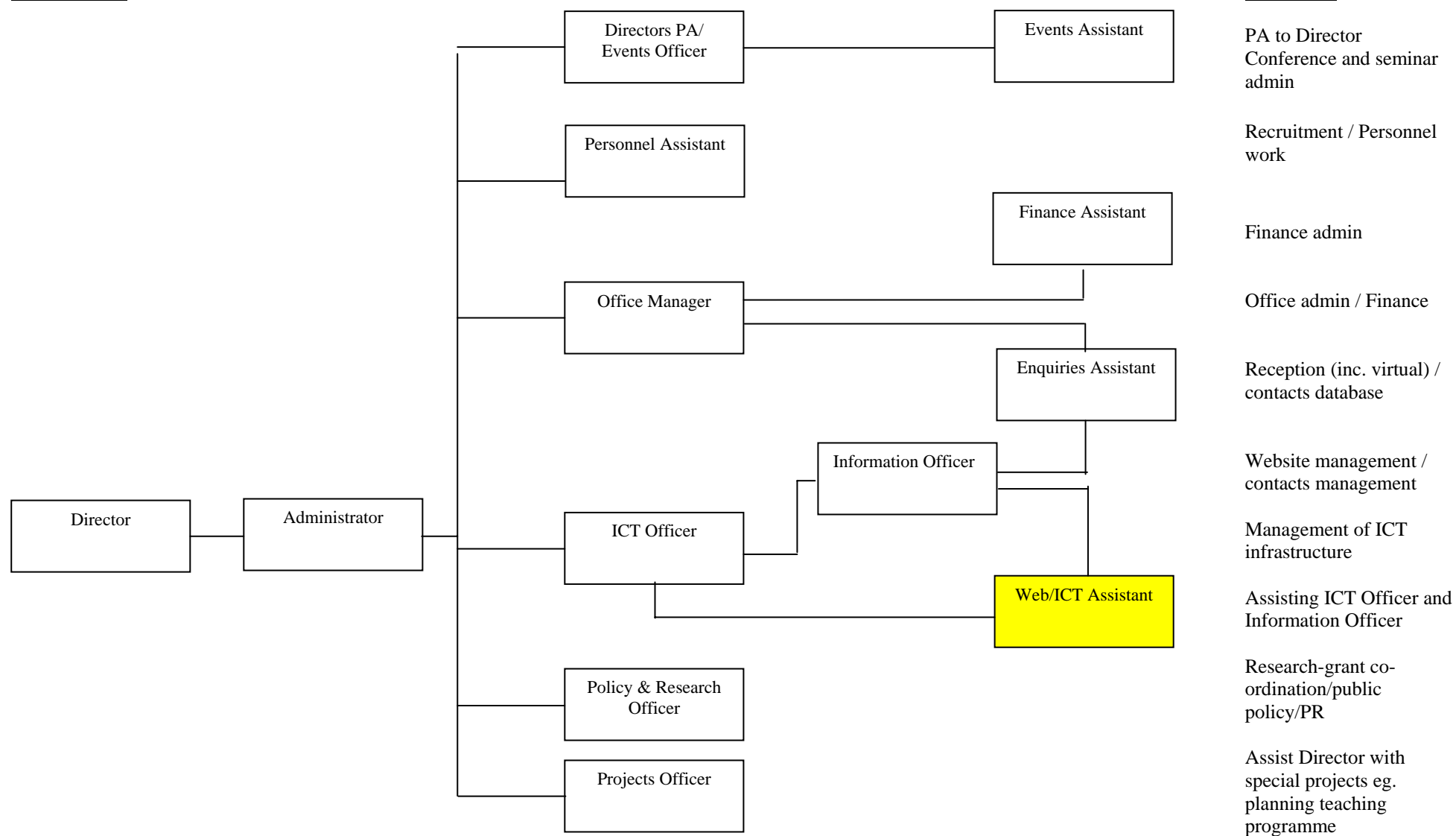
All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.

### **Equal Opportunities**

The policy and practice of the University of Oxford require that all staff are afforded equal opportunities within employment and that 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. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, or disability.

If you apply for a Research Fellowship you will be sent a copy of the University's Equal Opportunities Monitoring Form (Form M1) and a reply envelope addressed to the University's Equal Opportunities Officer. The form is anonymous and used only to monitor and ensure equality of opportunity for all candidates. It is *not* part of the selection process and will *not* be seen by a member of the selection panel.

## Staff Chart





## **How to apply**

Please provide the following by post or by email:

- A covering letter giving your name and contact address, telephone number and (if available) email address, quoting reference 03/006
- Your curriculum vitae detailing your work experience, education and training
- A supporting statement setting out - with examples - how your experience and skills match those outlined in the selection criteria and why you think you would be suitable for the position
- The names, addresses and telephone numbers of two referees (see below)

The above should reach the Oxford Internet Institute, 1 St Giles, Oxford OX1 3JS or email [recruit@oii.ox.ac.uk](mailto:recruit@oii.ox.ac.uk) by no later than midday on 1<sup>st</sup> September 2003.

## **Interviews**

It is planned to hold interviews of shortlisted candidates in Oxford on 10<sup>th</sup> September 2003.

### **Referees**

The University will assume that it is free to approach referees at any stage unless your application stipulates otherwise. If therefore you wish a referee or referees to be approached only with your specific permission and/or if you are being called for interview on the final short list or are in receipt of a conditional offer, please state such requirements explicitly alongside the details of the relevant referee(s).

Those named as referees should have direct experience of your work, either as a manager or through a sustained period of professional interaction, and at least one should be a formal line manager at the most recent employer. It would be helpful if you could indicate the capacity in which your referees have gained knowledge of your work.