

Candidate pack

# IT Officer

All Souls College
University of Oxford

www.asc.ox.ac.uk

All Souls College
Oxford, OX1 4AL

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All Souls College offer access to the university's training courses and provide a supportive environment for training and development.

**Matt Kirk, Academic Administrator**

# About All Souls College

A registered charity and one of the 39 constituent colleges of Oxford University, All Souls is renowned globally for its support of world class academic research, as well as intellectual engagement with the wider world.

We have a proud history too. Founded by King Henry VI and Henry Chichele, the Archbishop of Canterbury in 1438, to commemorate the victims of the Hundred Years' War, our past Fellows include some prominent figures, including Sir Christopher Wren, William Blackstone, William Gladstone, Lord Curzon and Lawrence of Arabia.

Today, nearly 600 years later, we are unique among Oxford colleges due to our distinct focus on supporting research and building connections between academia and public life. We have no undergraduate members but instead support a diverse community of academics ranging from those just starting their careers, mid-career postdoctoral researchers and those at the very top of their respective fields. Fellowships at All Souls are highly sought after and extremely competitive, with candidates undergoing a rigorous selection process.

The primary focus of the College is on promoting pure and applied research, as well as intellectual engagement with a wider world, with Fellows engaging in an array of academic disciplines, including history, literature, philosophy, law and science. We provide an intellectually stimulating environment where Fellows have the freedom to pursue their research interests independently while benefitting from interdisciplinary collaboration. While in the contemporary academic landscape, the College remains a beacon of excellence, attracting top scholars from around the globe.

With a rich history, distinguished Fellowship and unwavering commitment to academic rigour, the College continues to inspire and shape the minds of future generations of thinkers and leaders, making it a great place to work. As well as wonderful historical surroundings, our staff enjoy excellent benefits, including ongoing training and development. Together, they help to ensure the College remains a symbol of enduring scholarly tradition and innovation.

We look forward to receiving your application.





# Welcome from the Domestic Bursar

Thank you for your interest in the role of IT Officer at All Souls College, Oxford.
We hope the information contained in this pack will make you keen to find out more. If you have the skills, qualities and experience it takes to be part of our team, we would very much like to hear from you.



Steve Evans, Domestic Bursar



# Why work for All Souls College?

When you join All Souls College, you don't just get to enjoy a competitive salary while working in historic surroundings.

A contributory pension scheme

Private healthcare

An employee assistance programme

Meals while on duty

Bus ticket loan

Free eye tests

Discounted fitness memberships

A generous holiday allowance

A staff team building day

Cycle to work scheme

Ford fund

An annual staff outing

Staff and Fellows' social events

We also provide a comprehensive range of benefits, as well as ongoing training and development for every employee.



# Hear from our employees

## Our employees talk about what makes All Souls College a great place to work.

There is lots of opportunity to work on projects that provide a wider scope to develop your interests and skills.

**Matt Kirk**
**Academic Administrator**

I benefit from working with experienced Heads of Department – they know how things are run and what is required and ensure that everything runs very smoothly, without fault or disruption.

**Arjun Handa**
**Events Manager**

I feel very well supported by both my immediate manager and more senior management as well.

**Helen Green**
**Catering Manager**



# IT Officer

**Grade 6 (£35,681 - £45,212 pa with annual progression) 40 hours per week, including paid meal break and excellent benefits.**



**About the IT Manager role**

The IT Officer plays an important role within the College's IT team, providing first-line support to staff, Fellows, guests and tenants across the College and its Annexes. This is a hands-on role combining day to day technical support with responsibility for IT equipment, audio-visual facilities and collaborative working systems.

Working closely with the IT Director and IT Infrastructure Officer, the role will help maintain a reliable, secure and effective IT environment across the College. This includes supporting hardware and software, network and telecommunication devices, meeting room AV, and the College's Microsoft 365, Teams and SharePoint systems.

This is an excellent opportunity for an experienced IT professional to join an established team and contribute to the continued development of IT services within a unique collegiate and academic environment, with opportunities to develop data management solutions and support improvements to the College's IT infrastructure.

**What you will be doing**

Providing first-line IT support across the College and its Annexes, the role will involve assisting staff, Fellows, guests and tenants with a wide range of technical queries and issues. This will include installing and configuring hardware and software, troubleshooting systems, supporting printers and network devices, as well as providing IT inductions and information security training.

Alongside day-to-day support, the role will help maintain the College's computers, audio-visual equipment and meeting room facilities, ensuring systems remain reliable and fit for purpose. There will also be involvement in developing and maintaining Teams, SharePoint and other collaborative working systems, identifying opportunities to improve efficiency and security across the College.

Working as part of the wider IT team, responsibilities will also include maintaining accurate IT asset records, supporting IT security and infrastructure, assisting with disaster recovery testing and ensuring hardware and systems comply with college policies and processes. The role will contribute to the effective running of the Helpdesk, while keeping user guides and documentation up to date and building positive working relationships across the College.

**What you will need**

**Essential**

A strong working knowledge of Microsoft operating systems and Office 365, alongside experience with Apple OS and iOS systems, will be important in this role. You will also need a good understanding of IT security tools, including anti-virus, device encryption, patch management and Group Policy, together with knowledge of networking, IP, DHCP and DNS.

Excellent communication and customer service skills are essential, with the ability to explain technical information clearly and work calmly and professionally with colleagues at all levels. An eye for detail, a methodical approach to problem solving and the ability to prioritise effectively while working under pressure will be key to providing an effective IT service.

The successful candidate will be comfortable working both independently and as part of a team, managing customer expectations and responding positively to changing priorities.

**Desirable**

Experience with SharePoint Online would be an advantage, together with an understanding of how collaborative working systems can be used to improve efficiency and information sharing. Network administration experience would also be beneficial, although a willingness to develop these skills will be welcomed.



**"All Souls College has beautiful, heritage buildings, with modern facilities where the IT and printing provision is excellent and equipment is set up well."**

**Matt Kirk, Academic Administrator**

# How to apply



Applications for the IT Officer role should be submitted by email to **staff.appointments@all-souls.ox.ac.uk** by **12 noon on Friday 30th October 2026** and should include:

- **A covering letter** explaining why you think you are suitable for the post, including examples of how your skills and experience meet the person specification for the post;
- **A copy of your CV** (including current salary details);
- **The names and contact details of two referees,** one of whom should be your current or most recent employer, who have good knowledge of your work and character. Referees will only be contacted with your prior consent.

The completed **Equality Monitoring questionnaire**. (This will play no part in the selection process and will not be seen by those involved in the decision making process but enables the College to monitor the success of its Equality Policy - **See website**.

Interviews will take place at All Souls College on **Tuesday 10th November 2026**.

Potential applicants who wish to discuss the position are encouraged to contact the IT Director for more information about the role: **it.director@all-souls.ox.ac.uk**.

Any offer of appointment will be subject to the receipt of satisfactory references and successful completion of the pre-employment checks including documentary evidence of eligibility to work in the UK.

*All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds, including disabled candidates. It should be noted that the post-holder will be required to move between and within buildings which are not equipped with lifts for routine use.*

# Getting to All Souls College

Oxford, The City of Dreaming Spires, is a great city to work in, with world-class museums, scenic waterways and galleries filled with ancient treasures, Oxford offers a vibrant ccommunity with plenty to see and do.

All Souls College is right in the centre of Oxford and easily commutable by car, bus, and train.

Scan the QR link to find All Souls College on Google maps

## By Car

All Souls College is accessible via the M40, M4 and A34, with easy access by car from London, leaving the M40 at Junction 8.

Please note: due to our city centre location there is no parking on site, although the city's park and ride service provides regular bus services to the city centre.

## By Bus

Reaching the College is easiest by bus, with many of the main bus services available from the high street bus stops a 5 minute walk away.

We are close to or on all major bus routes including the main park and ride stops which are between a 15 to 30 minute bus ride away.

## By Train

If you are travelling by train, you can walk to the College from the station in approximately 15 minutes or take a 20 minute bus journey.

Regular direct train services operate to and from London Paddington, Birmingham New Street, Manchester Piccadilly, Didcot Parkway and Bournemouth.