Further Particulars

About the College

Founded in 1249, University College (Univ) is one of the oldest of the thirty-eight colleges of Oxford University. Similar to other Oxford colleges, Univ is an independent, self-governing establishment run by a Governing Body, which comprises the Master (the Head of the College) and Fellows.

The College functions as an educational institution as well as a social and residential centre for its members and currently has approximately 400 undergraduate and 200 graduate students, studying most of the core subjects on offer at Oxford. The College is located mainly on an attractive historic site in the centre of Oxford.

IT Department

Univ is a part of IT Consortium comprising of three Oxford colleges, Balliol College, New College and University College, which are managed by ICT Services Director. Univ IT Department provides technical support to Univ students, Fellows, staff and visitors to the College. The successful candidate will work as part of a team of three staff including: IT Technical Manager and IT Support Technician. The IT Support Assistant will report to the IT Technical Manager who is responsible for the day-to-day running of the IT Department.

The Role

The IT Support Assistant plays a vital role in supporting the College IT Department with day to day business through undertaking a broad range of tasks, primarily dealing with general IT enquiries and desktop support as well as contributing to IT projects within the College.

Terms and Conditions

The post is on the University Grade 5 scale: £24,983 - £29,799 per annum, pro rata (starting at a point dependent on qualifications and experience). This is a permanent part time post of 20 - 25 hours per week.

The IT Office hours are 8.00am to 5.00pm, Monday to Friday. The successful candidate will be required to work in the afternoons between 12.00pm to 5.00pm (or similar). In line with the responsibilities of the role, some flexibility will be required in line with the demands of the workload. The appointment will be subject to a probationary period of six months.
The post carries with it generous benefits, including:

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<th>Annual Leave</th>
<th>Child Care Voucher Scheme</th>
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<td>30 days’ annual holiday excluding bank holidays*</td>
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<th>Pension</th>
<th>Health Care Insurance Scheme</th>
<th>Bicycle Purchase</th>
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<td>Automatic enrolment to OSPS</td>
<td>with access to spouse/partner and children</td>
<td>Salary Sacrifice Scheme</td>
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*Holidays must be taken outside the University’s Full Term, at times arranged in agreement with the IT Technical Manager, to include certain designated days when the College is shut (e.g. between Christmas and New Year).

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening as per University College policy and University of Oxford regulations, if applicable to the post. This will include right-to-work, proof of identity, references and medical screening. Further information is available here: [www.ox.ac.uk/about/jobs/preemploymentscreening](http://www.ox.ac.uk/about/jobs/preemploymentscreening)

How to apply

Applicants are asked to submit a completed application form and a cover letter. CVs and late or incomplete applications will not be considered.

Applications should be sent by email to the HR Coordinator at hr.admin@univ.ox.ac.uk or by post to The HR Coordinator, University College, High Street, Oxford, OX1 4BH.

The closing date for applications is 12.00 noon on Friday 20 July 2018.

The interviews will be held in the w/c 23 July 2018.

Candidates will be shortlisted based on their application form solely on the extent to which they show they meet the essential and desirable criteria of the person specification.
The College is an equal opportunities employer and applicants are asked to complete the confidential and anonymous recruitment monitoring form to support the College in its monitoring duties.