## Further Particulars

**HR Administrative Assistant**

<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>HR Administrative Assistant</th>
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<tbody>
<tr>
<td><strong>Term of contract</strong></td>
<td>Fixed term (c. 8 months)</td>
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<tr>
<td><strong>Responsible to</strong></td>
<td>HR Coordinator</td>
</tr>
<tr>
<td><strong>Working with</strong></td>
<td>Staff, external consultants, members of the public</td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td>Human Resources</td>
</tr>
<tr>
<td><strong>Hours of work</strong></td>
<td>Part-time, 2 days per week</td>
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<tr>
<td><strong>Holidays</strong></td>
<td>29 days holiday (pro rata) plus bank holidays. The College is closed each year from Christmas to New Year.</td>
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<tr>
<td><strong>Meals</strong></td>
<td>Meals whilst on duty when the kitchens are open.</td>
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<tr>
<td><strong>Pension Scheme</strong></td>
<td>Automatic enrolment into the Contributory Pension Scheme</td>
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<tr>
<td><strong>Pay</strong></td>
<td>Grade 4; £22,017 - £25,482 per annum (pro rata)</td>
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<tr>
<td><strong>Probationary Period</strong></td>
<td>3 months</td>
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<tr>
<td><strong>Expected Start date</strong></td>
<td>March 2019</td>
</tr>
<tr>
<td><strong>Closing date for applications</strong></td>
<td>12 noon on 27 February 2019</td>
</tr>
<tr>
<td><strong>Interviews date</strong></td>
<td>TBA</td>
</tr>
</tbody>
</table>

**How to apply**: Please complete the application form available from our website [http://www.univ.ox.ac.uk/jobs-at-univ-2/](http://www.univ.ox.ac.uk/jobs-at-univ-2/) and email to: hr.admin@univ.ox.ac.uk or post to: HR Coordinator, University College, High Street, Oxford, OX1 4BH

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*Right to work*: All applicants must be eligible to work in the UK and will need to bring proof to the interview.

*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.

*University College is an equal opportunity employer.*