Further Particulars

Schools Liaison and Access Officer

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 a self-governing establishment run by a Governing Body, which comprises the Master (the Head of the College) and Fellows.

The College functions as an independent institution and 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. Information about the College is available on our website at http://www.univ.ox.ac.uk/.

The Academic Office

The Academic Office is responsible for providing administrative support for all aspects of the College’s academic functions, under the overall responsibility of the Senior Tutor.

The Academic Office also includes the Academic Registrar, who is responsible for on-course student administration and academic appointments and has overall responsibility for the smooth running of the office; the Undergraduate Admissions and Access Manager, Graduate Studies Officer, Student and Academic Recruitment Administrator and the Student Disability and Welfare Advisor.

Schools Liaison and Access Work at Univ

The College has had longstanding commitment to widening access and recruiting students from diverse backgrounds. The College was amongst the first Oxford Colleges to employ a full-time access officer in 2008 and has a generous needs-based bursary schemes for undergraduates in the University, financed by its Old Members. The College pioneered the innovative Opportunity Programme in 2016, which has since been expanded University-wide.

The Schools Liaison and Access work of the College takes the form of both in-person and digital outreach. Events include the delivery of information, advice and guidance to school groups and students through inbound and outbound school visits with the College’s link regions and a large programme of subject study days. In the coming year we expect more of the College’s schools liaison work to need to take place remotely, though we hope to resume in-person outreach as soon as it is safe to do so. Digital outreach involves the maintaining and developing of resources for the College’s Staircase12 resource and contributing the College’s online presence.
The Role of the Schools Liaison and Access Officer

The Schools Liaison and Access Officer will be based in the Academic Office. S/he will be line-managed by the Undergraduate Admissions and Access Manager but will also work closely with the Schools Liaison Fellow and with the Senior Tutor, who is also the Tutor for Admissions and the Head of the Academic Office, and with the other members of the Academic Office and the Fellows of the College.

The Schools Liaison and Access Officer will undertake work in the areas of student recruitment, access, and widening participation in order to meet the College's aims of widening access to selective universities for under-represented groups and increasing the diversity of the student body. It is an exciting opportunity for an individual looking to develop a range of skills and engage creatively with varied responsibilities.

Pay and Benefits

The salary for the Schools Liaison and Access Officer post is on the Oxford University, Grade 6 salary scale - **£29,176 - £34,804.** This is a permanent, full-time post.

For much of the year, the hours of work are 36.5 hours Monday to Friday, but in line with the nature of the post, significant flexibility may be required to carry out its duties on some occasions, such as school visits or UCAS fairs. In addition, the post-holder may be expected to work extra hours on some occasions, especially during the undergraduate admissions weeks in December when strict deadlines apply.

The post carries with it generous benefits, including:

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<tr>
<th>Annual Leave</th>
<th>Free Lunches</th>
<th>Pension</th>
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<tr>
<td>30 days’ annual holiday (pro rata) excluding bank holidays*</td>
<td>While on duty and if the kitchens are open</td>
<td>Membership of the USS Pension Scheme</td>
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<td><strong>Employee Assistance Programme</strong></td>
<td><strong>Occupational Sick Pay</strong></td>
<td><strong>Bus Pass Purchase Scheme</strong></td>
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<td><strong>BUPA Health Care Insurance</strong> with access to spouse/partner and children</td>
<td><strong>Enhanced Maternity Pay</strong></td>
<td><strong>Bicycle Purchase Scheme</strong></td>
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<td><strong>Salary Sacrifice Scheme</strong></td>
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*Holiday cannot normally be taken during term time and College Staff work on Bank Holidays falling during term time

How to apply

Applicants are asked to submit a completed application form (available below) and a cover letter, explaining how their experience, skills and qualifications meet the criteria for the post. 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. Alternatively, you can post your application form and other documents to the HR Coordinator, University College, High Street, Oxford, OX1 4BH.

The closing date for applications is **12.00 pm on 2 September 2021.** The interviews will be held in w/c **6 September 2021.**

*The College is an equal opportunities employer, therefore, applicants are asked to complete the confidential and anonymous recruitment monitoring form.*