Further Particulars
Data Officer

About the College

University College (‘Univ’) founded in 1249, is the oldest educational foundation in Oxford. The College has approximately 360 undergraduate students, 200 graduate students and 50 Fellows. Similar to other Oxford colleges, Univ is an independent, self-governing establishment. Univ is headed by the Master and lead by the Governing Body of Fellows, which has overall responsibility for all aspects of running the College. Univ has an endowment of over £140 million and a mature and well-established fundraising programme. It is one of the leading Colleges in Oxford for fundraising and alumni relations and amongst the most widely supported Annual Funds of UK higher institutions by a considerable margin.

The Development Team

The Development Team is primarily responsible for alumni relations and fundraising. They enable students to keep in touch with other members of the Univ community and with the College after they graduate. They also organise events for Old Members (alumni) including subject reunions, Gaudies (year group reunions) and special conferences and seminars. While each member has specific responsibilities, it is a friendly ‘all hands on’ office where considerable teamwork is welcomed and expected.

The Role

The Data Officer plays a central role in ensuring that data is up-to-date, clean and well-structured, that requests for data are responded to in a timely manner, that reporting and metric gathering proceeds smoothly, that the database interfaces well with other information systems in use in the College, that office Policies and Procedures remain compliant with data protection legislation, and that colleagues across the College are well-informed concerning changes and are provided with high-quality training materials. Further details of the duties are provided in the Job Description.

Pay and Benefits

Salary - £27,131 - £32,348 (pro-rata) per annum, depending on experience.

Contract Type - Fixed-term (12 months’ maternity cover);

Hours - Part-time (29.2 hours per week).

In line with the responsibilities of the post, flexibility in working hours will be required as the role requires some out of hours work for which toil will be given.
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 excluding bank holidays*</td>
<td>While on duty and if the kitchens are open</td>
<td>Membership of the OSPS Pension Scheme</td>
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<tr>
<th>Employee Assistance Programme</th>
<th>Occupational Sick Pay</th>
<th>Bus Pass Purchase Scheme</th>
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<tr>
<td>BUPA Health Care Insurance with access to spouse/partner and children</td>
<td>Enhanced Maternity Pay</td>
<td>Bicycle Purchase Salary Sacrifice Scheme</td>
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*Holiday cannot normally be taken during term time and College Staff may be required work on Bank Holidays falling during term time

The appointment will be conditional on verification of the successful candidate’s right to work in the UK and the receipt of satisfactory references.

**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.

The closing date for applications is 12.00pm on 2 November 2022. The interviews will be held in w/c 14 November 2022.

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