



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 independent institution and as a social and residential centre for its members and currently has approximately 420 undergraduate and 220 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.

The HR Department

The College is committed to the effective management of its staff and recognises the increasing complexity of the regulatory environment. The Human Resources (HR) department is responsible for providing advice and support to all staff, line managers and Fellows on all HR matters. HR also provides a cross departmental service covering e.g., recruitment, induction, training, HRIS, employee relations (sickness absence administration) etc. The HR Officer post plays a vital role handling the administration side of this service.

The Role of the HR Officer

The post-holder will be required to take full responsibility, under the direction of the HR Manager, for many routine but significant functions associated with the smooth running of the HR service.

The main responsibilities include:

- * Managing recruitment campaigns, from advertising posts, arranging interviews etc.
- * Conducting vetting e.g., right to work checks and arranging final appointments.
- * Drawing up staff contracts and other associated administrative paperwork.
- * Maintaining files on staff and ensuring these are up to date.
- * Operating the HR information system and producing management information requests.
- * Liaising with the Payroll Office in preparing the monthly payroll.
- * Dealing with Disciplinary and Grievance procedures.
- * Maintaining leave and absence records for staff.

- * Maintaining a Human Resources operational manual.
- * Keeping abreast of changes in relevant employment and associated laws.
(refer to Job Description for more information).

Pay and Benefits

The post is nominally based on the University's Grade 5 salary scales (£27,131 - £32,348). The salary offered at appointment will be at the starting point of the scale (pro rata to 0.6 FTE /21.9 hours per week). A higher salary may be considered for a highly qualified and experienced candidate.

The actual hours and days of work are negotiable. The expectation is that the part-time hours will be worked between Monday and Wednesday or Thursday. Occasionally there may be busy periods when flexibility by the post-holder will be required to fulfil tasks.

The post carries with it generous benefits, including:

<p>Annual Leave 30 days (pro rata) excluding bank holidays*</p>	<p>Employee Assistance Programme</p>	<p>Free Lunches While on duty and if the kitchens are open</p>
<p>Pension Automatic enrolment to OSPS</p>	<p>Bicycle Purchase Salary Sacrifice Scheme</p>	<p>Training & Development (e.g. CIPD qualifications)</p>
<p>Private Healthcare Insurance</p>	<p>Enhanced Maternity Pay</p>	<p>Occupational Sick Pay</p>

*Holidays must be taken outside the University's Full Term, at times arranged in agreement with the HR Manager, to include certain designated days when the Office is shut (e.g. between Christmas and New Year).

How to apply

Applicants are asked to submit a completed application form and covering letter. Candidates will be shortlisted based on how they show that they meet the essential criteria listed in the job description/person specification.

Applications should be sent by email to hr.manager@univ.ox.ac.uk or by mail to the HR Manager, University College, OX1 4BH. CVs will not be considered.

The **deadline** is 12.00 noon on **Friday 24 March 2023**

For an informal discussion about the post, please contact the HR Manager on 07854 801184 or by email @ hr.manager@univ.ox.ac.uk).

The College is an equal opportunities employer and welcomes applications from all candidates. Applicants are asked to complete the confidential and anonymous recruitment monitoring form to support the College in its monitoring duties and its aim to improve diversity.