



## Further Particulars

### About the College

University College (known as "Univ" for short) was founded in 1249. It is thought to be the oldest college of the University of Oxford.

The College occupies a historic site in central Oxford and is a lively community of around 430 undergraduates and 300 graduates from a wide variety of backgrounds. Alongside the academic underpinning there is a wide range of social and sporting activities on offer, together with strong wellbeing support.

The College is an independent, self-governing institution headed by the Master and led by the Governing Body, which has overall responsibility for all aspects of the running of the College. The Governing body is underpinned by a structure of committees, including the General Purposes and Domestic Committee concerned with the affairs of students, Fellows, teaching, IT etc.

More information about the College is available on our website [here](#)

### The ICT Consortium/Department

The IT Team at Univ provides local IT services to the College and forms part of a larger collaborative group with several other Oxford University Colleges. This collaborative group works together to provide best in class services to the group and shares a central data centre for all its processing and storage requirement

### Role of the IT Technical Manager

The IT Technical Manager will be responsible for the day-to-day provision of IT services at Univ and line managing the IT team which consists of an IT Support Technician (0.89 FTE) and an IT Support Assistant (0.59 FTE). More details about the duties of the post are provided in the *Job Description*.

### Terms & Conditions

The post is full-time, working 36.5 hours per week, Monday to Friday, and is offered on a permanent basis. The appointment will be subject to a probationary period of 12 months. The period of notice after probation is 3 months.

In line with the seniority of the post, some flexibility around working times will be required to meet the demands of the role. You will be given time off in lieu, as agreed

with the Domestic Bursar, for out-of-hours work.

The starting salary for this appointment is likely to be on Grade 8 of the University of Oxford's salary scale (£49,119 - £58,265). The salary will normally be reviewed annually in August each year. A higher starting salary may be offered to a candidate demonstrating exceptional skills and competencies.

The post carries with it generous benefits, including:

<b>Annual Leave</b> 30 days' annual holiday(pro-rata)*	<b>Free Lunches</b> While on duty and if the kitchens are open	<b>Pension</b> Membership of the USS Pension Scheme (incl. salary exchange)
<b>Employee Assistance Programme</b>	<b>Occupational Sick Pay</b>	<b>Bus Pass Purchase Scheme</b>
<b>Private Health Care Insurance</b> with access to spouse/partner and children	<b>Enhanced Maternity Pay</b> (day 1 rights)	<b>Bicycle Purchase</b> (salary exchange scheme)

\* Includes days when the IT dept is shut (e.g. between Christmas and New Year). Annual leave must normally be taken outside of term time.

## How to apply

Applicants are asked to submit a CV and a Cover Letter.

Applications should be sent by email to [hr.admin@univ.ox.ac.uk](mailto:hr.admin@univ.ox.ac.uk) or by post to The HR Team, University College, High Street, Oxford, OX1 4BH.

The closing date for applications is 12.00 noon on **10 November 2025**.

The interviews will be held on **18 – 20 November 2025**.

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.

For an informal discussion about the post, please contact Chris Thompson, the ICT (Consortium) Director by email at [christopher.thompson@balliol.ox.ac.uk](mailto:christopher.thompson@balliol.ox.ac.uk).

*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.*