



### Job description and selection criteria

<b>Job title</b>	<b>HR Assistant</b>
<b>Division</b>	<b>Social Sciences</b>
<b>Department</b>	<b>Saïd Business School</b>
<b>Location</b>	<b>Park End St, Oxford/ Egrove Park , Oxford</b>
<b>Grade</b>	<b>4: £19,972 - £23,121 (with a discretionary range to £25,251) per annum</b>
<b>Hours</b>	<b>36.5 per week.</b>
<b>Contract type</b>	<b>Maternity cover until September 2013</b>
<b>Reporting to</b>	<b>HR Officer</b>

### Introduction

#### The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 21,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes 5,900 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and 2,820 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2010/11 was £919.6m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £400m p.a., and more than 70 spin-off companies have been created.

For more information please visit [www.ox.ac.uk](http://www.ox.ac.uk)

#### Saïd Business School

The Saïd Business School is a department of the University and provides a range of business courses. At undergraduate level it offers a three-year BA in Economics and Management and a four-year Masters in Engineering, Economics and Management and in Materials, Economics and Management. Its Masters-level portfolio includes the one-year

MBA, an Executive MBA, taught over two years on a part-time basis, the Masters in Major Programme Management and two programmes taught jointly with other departments: the Masters in Financial Economics and the Masters in Law & Finance. In addition it offers a range of post-graduate Diplomas and open executive education programmes. A wholly-owned subsidiary company (Oxford Saïd Business School Limited) runs a number of customised executive education programmes, many delivered in other countries. Originally founded in 1990, the School is rapidly establishing itself as one of the world's leading centres for management education. Intellectually rigorous, it addresses issues that are of direct concern to businesses and policy makers. The School is also a world-leading centre for business-related research, including specialisations on strategy and entrepreneurship, operations management, finance, accounting and marketing.

For more information please visit <http://www.sbs.ox.ac.uk>

## **Social Sciences Division**

The School is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses.

For more information please visit <http://www.division.ox.ac.uk/>

## **Job description**

### **Human Resources Assistant**

The Human Resources Assistant will provide essential administrative support to the department, as well as being responsible for managing recruitment processes using the University e-recruitment system. The following list reflects the main duties of the post, but is not exhaustive.

### **Responsibilities/duties**

#### **HR Administration:**

- Responding to general personnel enquiries which will involve the interpretation of procedures.
- Maintaining electronic and hard-copy absence records of overtime, holiday, sickness, sabbatical and consultancy days.
- Maintain orderly personnel files for all staff ensuring Data Protection rules are followed.
- Management of new starters / leavers and any other changes ensuring payroll receive all change data.
- Payment of HR invoices such as temps or eyesight tests.
- Scanning of confidential documents on to the personnel database.
- Assisting with monthly payroll.

## **Recruitment:**

Responsible for managing recruitment campaigns, with tasks including:

- job descriptions are drafted appropriately by recruiting managers, providing advice and guidance where necessary.
- Uploading adverts and job descriptions on to the University e-recruitment system and website.
- Ensuring that adverts and job descriptions comply with employment legislation.
- Advising hiring managers on recruitment best practice.
- Ensuring that recruitment is managed in order to meet UK Border Agency and work permit requirements.
- Responding to enquiries related to vacancies.
- Liaising with interview panel chairs, arranging shortlisting meetings and interviews, and creating and distributing the subsequent shortlisting files to panel members.
- As required, welcome candidates and administer selection tests.
- Ensuring all applicants are notified of the outcome of the selection process.

## **Induction:**

- Updating and preparation of induction materials.
- Ensuring new staff are appropriately inducted; including:
  - Staff data collection.
  - Payroll processes are completed.
  - University systems are updated accordingly.
  - Health & Safety induction is booked.

## **Special Projects:**

- Assist as requested with special projects undertaken from time to time by the HR Department.

## **Central Office Functions:**

- Collecting, opening and distributing post.
- Management of stationary supplies.
- Processing invoices.

## **Selection Criteria**

### ***Essential***

To be considered for this role, you will:

- Have previous experience as an HR/Recruitment Administrator, working in a busy, demanding role.
- Have proven organisational skills with the ability to work accurately with attention to detail.
- Ability to establish and maintain excellent working relationships with line managers, staff and faculty.
- Be committed to the provision of a high level of customer service.
- Have experience of working collaboratively within a successful team.
- Be proficient in the use of Microsoft Office Word, Excel and Outlook.

## ***Desirable***

- Previous experience within an Educational establishment.
- Have experience of using an e-recruitment system.
- Have experience of updating websites and/or using online job boards.
- Have experience of completing Payroll processes.
- Have experience of Oracle Financials.

## **General Conditions**

The appointment will be on Grade xx and the starting salary of the successful candidate will be fixed according to experience. The appointment will be subject to a xx probationary period. This is a full-time/part-time post equivalent to xx hours per week, the actual distribution of those hours to be agreed. The appointment of the nominated candidate will be subject to the satisfactory completion of a medical questionnaire.

The post holder will be entitled to 38 days holiday pro rata (inclusive of public holidays), three of which are to be taken at Christmas when the Business School is closed.

The policy and practice of the University of Oxford require that all staff are afforded equal opportunities within employment and that entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group, disability or age.

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 and the University's Data Protection Policy.

Applicants should have evidence of their eligibility to work in the UK. This post does not meet the minimum requirements for work permit employment; we can therefore only accept applications from those who can prove their eligibility to work in the UK.

## **Working at the University of Oxford**

For further information about working at Oxford, please see:

[http://www.ox.ac.uk/about\\_the\\_university/jobs](http://www.ox.ac.uk/about_the_university/jobs)

## **How to apply**

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user.

You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage.

Applications must consist of the following:

- a curriculum vitae
- a covering letter explaining how the candidate meets the eligibility and selection criteria (no more than 1-2 pages)

Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

All applications must be received by **midday** on the closing date stated in the online advertisement.

Should you experience any difficulties using the online application system, please email [vacancies@sbs.ox.ac.uk](mailto:vacancies@sbs.ox.ac.uk)

To return to the online application at any stage, please click on the following link [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk)

**Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. Please check your spam/junk mail regularly to ensure that you receive all e-mails.**