



Bodleian Libraries
UNIVERSITY OF OXFORD



Job description and selection criteria

Job title	HR Administrator
Division	Academic Services and University Collections (ASUC)
Department	Bodleian Libraries
Location	Personnel, Clarendon Building, Broad Street, Oxford
Grade and salary	Grade 4: £20,374 - £23,585 per annum
Hours	Full-time (36.5 hours per week)
Contract type	Permanent
Reporting to	Recruitment Team Leader
Vacancy reference	114200
Additional information	This post requires Disclosure Scotland and financial background checks. The possession of a criminal record or poor financial background will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.
Closing date	Monday 28 July 2014 at midday

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 22,000.

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 over 6,500 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and over 2,700 '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 2012/13 was £1,086.9m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £436.8m p.a., and more than 80 spin-off companies have been created.

For more information please visit www.ox.ac.uk/staff/about_the_university.html

Academic Services and University Collections

The Academic Services and University Collections (ASUC) group includes the providers of the major academic services to the divisions, and also departments with responsibilities including, but extending beyond, the immediate teaching and research needs of the University. The collections embodied within these departments are an essential part of the University's wider nature and mission. They are part of its heritage as the country's oldest University and now form a resource of national and international importance for teaching, research and cultural life; they also make a major contribution to the University's outreach and access missions.

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

The Bodleian Libraries

The University of Oxford's many libraries contain the largest and most diverse collections for the support of teaching and research in any institution of higher education in the United Kingdom. Its library holdings as a whole are world-class. Because its principal library, the Bodleian, has been in effect a library of legal deposit for almost 400 years, members of the University and scholars from far and wide have a reasonable expectation of satisfying a very high proportion of their library needs somewhere within Oxford's libraries.

The libraries, which together form Bodleian Libraries, contain more than 10 million volumes; and, if periodical parts are included, Bodleian Libraries adds to stock an average of well over 1000 items per day throughout the year. A large proportion of the library stock will be preserved in perpetuity and a significant percentage of the legal deposit intake forms a part of the national printed archive.

In addition to its vast print and archival collections, Bodleian Libraries offers access to over 60,000 e-journals and over 900 licensed electronic databases and reference works. The library service is currently also significantly extending its e-book collection to support both learning and research.

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

Human Resource Department

The Bodleian Libraries Human Resources Team provides HR services to staff and management. The team covers recruitment and selection, payroll and induction, training and development, and advice on procedures and policies covering a range of issues such as employee welfare, maternity and family leave absence management and disciplinary, grievance and dignity at work.

Job description

Overview of the role

To work as a member of the HR administrative team providing an efficient and professional HR service to the Bodleian Libraries. The team is part of the wider HR team within the University including Operational HR and Staff Development. The main focus of this particular role is on recruitment and involves regular communication with line managers.

Responsibilities/duties

Recruitment

The post holder will be responsible for the recruitment process, from the initial advertising stage through to preparing interview packs and issuing contracts. Working to strict deadlines, you will ensure the recruitment process operates in a smooth and timely manner. Attention to detail is imperative at each stage of the process.

- Liaise with Administrators concerning staffing/recruitment requirements
- Ensure correct funding is available for all new posts
- Prepare job descriptions and advertisements
- Communicate with advertisers and negotiate with journals regarding advertising date etc.
- Prepare information for work permit applications where necessary
- Collate applications for short-listing and arrange interviews with the interview panel
- Communicate with candidates regarding interviews and general enquires regarding the post
- To plan your workload, to carry out work in a timely manner, to ensure all deadlines are met and service standards reached
- To meet candidates, ensure travel expenses are claimed correctly and inform them of the University's benefits, policies and related information.
- Follow up references on selected candidates
- Prepare formal letters of appointments and contacts
- To carry out induction sessions for all new recruits

Personnel Administration

- To be responsible for the accurate maintenance of all confidential personnel files
- To complete all monthly payroll changes, ensuring that the correct funds are utilised, and adhere to the University's deadlines
- On a monthly basis ensure that all payroll has been processed correctly
- The post holder will be responsible for accessing the University's payroll system
- To analyse all salary transactions and highlight any areas of risk associated with project end dates
- To maintain holiday records
- To keep sick leave information up to date, ensuring University regulations are followed at all times
- Run adhoc reports when required
- To deal with queries from the general public, employees and line managers over the telephone, by email and face to face.

General Responsibilities

- The post holder is not an authorised signatory for personnel matters
- To be the communication link between the Bodleian Libraries and the University's Central Administration and to distribute updates in the University's Statutes
- To undertake other administrative duties as required that are commensurate with the grade and responsibilities of the post.
- To take responsibility for own workload organisation in conjunction with team priorities
- Providing cover for colleagues

Selection criteria

Essential

- 1 Educated to GCSE standard or equivalent
- 2 Proven administrative, planning and organisational skills
- 3 Good customer care skills including the ability to communicate effectively with people at all levels both in writing and verbally
- 4 Ability to prioritise and remain calm while working in a busy, sometimes pressurised environment
- 5 Good keyboard skills and proficient in the use of computer packages ideally Microsoft Office: Word, Excel and Outlook
- 6 Ability to foster excellent working relationships with line managers, employees and the public
- 7 Ability to work supportively within a team as well as alone, exercising good judgement and using own initiative

- 8 Ability to carry out delicate Personnel related tasks confidentially and with discretion
- 9 Able to demonstrate good numeracy skills
- 10 Able to demonstrate good attention to detail
- 11 Flexible approach to work and the duties to be carried out
- 12 Dedication and tenacity to follow work through from beginning to the end of projects

Desirable

- 1 Previous experience of using HR databases
- 2 Previous experience of working at the University of Oxford
- 3 Experience of working in an HR team

Please note that the appointment of the successful candidate will be subject to standard compulsory pre-employment screening, such as right to work checks.

Furthermore, additional pre-employment screening is required for this post, as such; the successful candidate will be required to undergo a finance check and screening through Disclosure Scotland.

Please [click here](#) to read the candidate notes on the University's pre-employment screening procedures.

Working at the University of Oxford

For further information about working at Oxford, please see:

www.ox.ac.uk/about_the_university/jobs/supportandtechnical/

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. You will also be required to **upload a supporting statement** which explains how you meet the selection criteria for the post.

References

Please give the details of two people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have managed you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who have supervised you in a recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. 'line manager', 'college tutor'). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; your attendance during the last 12 months; and of any disciplinary processes which are still considered 'live'. We will assume that we may approach them at any stage unless you tell us otherwise. If you wish us to ask for your permission before approaching a particular referee, or to contact them only under certain circumstances (for example, if you are called to interview) you must state this explicitly alongside the details of the relevant referee(s).

If you currently work, or have previously worked, for the University of Oxford, we will also take up a reference from the head or administrator of the previous employing department. This will be in addition to taking references from the referees you have provided.

Supporting Statement

The supporting statement should explain your relevant experience which may have been gained in employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. 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.

Your supporting statement should list each of the essential and desirable selection criteria in the further particulars and explain how you meet each one.

The inclusion of the statement is a mandatory step in the online application process. Please note that CVs will not be considered as part of the selection process and will not therefore be accepted as a substitute for a supporting statement.

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

Priority applications

From time to time the University has applications from current employees who are at risk of redundancy. Should an application form be received from one of these people, they will be given preferential treatment and will be short listed/interviewed prior to other applications being considered.

Information for Priority Candidates

*A priority candidate is a University employee who is seeking redeployment owing to the fact that he or she has been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing departments and this letter **must** be attached to any application they submit.*

If you are a priority candidate, please submit your application form, clearly marked that you are a priority candidate, and preferably before the stated closing date, so that your application can be accommodated as soon as possible.

The priority application date for this post is midday on Friday 18 July 2014

Once your application has been submitted please email personnel@bodleian.ox.ac.uk, disclosing your name and the vacancy reference.

Full details of the priority application process are available at: www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk

Further help and support is available from http://www.ox.ac.uk/about_the_university/jobs/support/

To return to the online application at any stage, please click on the following link 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.

Relocation

At the moment, the Bodleian Libraries is not offering relocation expenses to this post