Job title | Senior HR Officer
---|---
Division | Medical Sciences
Department | Centre for Tropical Medicine and Global Health, Nuffield Department of Medicine
Location | Centre for Tropical Medicine and Global Health, NDM Research Building, Old Road Campus, Oxford
Grade and salary | Grade 6: £28,660 - £34,189 per annum
Hours | Full time
Contract type | Fixed Term – until 30 September 2020 in the first instance
Reporting to | Tropical Medicine Business Manager and NDM Head of Human Resources
Vacancy reference | 138283

**Job description**

**Overview of the role**

The role of Senior HR Officer is a key position within the administrative structure of the Centre. You will provide effective and efficient delivery of HR services to the Centre. You will interact with staff at all levels based in Oxford and overseas for the purpose of delivering accurate, appropriate and timely HR support and documentation. Discretion and the ability to work unsupervised and to deadlines are essential. In addition, you will line manage the HR Assistant's.

**Main duties and responsibilities**

**Recruitment & Selection**

You will have responsibility for the recruitment life cycle including:

- Supporting Principal Investigators/ line managers in the creation of job descriptions and adverts in line with university policies and procedures
Provide advice on the most suitable source of advertising media, and liaise with external advertisers to post jobs in appropriate media.

- Updating CoreHR, circulating shortlisting packs to panel members.
- Organising interviews, ensuring the Chair of the panel is recruitment trained as per University policy.
- Sit on interview panels where appropriate.
- Preparing offer letters and contracts of employment.
- Arranging and holding inductions for new members of staff, and ensuring appropriate new starter checks are completed.
- Compiling and maintaining personnel files.

Work Permits

- Responsible for ensuring the relevant right to work checks are conducted for all new employees.
- Monitor work permits expiration dates for exiting employees, ensuring that the relevant University guidance, as defined by the UK Boarder Agency is adhered to.
- Keep up to date on changes to work permit regulations and ensure local procedures are updated accordingly.

Payroll & Information Management

- Responsible for the units’ payroll process, including ensuring all new starters are added to CorePersonnel and approved by the Administrator, entering payroll changes, transfers and leavers.
- Ensure all overseas allowances are paid correctly and on time.
- Ensure that robust systems are in place to track allowances, variances and application of the allowance policies.
- Reconcile payroll with requested changes on a monthly basis.
- Run and analyse the monthly salary reports from CoreHR, ensuring all recent payroll changes are accurately reflected in the pay run, and follow up inaccuracies.

Employee Relations & HR Administration

- Ensure compliance with University HR policies, procedures and practices.
- Compile and maintain personnel files both electronically and in paper format.
- Administration of maternity/adoption, and paternity leave.
- Coordination of probationary and appraisal reviews.
- Process sickness/absence/annual leave forms, acting as the first point of contact for HR queries.
- Management of the staff holidays database and responsibility for the calculation of annual leave entitlements.
- Ensure all contracts are updated including contract changes.
Centre for Tropical Medicine and Global Health

- Arrange and co-ordinate the process for staff approaching the end of fixed–term contracts. This will include meeting with staff to provide advice, support, issuing letters and calculating redundancy pay where appropriate.
- Responsible for Honorary contract application process, ensure contracts are up to date.
- Ensure Senior Clinical Researcher holding Honorary contracts complete NHS appraisals.
- Advise on re-grading of posts and give guidance to managers and staff.
- Responsible for all casual staff to include the issuing of contracts and ensuring all payments are paid through payroll.
- Provide advice and guidance to line managers in relation to a range of employee matters, in liaison with the Business Manager.
- Ensure all University cards are tracked and renewed/cancelled in a timely manner.
- Maintain an up to date register of visitors and honorary title holders ensuring renewal is carried out in a timely manner.
- Ensure that appropriate visitor or secondment agreements are in place as appropriate.
- Periodically review the Centre’s HR systems and recommend areas for improvement. Work to implement agreed changes.
- Deliver HR training as required.
- To undertake additional duties as delegated by the Business Manager, Deputy Business Manager or NDM Head of Human Resources as appropriate for the grade.

Selection criteria

- Level 5 CIPD qualification
- Significant Human Resource management experience with an in-depth knowledge of the recruitment life-cycle.
- Demonstrable experience of designing and delivering training programmes in HR related subjects.
- Mediation and/or facilitation skills and the ability to gain mutually acceptable outcomes.
- An ability to develop excellent professional working relationships with a wide range of colleagues, including tactful influencing skills and the ability to work well within a team.
- Proven project management skills
- Strong IT skills and previous experience of using HR Information systems
- An ability to work independently and flexibly to a high standard in an organised and effective way, with excellent attention to detail.
- The ability to problem solve and work through issues to resolution.
- The ability to work under pressure and prioritise effectively.

Desirable selection criteria

- Demonstrable record of successful line management of staff and proven team leadership and motivational skills.
- Advanced level understanding of current employment law.
- Experience of working in a higher education context.
About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

Medical Sciences

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: www.medsci.ox.ac.uk

Nuffield Department of Clinical Medicine (NDM)

The Nuffield Department of Clinical Medicine (NDM) is one of the largest departments of the University of Oxford and is part of the Medical Sciences Division, with responsibility for a significant part of the teaching of clinical students within the Medical School. The Department also has a substantial research programme which requires high quality administrative management.
NDM has significant financial turnover and complexity, resulting from its diverse research portfolio, its geographical spread and its close links with NHS funding and strategic teams involved in the development and delivery of increasingly integrated clinical research platforms.

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

……..fostering your career in science.

The University of Oxford is a member of the [Athena SWAN Charter](http://www.athenaswan.ac.uk/) and holds an institutional Bronze Athena SWAN award. The Nuffield Department of Medicine holds a Silver Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women.

For more information please visit: [www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/](http://www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/)

**Tropical Medicine and Global Health**

The Centre for Tropical Medicine and Global Health is a world leading Centre within the Nuffield Department of Clinical Medicine, University of Oxford, comprised of research groups who are permanently based in Africa and Asia as well as across two sites in Oxford. Our research ranges from clinical studies to behavioral sciences, with capacity building integral to all of our activities.

Our research is conducted at three Wellcome Trust Major Overseas Programmes in Kenya, Thailand and Viet Nam as well as a growing Centre in Oxford. The Centre for Tropical Medicine and Global Health also brings together a number of sister groups in Laos, Tanzania, Indonesia, the Democratic Republic of Congo, Myanmar, Cambodia and Nepal, as well as multiple collaborators around the world.

Tackling infectious diseases, which kill many millions of people every year, is one of the greatest challenges of the 21st century. We are researching solutions to the increasingly urgent problems these diseases cause.

The Centre’s annual turnover is in excess of £48m per annum with over 100 externally funded research grants and donations.

For more information please visit: [http://www.tropicalmedicine.ox.ac.uk/home](http://www.tropicalmedicine.ox.ac.uk/home)
How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at https://www.ox.ac.uk/about/jobs/professionalandmanagement/
https://www.ox.ac.uk/about/jobs/research/

If you would like to apply, click on the Apply Now button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents as PDF files with your name and the document type in the filename.

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

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have 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.

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments)

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 www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

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

Pre-employment screening
Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

Data Privacy
Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University’s Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University’s policy on retirement
The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

From 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity
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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
Centre for Tropical Medicine and Global Health

**Benefits of working at the University**

**University Club and sports facilities**

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See: [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

**Information for international staff (or those relocating from another part of the UK)**

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor. See: [www.internationalstaffwelcome.admin.ox.ac.uk](http://www.internationalstaffwelcome.admin.ox.ac.uk).

**The University of Oxford Newcomers’ Club**

The University of Oxford Newcomers’ Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk/).

**Childcare**

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare).

**Family-friendly benefits**

The University subscribes to My Family Care ([www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc)) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

**Disabled staff**

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff) for further details including information about how to make contact, in confidence, with the University’s Staff Disability Advisor.

**Staff networks**

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at [www.admin.ox.ac.uk/eop/inpractice/networks](http://www.admin.ox.ac.uk/eop/inpractice/networks/).

**Other benefits**
Centre for Tropical Medicine and Global Health

Staff can enjoy a range of other benefits such as free visitor access to the University’s colleges and the Botanic Gardens as well as a range of discounts.
See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits)