Job title | HR Operations Coordinator – maternity cover
Division | Medical Sciences
Department | Nuffield Department of Medicine
Location | Wellcome Centre for Human Genetics, Roosevelt Drive, Headington, Oxford, OX3 7BN
Grade and salary | Grade 4: £22,417 - £25,941 per annum
Hours | Full time
Contract type | Fixed-term secondment for one year
Reporting to | HR Operations Partner / Recruitment Partner
Vacancy reference | 145557
Additional information | Funded by Department

The role
You will work as either HR Operations Coordinator or Recruitment Coordinator with the corresponding centre of excellence and will report to the appropriate Partner.

HR Operations
As HR Operations Coordinator the overarching aim of the role is to support the NDM and University strategic objective of retaining high calibre staff and supporting them throughout the employee life-cycle, ensuring employment practices are conducted in compliance with employment legislation, and departmental and University policy.

There will be a possibility for a discussion about formal rotation across the centres of excellence after an initial one year period in post and there is an expectation that all HR staff may be asked to support colleagues in other centres of excellence to cover periods of absence, including annual leave.

Recruitment & On-boarding
As Recruitment Coordinator the overarching aim of the role is to support the NDM and University strategic objective of recruiting high calibre staff, ensuring recruitment and employment practices are conducted in compliance with employment legislation, and departmental and University policy.
Responsibilities

HR Operations

- Support staff throughout the employee life cycle, as appropriate.
- Process contractual changes including: additional increments, grade changes, allowances, cost centres and produce to a high standard associated letters/paperwork.
- Complete all monthly payroll changes, ensuring that the correct funds are utilised, highlighting any funding issues, and adhering to the University’s deadlines.
- Advise and support employees with leave requests (maternity, paternity, shared parental, carers, sickness, annual etc.) and maintain leave records, including the calculation of leave entitlements and the creation of leave forms/cards.
- Record and monitor sick leave absence records and annual leave records and highlight any issues to the employee relations partner.
- Promptly respond to queries from staff whether written or verbal.
- Create and accurately maintain electronic and paper personnel files.
- Conduct exit interviews.
- Generate management reports as required.

Recruitment & On-boarding

- Provide effective advice and support for recruiting managers, actively contributing to, and taking appropriate ownership for advising and preparation of planning and attraction, selection, offer, screening and, on-boarding.
- Advise and support hiring managers to create compelling and attractive job descriptions/adverts and provide advice on up-to-date attraction strategies to find the best talent, ensuring compliance with Departmental strategy, University guidance and best practice.
- Monitor and manage applications and update the CoreHR system throughout the process.
- Correspond with candidates and with the hiring manager effectively throughout the process.
- Provide shortlisting and interview packs and make the necessary arrangements in a timely and effective manner.
- Co-ordinate the salary negotiation, securing a successful offer acceptance/appointment agreement, inc. issuing a formal employment offer.
- Co-ordinate and apply for work permits, working closely with the University’s staff immigration team, and produce letters of initiation for overseas visitors.
- Complete the mandatory pre-employment checks, including: right to work, working visa, security screening and occupational health checks.
- Communicate effectively with the new starters and all the key stakeholders about timings and practicalities.
- Produce and issue employment contracts and provide relevant information to new starters, inc. conducting an HR induction.
- Adhere to a “right-first-time” recruitment culture.
- Set up new staff on the CoreHR system.
- Create and accurately maintain electronic and paper personnel files
- Produce associated letters/paperwork to a high standard.
- Adhere to the University’s deadlines.

Other responsibilities

- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.
Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

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/.

Selection criteria

Essential

- Educated to GCSE level, or equivalent.
- Some previous HR experience.
- Previous experience of working effectively under pressure within a very busy customer focused environment, with a demonstrable ability to be highly organised, prioritise accordingly and produce accurate outputs, while meeting competing deadlines.
- Good numerical skills to calculate standard holiday, sick, and overtime entitlements.
- Excellent communication and interpersonal skills, with an ability to communicate processes and procedures and network effectively, confidently, and tactfully, with people at all organisational levels, both in writing and verbally.
- Ability and willingness to work effectively using own initiative with minimum supervision, as well as to work effectively in a team supporting others.
- Evidence of effective problem solving skills.
- Intermediate IT Skills, with experience using Microsoft Office (including E-mail, Word and Excel) and an ability to utilise a HR Information System.
- Ability to deal with confidential information and sensitive situations in a tactful and professional manner.
- Willingness to commit to continuous professional development.
- Basic understanding of data protection and information security issues.

Desirable

- Basic understanding of immigration regulations, employment law, and recruitment/HR best practice.
- Experience of working with an oracle based HR system.
- CIPD level 3 (certificate/diploma) with Associate membership.

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 spinouts, 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](http://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](http://www.medsci.ox.ac.uk)

**Nuffield Department of Clinical Medicine (NDM)...fostering your career in science**

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.

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)

The Nuffield Department of Clinical Medicine has been presented with a Departmental Athena SWAN Silver award in recognition of the commitment made to promote gender equality through our organisational and cultural practices and our efforts to improve the working environment for both men and women. For more information please see our Departmental Athena SWAN pages: [www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/](http://www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/).

**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 [http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/](http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/)

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.

<table>
<thead>
<tr>
<th>Information for priority candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 department(s).</td>
</tr>
<tr>
<td>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).</td>
</tr>
</tbody>
</table>

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 receive an automated email from our e-recruitment system to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.

Important information for candidates

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. 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/accrelretire8+/

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/accrelretire8+/

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.
Benefits of working at the University

**Employee benefits**

University employees enjoy 38 days’ paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits).

**University Club and sports facilities**

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. 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 staff new to Oxford**

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See [www.welcome.ox.ac.uk](http://www.welcome.ox.ac.uk). There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See [www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/).

**Family-friendly benefits**

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/).

**Childcare**

The University has excellent childcare services, including 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/).

**Disabled staff**

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

**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/practice/networks/](http://www.admin.ox.ac.uk/eop/practice/networks/).

**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 settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).