

Job Description



DEPARTMENT OF CHEMISTRY

Job title	Human Resources Officer
Division	Mathematical, Physical and Life Sciences
Department	Department of Chemistry
Location	South Parks Road, Oxford
Grade and salary	Grade 5: £25,941 - £30,942 per annum
Hours	Full time (36.5 hours per week)
Contract type	Permanent
Reporting to	HR Team Leader
Vacancy reference	149236
Additional information	



Overview of the role

You will be part of a dynamic and supportive HR team, as part of which you will provide a complete HR administrative service to the Department of Chemistry. The HR Team consists of an HR Manager, HR Team Leader and 4 HR Officers. You will report on a day to day basis to the HR Team Leader and work alongside the other HR Officers, with each having responsibility for specific allocated groups, however, you will be expected to provide cover in periods of absence or high workload.

You will build effective working relationships with academics and other staff, providing advice and support and performing and overseeing end to end processes in relation to the employee life cycle. You will liaise with Managers, Secretarial Staff, Central Payroll, Finance, Faculty Office and divisional HR employees on a range of issues.

There is a strong recruitment focus to the role but you will be expected to provide a range of generalist administrative HR support, overseeing work permit information for the department and providing policy assistance in relation to the University's processes and procedures.

You must be able to manage a busy and varied workload and cope with changing priorities.

Responsibilities

Recruitment and resourcing

- To advise staff on University recruitment policy and ensure that all departmental recruitment is conducted within these guidelines.
- Work with Academics, Line Managers and employees to plan, prepare, draft and amend interesting adverts, job descriptions and further particulars. Ensuring these meet Resident Labour Market Test requirements where appropriate.
- Work with Academics to understand their staffing requirements, helping to anticipate needs.
- Liaise with the Research and/or Finance team to ensure funding is in place for requested posts, and ensure that the appropriate University recruitment processes are followed thereafter.
- Prepare draft protocols for the HR Team Leader if appropriate and relevant.
- Actively source the best positioning of all recruitment campaigns, liaising with internal and external agency/advertising contacts where necessary. Placing adverts, both internally and within external publications/websites, including making use of social media.
- Use the Core HR e-recruitment module to manage the recruitment process including set up, advertising, applicant statuses, short listing and merged interview packs.
- Arrange interview schedules and request references for shortlisted candidates.
- Provide advice and guidance on interview questions or take part in recruitment panels as and when required.
- Handle enquiries and correspondence from applicants (e.g. interviews and rejections) including making special arrangements where necessary.
- Meet and greet candidates and invigilate tests if necessary.
- Maintain appropriate records of recruitment in line with legislation and visa regulations
- Ensure that all relevant pre-employment checks are completed e.g. Occupational Health, references and right to work and ensure appropriate recording of documents.
- Prepare accurate offer letters and contracts of employment, ensuring that correct documents are sent to new starters and that the Finance team have the appropriate information.

- Undertake the process for Skilled Worker visa Certificate of Sponsorship and Global Talent Visa requests (both new and contract extensions) as required and in a timely manner. Ensure that all relevant documents are kept in line with immigration law and data protection. Support staff with their visa applications, referring to the Staff Immigration Team if necessary.

Employee Life Cycle

- Ensure all information entered onto CoreHR is accurate and up to date, including right to work information.
- Conduct inductions and contract briefings for new members of staff, ensuring appropriate right to work checks are undertaken, new starter checks are completed and that the university card has been issued correctly.
- Follow the procedure for management of staff whose fixed term contracts are coming to an end in line with University policy and practice including co-ordinating redeployment.
- Maintain the Teamseer annual leave and sickness database.
- Monitor and report on staff sickness absence in line with legislation and University policy. Inform the HR Team Leader or HR Manager of any concerns ensuring relevant certification is received and assist with occupational health referrals as required.
- Assist with the administration of maternity, paternity and other family leave processes.
- Ensure that accurate and timely advice and support is provided to employees and visitors regarding their immigration status and communicate appropriately and timely with the Staff Immigration Team over immigration changes.
- Provide advice and support to managers and employees for the Department's PDR process.
- Support with the administration of the Reward & Recognition scheme, provide procedure advice to managers as necessary.
- Prepare resignation acknowledgement letters and support staff through the leaver's process.
- Support employees by providing information and assistance throughout the employment lifecycle. Use own initiative and considered judgment to answer queries and make suggestions in line with University policies and legal framework, escalating to the HR Team Leader or HR Manager as appropriate.

Visitors

- Provide guidance to academics on the Departmental visitor's process and ensure accurate completion of the internal process.
- Make recommendations to the HR Manager and Head of Department on visitor's applications and any amendments to the process.
- Take responsibility for ensuring the accurate completion of Certificates of Sponsorship for visitors on a Tier 5 visa, with reference to SIT if necessary, and support any other visitors who require a different type of visa.
- Ensure all first day administration is in place for visitors and that all visitors have completed the Visitor Agreement.

Other duties

- Maintain orderly personnel files, and filing systems ensuring that Data Protection rules are followed. Ensure that work is accessible by other team members.
- Cover for the other members of the HR team as required, particularly in busy periods or during absence.
- Liaise with line managers, Occupational Health, and external service providers, to promote and protect employee health and wellbeing
- Support the HR Team Leader or HR Manager with case work as required e.g. note taking, document copying, monitoring of absence cases.

- Actively support departmental or university initiatives, projects and priorities e.g. Athena Swan, immigration audits and compliance checking.
- Collect and analyse HR data in order to provide reports for the HR Team Leader and HR Manager as and when required.
- Undertake relevant project work assigned by the HR Team Leader or HR Manager. Organising time and seeing this through to completion; taking ownership and accountability. Also to share new processes with the HR team through appropriate training.
- Support the academic recruitment process, including placing adverts and providing support with the process to the Head of Department's PA.
- Prepare casual agreements as necessary, including ensuring appropriate right to work checks.
- Ensure appropriate right to work checks are in place for demonstrators to the department.
- Clearly and effectively communicate with all levels of staff within the department, as well as across the university. Demonstrate a strong level of customer service and good communication to the general public.
- Ensure up to date knowledge on all University and Department policies and procedures relevant to HR, and provide up-to-date guidance to all staff within the department.
- Understand and be aware of the requirement to comply with the GDPR and other relevant legislation relating to managing and working with sensitive and confidential information.
- Keep up to date on and share best practice on HR issues and be actively involved in own continuing professional development. Take part in the Department's PDR process.
- Any other duties which are commensurate with the grade of the post.

Selection criteria

Essential

1. Educated to A Level standard or currently holds or working towards CIPD Level 3 (e.g. Certificate in Personnel Practice or Foundation Diploma in HR Practice)
2. Previous HR experience or relevant experience with responsibility for complex administrative processes.
3. Good IT Skills, using Microsoft Office (including E-mail, Word, Excel and the Internet).
4. Proven ability to communicate effectively in writing and verbally with staff at all levels including demonstrating the ability to be professional, approachable and tactful.
5. Proven ability to establish and maintain excellent working relationships with external and internal stakeholders and deliver high customer service standards.
6. Demonstrable ability to use own initiative and work independently but knowing when to seek further advice.
7. Excellent interpersonal skills including experience of working collaboratively within a successful team.
8. Excellent organisational and time management skills with the ability to manage multiple priorities and simultaneous tasks whilst still ensuring deadlines are met and tasks completed.
9. An adaptable and flexible approach but with a high level of accuracy and attention to detail.
10. Strong interest in HR with high self-motivation.
11. A proactive approach and a commitment to continuous improvement and development.
12. Awareness of data protection and information security guidelines.

Desirable

1. Experience of using CORE HR, or similar HRIS systems.
2. Able to act with tact, discretion and confidence when faced with sensitive or difficult

- people problems.
3. Similar previous experience gained within a University/HEI environment.
 4. Previous transferable HR generalist experience, ideally at Officer or Assistant level.
 5. Educated to degree level or CIPD Level 5.
 6. Previous experience of interpreting policies based on established procedures and guidance.

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, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and 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 2014/15 exceeded £522.9m and ranked first in the UK for university spin-outs, with more than 130 spin-off 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

Chemistry Department

Oxford has one of the largest and most successful chemistry departments in the world with over 70 research groups comprising around 900 active researchers including 400 graduate students. The undergraduate intake is approximately 190 students a year reading for a 4-year MChem degree. Recent rankings by QS and ARWU place the Department in the top 10 Chemistry departments internationally and the Chemistry undergraduate course is rated either first or second in the UK according to three national newspaper league tables.

In the national Research Excellence Framework (REF) 2014, the Department had the:

- highest 'power rating'
- highest number of 4* (internationally recognised) papers
- best research environment (joint with Cambridge)

of any UK university in the Chemistry Unit of Assessment. The success of the Department is recognised not only by its position in national and international league tables, but also by the many prizes and awards given to its individuals, both academic staff and students. It also has a strong record for generating spin-outs and IP. The Chemistry Head of Department is Professor Mark Brouard.

The vision for Oxford Chemistry is as follows:

Our vision is to be a world leading department of Chemistry in scholarship, research, teaching and learning as reflected in external recognition, rankings and measures. We aim to be an outward-looking Department engaging with other disciplines, with industry and with a range of other external stakeholders from alumni to government. We also aim to be a thriving academic community in which all staff and students enjoy a stimulating, respectful and congenial working environment that is sympathetic to their individual needs and enables them to make the most of their talents and abilities.

The University of Oxford is a member of the [Athena SWAN Charter](#) and holds an institutional Bronze Athena SWAN award. The Department was awarded a **Silver Athena SWAN Award** in September 2015. Athena SWAN recognises the Department's commitment to addressing gender inequalities, tackling the unequal representation of women in science, and to improving career progression for female academics. This charter was extended in 2015 to include women in all areas of academia.

Research in Chemistry

As might be expected for a department of its size, Oxford has world class research across a very broad range of chemistry and at its interfaces with other disciplines. In all areas the department seeks to advance fundamental science and knowledge with the expectation that such advances will lead to a step change of impact in applications and commercial exploitation, as has been demonstrated in many recent instances. Activity can be roughly grouped into a number of broad 'themes', although there is much overlap, and many academics work in more than one area.

- **Chemistry at the interface with biology and medicine**
- **Sustainable energy**
- **Catalysis**
- **Advanced functional materials and interfaces**
- **Innovative measurement and photon science**
- **Synthesis**
- **Theory and modelling of complex systems**
- **Kinetics, dynamics and mechanism**

The Department's research strategy is to build on strength in these areas, encouraging collaboration that is not limited by sectional or departmental boundaries.

Oxford Chemistry collaborates with departments across the University, from Engineering to Geography, from Plant Sciences to Oncology and Cardiovascular Medicine, and with local hospitals and with facilities such as Diamond and MRC Harwell, and has close links with academia and industry in the UK, Europe and the rest of the world. The total value of Oxford Chemistry's external research grant portfolio is currently in excess of £100m. The main sources of funding include the following:

- UK Research Councils (EPSRC, BBSRC, STFC and MRC),
- European Research Council (ERC),
- Cancer Research UK,
- Royal Society,
- British Heart Foundation,
- Leverhulme Trust, and
- NIH.

There is also research funding and partnerships with:

- the King Abdulaziz City for Science and Technology (KACST),

- AstraZeneca UK,
- Johnson Matthey,
- GlaxoSmithKline,
- BP,
- Unilever,
- Siemens,
- SCG Chemicals (Thailand),
- Galapagos SASU,
- UCB Celltech,
- Eli Lilly,
- Pfizer,
- Oxford Nanopore Technologies Ltd and
- Oxford Medical Diagnostics, among many others.

The Department has two EPSRC funded doctoral training centres in Theory and Modelling of Chemical Systems and in Synthesis for Biology and Medicine.

Many grants are held in collaboration with researchers from other University departments, including Biochemistry, Physics, Engineering and the Structural Genomics Consortium.

The Department seeks to continue to increase and diversify its research income taking advantage of the breadth of such potential income sources for the discipline of Chemistry, and of its potential for very strong interdisciplinary interactions.

Chemistry Research and Teaching Facilities

Oxford Chemistry occupies three major buildings in the University's science area, including a modern RIBA award-winning dedicated research facility. Continuing to update the teaching and research facilities across the Department is a high priority, and plans are well advanced for another new research building and new teaching labs. The Department has an unrivalled range of spectroscopic and analytical equipment across all the disciplines of chemistry.

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

Chemistry Support Services

To support the Teaching and Research in the Department, there are a number of administrative functions including Finance, Human Resources, Facilities, Information Technology, Student Administration, Health and Safety, Communications and Alumni Relations.

Facilities

The Building Manager is part of the Chemistry Facilities team, who are responsible for managing and maintaining the Chemistry buildings in conjunction with the Estates team.

MPLS Division

The academic administration of the University is conducted through four divisions (Humanities, Social Sciences, Mathematical, Physical and Life Sciences, and Medical Sciences). The Mathematical, Physical and Life Sciences Division consists of ten constituent departments: the Department of Chemistry, the Department of Computer Science, the Department of Earth

Sciences, the Department of Engineering Science, the Department of Materials, Mathematical Institute, the Department of Physics, Department of Plant Sciences, Department of Zoology and the Department of Statistics. The division provides a framework for interdisciplinary teaching and research. There are also links with the Medical Sciences Division.

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

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 www.ox.ac.uk/about/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.

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/.

The University's policy on retirement

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at:

www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/.

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

There is no normal or fixed age at which **support staff** in posts at **grades 1–5** have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

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

Training and Development

A range of training and development opportunities are available at the University. Further details can be found at www.ox.ac.uk/staff/working_at_oxford/training_development/index.html.

For research staff only: Support for Research Staff

There is a particularly wide range of support for career development for research staff. Please visit: www.ox.ac.uk/research/support-researchers to find out more.

Pensions

The University offers generous occupational pension schemes for eligible staff members. Further details can be found at www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/.

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

A wealth of information is available on the University's International Staff website for staff who are relocating to Oxford from abroad, at www.admin.ox.ac.uk/personnel/staffinfo/international/.

The University of Oxford Newcomers' Club

The Newcomers' Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

Transport schemes

The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at www.admin.ox.ac.uk/estates/ourservices/travel/.

University Club and University Sports Facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See www.club.ox.ac.uk for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit www.sport.ox.ac.uk/oxford-university-sports-facilities.

Childcare and Childcare Vouchers

The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit www.admin.ox.ac.uk/childcare/. **NB: Due to the high demand for the University's nursery places there is a long waiting list.**

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit www.admin.ox.ac.uk/childcare.

Disabled staff

The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details.

BUPA - Eduhealth

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families www.eduhealth.co.uk/mini-site/.

All other benefits

For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/.