

# Job Description



## HUMANITIES DIVISION

<b>Job title</b>	Head of Humanities HR Shared Service
<b>Division</b>	Humanities
<b>Department</b>	Humanities Divisional Office
<b>Location</b>	Radcliffe Observatory Quarter
<b>Grade and salary</b>	Grade 8: £42,149 - £50,296 p.a.
<b>Hours</b>	Full time (job share and flexible working will be considered)
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Deputy Head Divisional Administration
<b>Vacancy number</b>	158094

### The role

The Humanities Division at the University of Oxford is seeking to recruit to the new post of Head of the Humanities HR Shared service (HRSS). This role provides an opportunity to lead the continued growth of the shared service for HR matters across many of the Division's ten faculties (similar to departments). As seven of the faculties, and the Divisional Office, plan to move to the Stephen R Schwarzman Humanities Building from 2025 we are keen to continue to develop the shared service for HR, to create a customer – focussed HR service model, responsive to the faculties' needs.

You will be responsible for the effective management of the shared services team which currently consists of six posts, comprising a mix of part time and full time staff working across several faculties. The size of this team has increased following the successful implementation of the shared service model and may continue to grow. You will be responsible for ensuring the delivery of a consistent high quality HR function through identifying training and staff development needs and establishing best working practices both within the shared services team and across the Division. Working with the Deputy Head Divisional Administration and Heads of Finance and Administration in the faculties, you will co-ordinate HR support across the Division ensuring limited resources are optimally allocated to support staff development, whilst ensuring workloads are manageable and maintaining a high level of customer support.

If you are an enthusiastic leader with a strong HR background, keen to support change across a range of faculties, and want to ensure the continued improvement to processes we would love to hear from you.



## **Responsibilities**

### **Shared service leadership**

1. Work with the Deputy Head of Divisional Administration to develop the vision for the Humanities HR Shared service, and play a leading role in its delivery. Be aware of changes/developments across the division and be pro-active over any opportunities/threats to the shared service function, monitor any weaknesses and strengths of the team.
2. Manage the Division's shared HR service, working with faculties to develop a sustainable model to support the HR function appropriate to their needs, and gradually integrate support for Humanities Divisional Office HR activities into the service.
3. Build a strong distributed shared HR service within the Humanities Division to share good practice and deliver improved operational performance in HR matters across the division. Explore the service needs with each faculty as opportunities arise, with a view to introducing common approaches for HR transactional operations, including those related to casual staff, and fixed term appointments, to reduce risk and increase resilience of the service.
4. Take initiative and generate innovative solutions to deliver process improvements, balancing operational efficiency with appropriate consideration of local working practice.

### **HR support**

5. Provide a full, efficient, effective and professional HR service for the Divisional Office and across the faculties, ensuring compliance with statutory and University legislation at all times.
6. Monitor legislative and University policy developments and make recommendations for policy development within HDO and across the Humanities Division, ensuring their dissemination and implementation as appropriate.
7. Oversee all aspects of the employment life cycle for staff, including probation, Performance Development Review, all forms of leave, secondment, resignation, and retirement. Ensure processes are clearly documented and efficiently run.
8. Ensure all records and processes associated with the employment life cycle are managed efficiently and effectively, and compliant with GDPR.
9. Oversee all aspects of non-academic recruitment in the Humanities Divisional Office, providing support and advice to the HR team members as required.

### **Team leadership**

10. Oversee personal review and professional development for members of the Division's HR team, ensuring that all staff are appropriately managed and trained, and motivated to perform to the best of their abilities.
11. Line management of the HR shared service team of six posts in the Divisional office, including responsibility for objective setting and monitoring staff PDRs to support each member's professional development. Work in consultation with the faculties to reflect on and support the development of each individual's performance.

12. Manage and develop the Divisional HR team, ensuring their work with regard to HR administration meets University and Divisional guidelines and UK employment law requirements.

#### **Other duties**

13. Participate in Divisional and University-wide working groups and committees to build relationships and share best practice, manage any resultant HR projects and initiatives that arise and implement changes as necessary.
14. Provide management information on HR matters as requested by the Deputy Head of Administration, or Divisional Registrar.
15. Act as mentor to staff in other faculties across the Division and University as required.
16. Undertake other tasks commensurate with the grade, as directed by the Deputy Head of Divisional Administration or Divisional Registrar.

#### **Selection criteria**

**The postholder will be required to have, and to demonstrate evidence of, the following:**

##### **Essential**

1. A good honours degree or equivalent and evidence of strong intellectual ability.
2. Qualified to CIPD graduate level or above or have equivalent experience
3. Proven experience of managing a human resources operation in a complex organisation.
4. Experience of building and managing an HR team to deliver an efficient HR service.
5. Proven staff management capability including the ability to inspire confidence, delegate effectively, and foster a team-based approach.
6. Enthusiasm to lead a team, and willingness to train, guide, and motivate others.
7. Excellent interpersonal skills with an understanding of highly sensitive areas involving integration of staff and managing change.
8. Experience of leading and implementing change, and improving processes in a complex organisation
9. Highly developed influencing and negotiating skills, demonstrating a diplomatic and consensual approach to problem resolution, sound judgement, along with a proven ability to act sensitively and effectively in challenging situations.
10. The ability to communicate effectively and gain the trust and confidence of a wide range of people, including senior University officers. Excellent oral and written communication skills.
11. Excellent analytical and organisational skills, with a proven ability to handle and prioritise a complex portfolio of responsibilities in a challenging and fast-moving environment, demonstrating equally high effectiveness in contributing to strategic thinking and in managing key operational areas.

##### **Desirable**

- Experience of project management

- Knowledge of HR in a university context.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account. The selection committee will also be mindful of the impact that the Covid-19 pandemic may have had on candidates' careers as a result of additional caring responsibilities or other factors.

## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) 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 for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

## 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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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).

## Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Drawing and Fine Art. The Division has responsibility for over 500 members of academic staff, for over 4,000 undergraduates (more than a third of the total undergraduate population of the University), and for about 1700 postgraduate students.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study.

The Division's faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the [\*Stephen A. Schwarzman Centre for the Humanities\*](#).

The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study. The building will include performing arts and exhibition venues designed to engage the Oxford community and the public at large and attract new audiences. Modern amenities and digital capabilities will finally allow for the full breadth of Oxford's unparalleled collections and research in the Humanities to be shared externally.

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

## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will 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)

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

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

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## 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 department(s).

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).

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## If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk).

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### 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 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

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 <https://hr.admin.ox.ac.uk/staff-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 <https://www.sport.ox.ac.uk/>.

## 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 <https://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 <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

## 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 <https://hr.admin.ox.ac.uk/my-family-care>

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 <https://childcare.admin.ox.ac.uk/>

## 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 <https://edu.admin.ox.ac.uk/disability-support>

## 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 <https://edu.admin.ox.ac.uk/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).