

## Job Description

### TheySummary

<b>Job title</b>	<b>Course Administrator for the MSc in Taxation</b>
<b>Division</b>	<b>Social Sciences</b>
<b>Department</b>	<b>Faculty of Law</b>
<b>Location</b>	<b>St Cross Building, St Cross Road, Oxford, OX1 3UL</b>
<b>Grade and salary</b>	<b>Grade 6: £32,332 - £38,205 per annum</b>
<b>Hours</b>	<b>Full time</b>
<b>Contract type</b>	<b>Permanent, subject to successful completion of a probationary period</b>
<b>Reporting to</b>	<b>Senior Administrator for the MSc in Law and Finance and Postgraduate Taught Courses</b>
<b>Vacancy reference</b>	<b>167953</b>
<b>Closing date</b>	<b>Midday on 6 October 2023</b>
<b>Interview date</b>	<b>16 October 2023</b>

### The role

The Faculty of Law seeks to appoint a Course Administrator for the MSc in Taxation degree, to manage and support a range of administrative functions.

The MSc in Taxation is a part-time, two-year taught master's degree and received its first intake of students in October 2016. The programme typically attracts a significant number of legal, accounting and other professionals. The degree programme requires a high degree of professionalism in all aspects of administrative support including support for admissions, the teaching programme, examinations, assistance to the academic postholders in Taxation and related fields, and co-ordinating the input of Visiting Professors and lecturers.

The post holder will join an enthusiastic team of academics and administrators. The MSc in Taxation degree is delivered by the Law Faculty and the Centre for Business Taxation in the Saïd Business School, and this postholder will provide an important interface between the two groups. The postholder will also be an important point of contact for current and former MSc in Taxation students, as well as potential applicants to the programme.

The work of the postholder will be directed by the MSc Course Directors, and the postholder will report to the Senior Administrator for the MLF and Postgraduate Taught Courses. They will work closely on a day-to-day basis with the MSc in Taxation Administrator for Alumni, Events and Teaching Support (with whom the postholder



normally shares an office), and will be a member of the Law Faculty's student administration team, led by the Academic Administrator (Graduate Studies).

## Responsibilities

### a) Course Administration

1. **Administrative management:** The postholder will manage and update systems and procedures in line with University, Divisional and Faculty policy in order to support the programme. They will be required to manage all necessary arrangements to enable the programme to operate efficiently.
2. **General Course Administration:** The postholder will provide full administrative support in respect of all aspects of the Taxation degree programme, to include: the admissions process; providing administrative support to the various course committees (including the MSc in Taxation Management Committee and the MSc in Taxation Exam Board); ensuring adherence to University, Divisional and Faculty policies (for example, in respect of admissions, records, teaching and examining); administration and marking of the course examinations, assessments and dissertations; providing administrative support to the exam board; and the creation and implementation of the course timetable. In addition, they will have oversight of the work of the MSc in Taxation Administrator for Alumni, Events and Teaching Support, including in the areas of the administrative preparation and distribution of teaching materials (on Canvas) and the organisation of practical arrangements for teaching. The postholder will keep all areas of administration under review, identifying areas for improvement and making amendments as appropriate. The postholder will be the central point of contact with academic colleagues in the organisation of the teaching timetable and will act as a budget holder, responsible for liaising closely with the MSc in Taxation Administrator for Alumni, Events and Teaching Support and the Faculty's finance team in preparation of the annual operating budget for the programme, as well as monitoring expenditure and delivering the programme within budget.
3. **Course Management Committee:** The postholder will provide secretarial and administrative support to the course Management Committee, including the presentation of budgets and relevant management data. They will be expected to advise the Committee and the Course Directors on the implications of this information, and propose ways in which the structure and delivery of the course could be developed to meet new requirements as they evolve.
4. **Admissions:** Administrative support for all aspects of admission to the degree will be a major part of the workload of the Course Administrator at the relevant times of the academic year, which will involve liaison with colleges, organisation of student registration at the start of the year and support with scholarship allocation. The postholder will be a member of the Faculty graduate admissions team and will support the admissions process in accordance with University and faculty policy.
5. **Examinations:** The postholder will be responsible for the administration of the examination process for the MSc in Taxation, in accordance with University and Faculty policy and under the general direction of the Directors of Examiners. This will involve the preparation or circulation of documents, updating documents and checking the consistency and accuracy of information, processing large quantities of confidential data, and providing general practical assistance throughout the examination periods.
6. **Course management:** The postholder will have oversight of the organisation of accommodation in colleges, for core residential courses, and assist students with accommodation issues. They will also assist with obtaining credits in the case of students requiring recognition for the courses for that purpose (for example, the in relation to the programme's agreement with Melbourne, Sydney and UNSW universities). In-person teaching takes place at times throughout the year *outside* the standard term time, i.e. during University vacations and sometimes at weekends, and the postholder will be required on some occasions to work their hours flexibly to be on site at these times, when required.
7. **Visiting lecturers:** The postholder will have oversight of the work of the MSc in Taxation Administrator for Alumni, Events and Teaching Support Administrative Assistant in submitting requests to the Faculty for

contracts, visas and payments for visiting lecturers (seeking advice from Faculty colleagues where appropriate) as well as the MSc in Taxation's Administrator for Alumni, Events and Teaching Support's communications with the visitors over timetable issues, travel and the claiming of expenses. The postholder will also work closely with external tutors in organisation of the timetable.

8. **Enquiries:** The postholder will be the principal point of contact for all enquiries about the MSc programme coming from students, colleagues, academics and from prospective students. They will answer queries relating to the interpretation of regulations, conventions and course requirements; they will maintain appropriate records and provide information for prospective and current students to include marketing information, handbooks and web-based materials, as well as the provision of information during the academic year. They will be expected to seek advice from the appropriate senior officer as necessary.
9. **Student administration:** The postholder will be the primary point of contact for students on the MSc in Taxation; they will assist students with all queries, including visa queries (redirecting these to experts where necessary), and travel queries. The postholder will maintain student records (including visa records) and implement any changes which emanate from the central University and/or the Faculty. The postholder will also be responsible for the management of the data within the system to ensure accuracy and relevance; and will organise some student-related activities and events for both for prospective and for current students. The postholder will also organise attendance by non-degree students at relevant courses and make arrangements for payment of fees and for their attendance to be recognised.
10. **Website management:** The postholder will prepare and update copy for the website, working with the Faculty's IT/AV and Communications team as appropriate.
11. **Careers and Alumni support:** The postholder will have oversight of the programme's communications with employers and potential donors. They will oversee the compilation of the MSc Taxation Class Profile Book, and assist with the updating of any alumni or careers webpages. They will oversee the organisation and running of MSc in Taxation alumni and careers events, and to supervise the work of casual assistants helping with MSc in Taxation events in the Faculty.

*(b) Other*

1. to work closely with the MSc Taxation Course Directors, to carry out relevant tasks as required;
2. to function as part of the Faculty's student administration team, and contribute to the operation and development of that team;
3. to work collaboratively with colleagues in the tax office, the Faculty, the Business School, the Division and the University, and to respond to requests to carry out comparable tasks for the Faculty as required by the Academic Administrator and/or the Head of Administration and Finance; and
4. to undertake training on university software systems in accordance with operational requirements.

*(c) Systems and software packages*

1. full use of SITS/eVision to view and extract data and to fully support the admissions and examination processes. Full training will be provided if the successful applicant is not already using this system within the University;
2. full use of the Oxford Inspira platform for timed online examinations and online submissions;

3. use of GSR (Graduate Supervision Reporting) to monitor supervisor reports;
4. extensive use of spreadsheets for record keeping and the manipulation of data;
5. use of Outlook for e-mail and calendaring, and occasional use of Planon facilities management software for room bookings;
6. use of Canvas as the programme's platform for supporting teaching and learning;
7. managing the Faculty website, for which training will be provided.

## Selection criteria

### Essential selection criteria

1. Educated to degree level or holding a broadly equivalent academic or professional qualification;
2. proven administrative experience in a comparable role;
3. extremely good written and oral communication skills, with the ability to produce work to high professional standards;
4. excellent organisational skills and efficient working methods, able to manage and prioritise a number of competing tasks;
5. able to work independently, using own initiative with good judgement for assessing when advice or approval is required;
6. able to plan ahead and work proactively, with experience of overseeing the work of a colleague;
7. able to produce accurate work to deadlines, without close supervision, and accustomed to handling large amounts of data and information;
8. IT proficient and capable of using a variety of software packages for a range of functions;
9. a flexible approach to work, with a supportive and co-operative attitude and the composure to handle unexpected situations;
10. effective interpersonal skills at all levels, able to communicate confidently and appropriately with an extensive range of people, and able to demonstrate tact and discretion, both when dealing with sensitive and confidential information, and in responding to the particular needs of students from a diverse range of backgrounds; and

11. the capacity to follow and maintain administrative systems and processes, including developing a good operational understanding of the procedures and approaches of the two departments providing teaching on this degree (Law and Saïd Business School).

#### Desirable selection criteria

12. experience of using one or more of the software packages listed above (at “(c) Systems and software packages”) in a similar context;
13. sympathy for the academic objectives of the Law Faculty and the wider University;
14. experience of working in the Higher Education sector, particularly in course administration;
15. experience of working in the legal sector.

## 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).

## Faculty of Law

The Faculty of Law in the University of Oxford is the largest Law Faculty in the UK. It is a federation of thirty law schools in the colleges of the University. Legal scholars in the colleges and University are members of the Faculty, which coordinates and supports the teaching and writing of one hundred fifty three academics. The Law Faculty

has a distinguished reputation in research and publications in Law. There are five specialised centres associated with the Law Faculty: the Centre for Socio-Legal Studies, the Centre for Criminology, the Institute of European and Comparative Law, the Oxford Intellectual Property Research Centre and the Bonavero Institute of Human Rights. Oxford is consistently listed in the top three for law in the leading guides to British and international universities. There are 225 students in each of the three years of the Faculty's BA in Jurisprudence. The Faculty's graduate programme includes the BCL, the MJur, the MSc in Criminology, the Master's in Law and Finance, the MSc in Taxation, the MSc in Intellectual Property and the MSc in International Human Rights Law, and a large doctoral programme. There are over 40 professional support staff in the Faculty. The Faculty of Law holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all. For more information please visit [www.law.ox.ac.uk](http://www.law.ox.ac.uk).

## Social Sciences Division

Social Sciences is one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority, and responsibility for providing a broad strategic focus across its constituent disciplines. Thirteen departments, one faculty, and three cross-divisional research units come under the aegis of the division which spans the full range of social science disciplines with links into the humanities and physical sciences (including Law, Management, Economics, Politics and International Relations, Sociology, Social Policy, Area Studies, Development Studies, Education, Anthropology, Archaeology, Geography, Public Policy). There are over 700 academic staff, 2,700 graduate students (postgraduate taught and postgraduate research), and 1900 undergraduates working and studying in the division. The division is established as a world-leading centre for research in the social sciences and regularly sits at the highest levels of international league tables of one form or another. It is the largest grouping of social science disciplines in the UK and it is also home to several of Oxford's most widely recognised teaching programmes, such as PPE, the BCL, the MPhils in International Relations, in Economics, and in Development Studies, and the nationally regarded PGCE. We believe that excellence in teaching and research is synergistic and remain committed to sustaining and developing the high quality of our activities in both these areas. Our departments are committed to research which develops a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit: <http://www.socsci.ox.ac.uk/>

## How to apply

Applications are made through our online recruitment portal. Information about how to apply is available 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

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly

[recruitment@law.ox.ac.uk](mailto:recruitment@law.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 online recruitment portal 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 very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, 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 other grades 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 dependants. 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 the Work+Family Space, 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).