



Job Description

Job title	HR Administrator (maternity cover)
Division	Mathematical, Physical and Life Sciences
Department	Statistics
Location	24-29 St Giles', Oxford, OX1 3LB
Grade and salary	Grade 6: £32,332-£38,205 per annum
Hours	Full-time, though part-time working of at least 0.5 FTE would be possible by agreement with the department, and appropriate reduction in duties.
Contract type	Fixed-term to cover a period of maternity leave. The post is available until 31st March 2024 or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.
Reporting to	Head of Administration and Finance
Vacancy reference	168342
Additional information	Applications from those seeking a secondment are welcome.

Job description

Overview of the role

The Department of Statistics is seeking to appoint an HR Administrator, who will be responsible for the day to day HR administration of the Department, ensuring that a high level of service is provided to the Department's staff, students and visitors. It is expected that the post-holder will be responsible for the HR administration with minimum supervision. This post is to cover the absence of the substantive postholder, who is taking a period of maternity leave. The post is available until 31st March 2024 or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.

The post-holder will have excellent organisational skills and the ability to communicate well with a wide range of people. They will be able to demonstrate the ability to manage their own workload effectively and efficiently under pressure, prioritise competing demands, and collaborate well with staff at all levels. They will have a high level of education, together with sound HR knowledge and strong IT skills.





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As part of a small administrative team, you will also undertake other duties as required to support the team as a whole. This will include some financial responsibilities, committee servicing, and other duties as assigned by the Head of Administration and Finance or Head of Department commensurate with the grade of this post. Training will be available, and this post could represent an ideal development opportunity for someone looking to broaden their experience in university administration.

Responsibilities/duties

HR

- In-depth use of the University's recruitment and HR system, PeopleXD.
- Recruitment: writing job descriptions and adverts, organising grading, advertising posts, organising applications and references; setting up selection panels and interviews.
- Administration of new starters: preparation of offer letters and contracts; induction; probation.
- Management of end of contracts, retirements and resignations.
- Maintenance of all personnel records in an accurate and confidential manner.
- Assist with Certificate of Sponsorship and visa applications and queries in liaison with the Staff Immigration Team; keep abreast of changes in current legislation.
- Liaison with Division regarding mid-period and end of period reviews for academic staff; provision of support to the Head of Department in setting up the required panels and obtaining relevant documents and references.
- Responsibility for setting up new initiatives for improving the HR administration systems within the Department.
- Responsibility for implementing new procedures as required by PeopleXD.
- Represent Statistics and attend divisional HR Leads meeting and University HR update meetings.
- Maintenance of confidentiality.
- Provision of advice to the Head of Department/Head of Administration and Finance regarding issues relating to HR.
- Support procedures during employment, such as informal counselling, capability or grievance procedures.
- Arrangement of departmental facilities for academic visitors and research collaborators, which may include university card application, IT access and building access. Induct visitors to the Department at 24-29 St Giles, Oxford.

Finance





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- Check the monthly payroll and resolve any issues regarding incorrect payments/sources of funding.
- Organise payments for teaching, demonstrating, lecturing, etc. to staff, students and externals.
- Process expense claims, ensuring adherence to the University's expenses and benefits guidance and to funder/donor regulations if applicable.
- Process travel insurance applications, ensuring that regulations are adhered to and returns are submitted to the Insurance Team as required.

General Administration

- Assist the Head of Administration and Finance with administrative tasks as required.
- Contribute actively to the administrative effort in the Department, including development and implementation of any new initiatives.
- Assist in servicing Departmental committees as required.
- Undertake other comparable duties as may be required at the direction of the Head of Administration and Finance.





Selection criteria

Essential

- Good first degree, or equivalent experience.
- Experience of HR administration.
- Strong numeracy skills and attention to detail.
- Effective interpersonal skills at all levels, with the demonstrable ability to communicate complex information and procedures, both orally and in writing, to a wide variety of audiences.
- Competency in a wide array of IT systems, including use of Microsoft Office.
- The ability to work on own initiative, without close supervision, yet to consult and collaborate as appropriate.
- The ability to work accurately, particularly when under pressure, and to meet tight deadlines.
- A willingness to learn new skills and undertake training as required.
- Ability to respect confidentiality and exercise tact and discretion when required.
- Interest and willingness to understand the needs of the Department and to contribute to improving processes.
- A commitment to promoting equality, diversity and inclusion.

Desirable

- Experience of working in a higher education environment.
- Experience of the PeopleXD personnel and recruitment system.
- Experience of Oracle Financials.
- Currently holds or working towards CIPD Level 5.

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>





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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.

The Department of Statistics

The Department of Statistics at Oxford is a world-leading centre for research with a broad portfolio that covers pure theory, the development of innovative methods to analyse and understand data, and their applications to scientific and societal problems. Research is loosely structured around seven interconnected research groups: Statistical Theory and Methodology; Computational Statistics and Machine Learning; the Oxford Protein Informatics Group; Probability; Statistical Genetics and Epidemiology; Economics and Population Statistics; and Computational Biology and Bioinformatics. The Department has recently undergone a period of rapid expansion, growing from 21 submitted researchers in the 2014 Research Excellence Framework exercise to 32 in REF 2021.

The Department relocated to a newly renovated building on St Giles' in the heart of the University of Oxford in 2015. The building provides state-of-the-art teaching facilities and modern space to facilitate collaboration and integration, creating a highly visible centre for Statistics in Oxford. Since moving to St Giles', Faculty have secured over £14m in research funding from a variety of funders including UKRI, the Wellcome Trust, the European Commission, NIH, and industrial partners from sectors ranging from services to pharma. Research from the Department of Statistics and the Mathematical Institute in Oxford was submitted together for the UK's most recent national research assessment exercise, the Research Excellence Framework (REF) 2021. Overall, 78% of our submission was judged to be 4* (the highest score available, for research quality that is world-leading in terms of originality, significance, and





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rigour). This outstanding result is a testament to the breadth, quality and impact of the research produced by colleagues in our two departments, and the outstanding environment in which they work, supported by our excellent professional services staff.

The Department's research excellence has been recognised both collectively, through success in REF 2021, and individually. Awards include Fellowships of the Royal Society to Christl Donnelly and Alison Etheridge; FMedSci and the Zoological Society of London's Frink Award to Christl Donnelly; the Royal Statistical Society Guy Medal in Bronze to Chris Holmes, and the Guy Medal in Silver to Arnaud Doucet; the Weldon Memorial Prize, the Francis Crick Prize Lecture, and the Genetics Society Balfour Prize to Simon Myers. Arnaud Doucet, Alison Etheridge, Christina Goldschmidt, Gesine Reinert and Judith Rousseau are all Fellows of the Institute of Mathematical Statistics, and Alison Etheridge is a former President. Christl Donnelly is the Vice President for External Affairs of the Royal Statistical Society.

The Department is home to Oxford University Statistical Consulting, which provides comprehensive statistical consultancy services to both internal departments and external businesses. It operates across a wide range of sectors, and offers experience in all aspects of data-based research. The service includes two Research Software Engineers who take new and existing software platforms from the Oxford Protein Informatics Group, and provide support to industry to maximise their impact.

The Department of Statistics offers an undergraduate degree (BA or MMath) in Mathematics and Statistics and an MSc in Mathematical Science (OMMS), both joint with the Mathematical Institute, and an MSc in Statistical Science, as well as a lively and stimulating environment for postgraduate researchers (DPhil or MSc by Research). The Department is involved in four Centres for Doctoral Training (CDTs): the EPSRC CDT in Modern Statistics and Statistical Machine Learning (led by Imperial), the EPSRC CDT in Sustainable Approaches to Biomedical Science: Responsible and Reproducible Research, the EPSRC CDT in Mathematics of Random Systems (with the Mathematical Institute and Imperial), and the EPSRC CDT in Health Data Science (with the Big Data Institute). The Department is also part of the National Academy for PhD Training in Statistics, which provides training in fundamental areas of Statistics and Applied Probability. Our graduate students go on to varied careers, the most popular being academia (45%) and the technology (nearly 30%) and finance sectors.

The Department maintains close links with interdisciplinary centres such as the Wellcome Centre for Human Genetics and the Big Data Institute. Many Faculty have associations with the Alan Turing Institute (the Turing), the UK's national centre for data science, in which Oxford is a founding partner, and Chris Holmes is Programme Director for Health and Medical Sciences at the Turing.

The Department of Statistics holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

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





The Mathematical, Physical and Life Sciences Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities and the MPLS Division is home to our non-medical sciences, with 10 academic departments that span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research tackles major societal and technological challenges – whether developing new energy solutions or improved cancer treatments, understanding climate change processes, or helping to preserve biodiversity, and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

The disciplines within the MPLS Division regularly appear at the highest levels in rankings, including the Times Higher Education and QS world rankings. Nationally, the quality of the Division's research outputs and environment, and the resulting impact, was recognised through strong performances in the UK Research Excellence Framework in both 2014 and 2021.

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships and faculty positions. MPLS continues in its work to support diversity in its staffing, seeing that it will bring benefits to all, and we are pleased to note that all academic departments in the Division hold Athena Swan Awards.

We have around 7,300 full and part-time students (including approximately 3,400 graduate students) and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve diverse mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (www.oxfordsparks.ox.ac.uk) and a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire, aided by the work of Oxford University Innovation and Oxford Sciences Innovation, is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: www.mpls.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.

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).

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 (hr@stats.ox.ac.uk).

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 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 70th 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 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>





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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.

