

## Job description

Post	Human Resources Officer (Maternity Cover)
Department	Biology
Division	Mathematical, Physical and Life Sciences Division (MPLS)
Location	11a Mansfield Road, Oxford, OX1 3SZ, and other affiliated Biology buildings in Oxfordshire
Grade and salary	Grade 6: £32,332 - £38,205 per annum, up to a discretionary range of £41,732
Hours	Full time (Part time applications will be considered, minimum 80% FTE)
Contract type	Fixed term (up to 14- month maternity cover available from January 2024)
Reporting to	Head of HR
Application deadline	12 noon on Wednesday 8 November 2023
Vacancy reference	168664
Recruitment contacts	Head of HR: <a href="mailto:carol.baggiolini@biology.ox.ac.uk">carol.baggiolini@biology.ox.ac.uk</a>
Additional information	This is maternity leave cover.

## The role

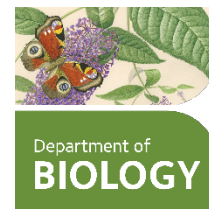
This is an exciting opportunity to gain experience in a dynamic and busy HR team, supporting six HR staff. The Departments of Zoology and Plant Sciences merged on 01 August 2022, creating the new Oxford University Department of Biology. You will play a key role in supporting the HR team in bringing the two departments together successfully.

The role encompasses a variety of responsibilities including assisting with managing the day-to-day operation of the generalist HR function: recruitment, onboarding, contracts, overseas engagements, fixed-term contract ends, immigration matters, leave management, employee relations, visitors, benefits, compliance, main, casual and overtime payroll. You will be key in providing specialist employment advice to managers, particularly in supporting complex employee cases in conjunction with the Head of HR or HR Business Partners.

Crucial skills required for the role include: the ability to develop good working relationships with a range of staff, the ability to provide credible and acceptable advice to senior staff, and sensitivity in the handling of individual cases.

The post is an excellent opportunity to progress in the field of Human Resources in a growing department.





## Maternity (or other family) leave cover post

This post is to cover the absence of the substantive postholder, who is taking a period of maternity leave. The post is available until March/April 2025 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.

## Responsibilities

### General

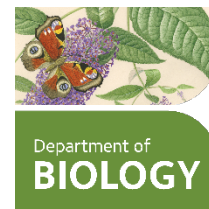
- Support the day-to-day HR function in Biology to provide a professional, efficient people-focused service covering all aspects of HR.
- Monitor the shared inbox, dealing with standard queries and redirecting others for appropriate attention.
- Confidently advise line managers and staff members, using appropriate methods of communication tailored to the audience, answering straightforward questions or researching employment law, interpreting procedures to answer more complex questions
- Carry out right to work checks; collect and maintain data on sponsored visa holders.
- Maintain leave management software and calculate leave allowances, advise and support employees of their contractual entitlements e.g. parental leave, career breaks, carers leave etc.
- Provide probation guidance to line managers; monitor probation end dates (not academic).
- Ensure all visa applications and renewals are conducted in accordance with Home Office regulations, making sure all the relevant documentation is up to date and compliant.
- Support end of contract procedures.
- Accurately maintain HR files and improve filing systems where appropriate. Ensure full GDPR compliance.

### Payroll and authorisation

- Completion of all monthly payroll changes adhering to the University's deadlines, ensuring that the correct funds are utilised.
- Prepare staff requests for authorisation.
- Check and update records in PeopleXD (the HR system).
- Run reports/collate information from various datasets.

### Recruitment

- Manage the administration of the recruitment exercises end to end, which will include; working with managers to understand their staffing requirements, designing effective job advertisements and job descriptions ensuring that they comply with University guidance and best practice, placing advertisements, gathering information for visa applications where necessary, generating letters to applicants, and preparing shortlisting packs
- Prepare standard letters of appointment, contracts, and visitor agreements, ensuring that relevant right to work documentation, Occupational Health and ID checks are completed, and HMRC IR 35 rules are applied for consultants
- Support maintenance of recruitment files in line with GDPR.



## Employee Relations Support

- Support and advise managers in managing change and in handling individual employee cases. Ensuring compliance with University policy and appropriate outcomes that meet the operational and business needs. Working with central HR where necessary. Examples of casework include (but are not limited to); sickness, grievances, conduct and discipline
- Ensuring cases are managed in a timely manner and appropriate conclusions met. Supporting managers to improve their competence and confidence to manage cases
- Carry out induction sessions for new staff and deliver briefings on a range of HR topics within the department

## Merger Related

- Assist with aligning, updating, and communicating Biology departmental HR policies i.e. induction, probation, visitor criteria, absence management, etc.
- Communicate key HR policy changes to key stake holders and update staff on new regulations within the University, providing briefing sessions for staff as required
- Highlight trends to the HR manager and assist with reports to the Senior Management to include updates on staffing, legislation changes and key developments in HR
- Pro-actively support a culture of continuous improvement within HR, including supporting or leading projects

## Compliance

- Monitor the sick leave absence records, annual leave records, end of probationary periods and annual appraisal dates to advise managers as necessary and ensure that processes are followed for their correct storage and maintenance
- Advise on and action complex monthly payroll changes
- Ensure compliance with payroll procedures awareness of statutory pay, and monitor working hours

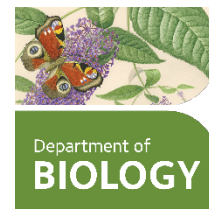
## Other

- Provide cover for other team members as required
- Embed the principles of mutual respect, equality, diversity, inclusivity and sustainability in all aspects of your work; undertake training as and when asked to do so
- Any other duties commensurate with the grade

## Selection criteria

### Essential selection criteria

1. Experience of working in an HR team/role and advising on HR processes and policies and ability to work with minimal supervision. Proactive in using your initiative to find bespoke solutions to complex cases



2. Sound knowledge and experience of the application of UK employment law and Home Office regulations for Visas
3. Demonstrable ability to prioritise workload and produce accurate, detailed work within deadlines
4. Outstanding interpersonal skills, a 'can do' attitude and a strong focus on customer service
5. Sensitivity, discretion and the ability to inspire the trust of colleagues when dealing with confidential matters
6. Strong IT literacy, and the ability to use technology to maximise efficiency in an administrative / office setting
7. Ability to clearly and accurately communicate HR processes and procedures verbally and in writing to a range of stakeholders including senior academics.
8. Ability to deal accurately and confidently with numbers
9. Qualified or working toward CIPD graduate level, or have equivalent experience

#### **Desirable selection criteria**

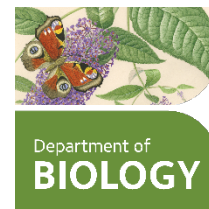
1. HR experience within the University of Oxford or other higher education institutions
2. Experience of HR case work
3. Experience of delivering presentations and induction training.

### **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).

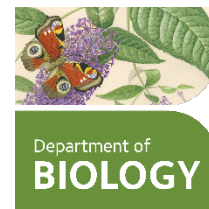
## The Department of Biology

You will be joining the Department of Biology at an exciting time. The Department established from August 2022 as a result of a merger between the Departments of Zoology and Plant Sciences, and is preparing to move into the new state-of-the-art Life and Mind Building in two to three years time.

The Department of Biology is recognised internationally for its research in a wide range of fields spanning all levels from molecules to ecosystems, and tackling global challenges through fundamental bioscience research. Over time, the research interests of the Department has been focused on five primary themes: Behaviour & Biomechanics; Ecology & Conservation; Evolutionary Biology; Microbiology & Infectious Disease; and Molecular Plant Biology. Research is conducted in all spheres from laboratory and in silico analysis to theoretical and field-based research.

At all times we seek to reinforce the connections between research and our education offering, at both graduate and undergraduate level. The Department teaches a four-year undergraduate degree MBIOL course in Biology, with fourth-year students undertaking a Masters-level research project. It also supports a variety of graduate placements and hosts the University's DPhil in Biology.

External research income to the Department is derived from over 50 different funding agencies, with the principal current funders being the European Research Council, the Royal Society, the Wellcome Trust, BBSRC and NERC. The Department has a significant record in integrating broader societal impacts of its research, including the provision of policy to government at the highest level, as well as supporting the commercialisation of research through spin-out companies and licensing arrangements that have generated hundreds of millions of pounds' worth of innovation.



The Department is located in the University's Science Area at two sites, and will move into the new £200m Life and Mind Building in 2024 that will include extensive laboratory provision with controlled environment rooms, glasshouses and an imaging suite. The Department also benefits from extensive facilities at the John Krebs Field Station at Wytham, with Wytham Woods nearby, as well as partnerships with organisations in the area such as the Oxford Botanic Gardens and Oxford Natural History Museum.

For more information please visit: <https://www.biology.ox.ac.uk>

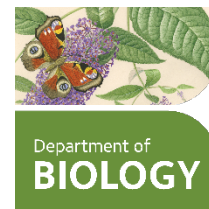
## About the Mathematical, Physical, and Life Sciences (MPLS) Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University, alongside the Humanities, Social Sciences and Medical Sciences Divisions. It is led by an academic Head of Division (Professor Sam Howison) and an administrative Divisional Registrar (Dr Tracy Gale) and comprises nine of the University's academic departments – Biology, Chemistry, Computer Science, Earth Sciences, Engineering Science, Materials, the Mathematical Institute, Physics, and Statistics – as well as Begbroke Science Park, the multidisciplinary Ineos Oxford Institute for Antimicrobial Research and an interdisciplinary Doctoral Training Centre.

MPLS is proud to be home to some of the most creative and innovative scientific thinkers and leaders in academia, whose interdisciplinary research is tackling major societal and technological challenges, from new energy solutions or improved cancer treatments to understanding climate change processes and helping to preserve biodiversity, tackling antimicrobial resistance, advancing AI and quantum technologies and space exploration, and much more. The quality and impact of our work have been recognised by successive rounds of the national Research Excellence Framework and Teaching Excellence and Student Outcomes Framework exercises, and our departments frequently top the major higher education league tables. We teach around 7,300 students (including around 3,400 graduate students) and are playing a key part in training the next generation of leading scientists.

Divisional activity is co-ordinated and represented by the MPLS Divisional Office based at 9 Parks Road, in the heart of Oxford's Science Area. The Divisional Office, which is led by the Divisional Registrar, has around 55 dedicated members of staff, as well as a number of colleagues who are embedded in divisional teams but based in central University services (e.g. in Finance, HR and Development).

To find out more, please visit: [www.mpls.ox.ac.uk](http://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.

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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

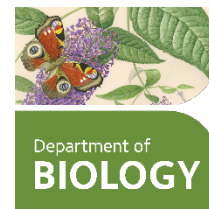
Application FAQs, including technical troubleshooting advice is available at:

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

Non-technical questions about this job should be addressed to the recruiting department directly at [HR@Biology.ox.ac.uk](mailto:HR@Biology.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 dependants 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).





Department of  
**BIOLOGY**



UNIVERSITY OF  
**OXFORD**