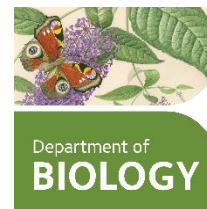


## Job description

Post	Deputy Head of Human Resources
Department	Biology
Division	Mathematical, Physical and Life Sciences Division (MPLS)
Location	11a Mansfield Road, Oxford, OX1 3SZ South Parks Rd, Oxford, OX1 3RB
Grade and salary	Grade 7: £36,024 - £44,263 p.a. with a discretionary range to £48,350 p.a.
Hours	Full time
Contract type	Permanent
Reporting to	Head of HR
Application deadline	12 noon on Wednesday 22 November 2023
Vacancy reference	168973
Recruitment contacts	HR: <a href="mailto:hr@biology.ox.ac.uk">hr@biology.ox.ac.uk</a> <a href="mailto:carol.baggiolini@biology.ox.ac.uk">carol.baggiolini@biology.ox.ac.uk</a>
Additional information	Interviews – Monday 4 December 2023





## The role

The Department of Biology HR Team is dynamic and supportive, providing a comprehensive HR service to Departmental staff supporting the full employee life cycle. It is a busy team and supports the expansion plans of the department.

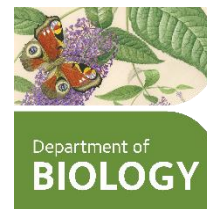
You will take a lead role in HR projects, the development of HR initiatives and bringing forward ideas for improvement and efficiency. You will deputise for the Head of HR with day-to-day management of the HR function, providing support and guidance to the team as required. You will take the lead on individual employee cases and provide guidance to line managers in the management of complex casework in conjunction with the Head of HR.

Building effective working relationships with academics and their staff, overseeing end to end processes, the Deputy Head of Human Resources will be responsible for ensuring the provision of an effective HR service to the department, for contributing to the wider management of the department through the development and implementation of departmental HR strategy and procedures. They will report to and work closely with the Head of HR and will be responsible for the direct line management of 2 HR Administrators and 1 HR Assistant.

## Responsibilities

### Operational Support

- Working closely with the Head of HR, to ensure that the HR Team is providing a professional, effective and efficient customer-focused service, which is compliant with UK legislation (including immigration) and University policy.
- Ensure that the working practices and procedures of the HR team are aligned with departmental priorities and are flexed as necessary to meet changing priorities and/or regulatory requirements.
- Provide accurate advice and guidance to managers and staff on all aspects of employment such as recruitment, absence management, performance management, maternity and paternity leave, disciplinary and grievance etc.
- Manage the administration of recruitment exercises through People-XD for all types of appointments, including academic vacancies providing effective recruitment advice and support to managers, in accordance with Recruitment & Selection policy and equality legislation.
- Ensure that all relevant pre-employment checks, contractual and visa documents are completed, recorded, and filed accurately and in line with University policy.
- Manage the administration of visitors and casual employees, ensuring the appropriate agreements are in place and all relevant checks are completed.
- Undertake the monthly payroll changes audit, ensuring that the correct funds are utilised, highlighting any funding issues, and adhering to the University's deadlines.
- Full payroll management including the authorisation of payments in People-XD. Ensuring data is correct and submitted on time.



- Monitor the effectiveness of systems and processes within the HR office, suggesting improvements and amendments to improve efficiency, overseeing the implementation as required.
- Provide cover for other HR roles in the department during periods of absence.

### **Employee Relations**

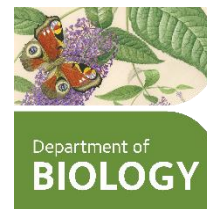
- Support managers in handling individual employee cases, ensuring compliance with University policy and best practice, interpreting complex procedures and working with Personnel Services and the Head of HR where necessary.
- Manage the end of fixed term contract process in the team, in line with University policy and practice including co-ordinating redeployment. Ensure the process to monitor contracts is managed and working effectively.
- Be a key change agent, supporting or managing change processes within the department. Support the transition of groups to and from the Department of Biology (e.g., TUPE cases). Ensure that processes are in place for continuation of the employee life cycle and become point of contact for employee and recruitment enquiries.
- Monitor and manage staff absences, working with managers to identify causes, seek occupational health input and provide practical advice.
- Proactively manage the probation process to ensure staff performance is acceptable within the probation period as detailed in all contracts. Support other team members with this process.
- Provide expert advice to reward queries, supporting the regrade process.
- Support the Head of HR in handling complex individual employee cases ensuring compliance with University policy, working with Personnel Services where necessary.
- Keep up to date with University policies and legislative changes and make recommendations as to how they are implemented in the Department.
- Communicate key HR policy changes to the wider department and update staff on new regulations within the University, providing briefing sessions for staff as required.

### **Team management**

- Oversee the day-to-day management of the HR team, acting as an initial point of reference for other team members.
- Manage and develop the HR Administrators and HR Assistant.

### **Strategic Support**

- Manage or support HR and University projects and initiatives as they arise and are delegated by the Head of HR e.g., Athena Swan.



- Work with the Head of HR to develop and deliver the departmental HR strategy and associated procedures ensuring that they align with University policy e.g., PDR, induction, career/staff development, R&R scheme.
- Support the Head of HR with data quality activity, compiling data for HESA return and Athena Swan activity and running reports from the HR database. Using this data to support the Head of HR with reports and recommendations to the Senior Management Team as required.
- Attendance and involvement in relevant committee meetings within the Department of Biology.
- Deputise for the Head of HR as and when required.
- Maintenance of the HR pages within Biology website.

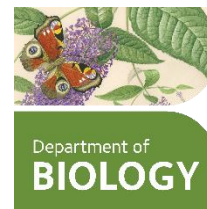
### **General**

- Attend relevant HR briefings and events to build relationships, share best practice, and work collaboratively with other HR professionals. Provide briefing sessions to other staff in the department on policy changes as required.
- Keep up to date on and share best practice on HR issues and be actively involved in own continuing professional development.
- Any other duties that may be required from time to time commensurate with the grade of the job.

## **Selection criteria**

### **Essential selection criteria**

- Qualified or working toward CIPD graduate level or have equivalent experience.
- Educated to degree level or equivalent.
- Proven experience of managing employees, including their ongoing development.
- Experience of building and managing HR processes to deliver an efficient, customer centred and audit proof HR service.
- Sound knowledge and experience of the application of UK employment law and UKBA regulations with and ability to evaluate risk.
- Experience of operating HR information systems and producing management information reports.
- Ability to deal accurately and confidently with numbers.
- Strong communication skills including the ability to influence and persuade managers both verbally and in writing.
- Ability to develop professional and effective working relationships with key stakeholders.
- Experience of highly effective line management



### **Desirable selection criteria**

- HR experience within the University of Oxford or other higher education institutions
- Experience of delivering briefing/training sessions.

### **Pre-employment screening**

#### **Standard checks**

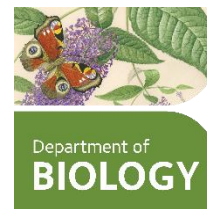
If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete 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>

#### **Additional security pre-employment checks**

This job includes duties that will require additional security pre-employment checks:

- University security screening (e.g., identity 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 spinouts, 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 have 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>.

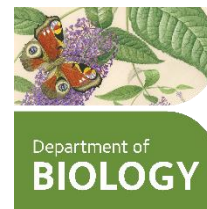
## About the Mathematical, Physical, and Life Sciences (MPLS) Division

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>

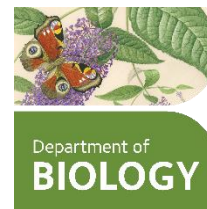
Non-technical questions about this job should be addressed to the recruiting department directly at

[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 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).

