Job description

Job title	HR Officer
Department	Oxford School of Global and Area Studies
Location	12 Bevington Road, Oxford, OX2 6LH
Grade and salary	Grade 5: £28,759- £33,966 per annum (pro-rata for part time appointments)
Hours	Part-time 0.5FTE (18.25 hours per week)
Contract type	Fixed term – 3 years.
Reporting to	Head of Administration and Finance
Vacancy reference	**170362**
Additional information	*Proof of the right-to-work in the UK: This vacancy does NOT meet the Home Office requirements for a Certificate of Sponsorship application. However, if the chosen candidate is eligible to apply for a different type of visa, the School will seek advice from the Staff Immigration Team, if the candidate could pursue a visa route in its own right.

Overview of the role

Reporting to the Head of Administration and Finance (HAF) and supervised by the Senior HR Officer (SHRO), the HR Officer will provide support for a range of HR administrative activities at the Oxford School of Global Area Studies (OSGA) in accordance with University HR guidance and policies. As part of a small HR team of three, the post holder will also be required to cover for colleagues as appropriate and provide administrative support as required.

Responsibilities/duties

Operational support:
- Act as first point of contact for HR related enquiries from OSGA employees, line managers, casual staff and the general public. Monitor the shared HR mailboxes.

- Respond to questions on the administration of HR processes, employment life cycle, and recruitment exercises. Ensure communications are confident, timely, accurate, and tailored. Address and resolve straightforward queries. Use own initiative to problem-solve by researching employment law, Oxford University's websites, OSGA guidance and policies. Redirect/escalate complex queries as appropriate.
- Support the other full-time HR Officer to correctly implement recruitment exercises for support and academic-related staff including:
  - Working with managers to design and circulate effective job advertisements and job descriptions for support and academic-related staff appointments ensuring that they comply with University guidance, best practice and cover all relevant HERA elements.
  - Proofreading and editing adverts and job descriptions to ensure that they comply with University's house style and are consistent.
  - Preparing and submitting business cases for recruitment and retention liaising with HAF, HoS and Finance Manager when applicable.
  - Liaising with the interview panel, and relevant colleagues, at all recruitment stages including:
    - Agreeing shortlisting and interview dates well in advance
    - Ensuring appropriate arrangements are in place for shortlisting and interview meetings e.g. room bookings, IT support, catering
    - Preparing short listing packs and evaluation tools
    - Facilitate presentations
    - Gathering and implementing feedback from panel members
    - Advice on offer letters and contracts
    - Advice on priority candidates' applications.

- Prepare standard letters of appointment for casual, temporary and permanent staff, employment offers, contracts and any standard contractual changes letters.

- Ensure that any pre-employment checks are completed. This will include:
  - Right to work/ID documentation
  - Occupational Health and helping to resolve follow-up matters
  - Qualification verification checks, as required.

- Ensure a smooth new starter on-boarding process for support and academic-related staff including:
  - Managing University Card applications and Email access (or changes to existing cards)

  - Sharing information with other members of the Professional Services team as required relating to Finance, Health & Safety, Facilities, Programme Administration
  - Conducting HR inductions and arrange induction timetables.

- Monitor end of fixed term contract processes and any changes related including the following:
  - Reviewing OSGA's further requirements re fixed term contract (FTC) roles and/or available funding with the Finance Manager
  - Drafting FTC reminder and priority candidate letters
  - Flagging any redeployment opportunities within OSGA and the wider University.

Transactional and Compliance Duties:

- Working within the HR Team on improving OSGA HR policies and procedures, providing data to HAF, Finance Manager and Senior HR Officer by running ad hoc reports from appropriate HR databases (e.g. PeopleXD, TeamSeer and/or alternative absence recording software).
- Accurately maintain all confidential personnel files, paper and electronic (including where applicable paper files held in other locations).

- Completion of all monthly payroll changes for casual, support and academic-related staff, adhering to the University's deadlines, ensuring that the correct funds are utilised, cost allocation and personal data is correctly and timely entered on the PXD systems.
- Ensure compliance with payroll procedures awareness of statutory redundancy, maternity and adoption pay, and monitor pay reductions in line with University sickness leave entitlement.
- Act as OSGA Harassment Coordinator working closely with OSGA's Harassment Advisors.
- Arrange SW and Tier5 visa Certificate of Sponsorships and other UK entry requirements' documentation for staff members, associate members, and visitors, as applicable with support from the University Staff Immigration Team. This will include:
  - Taking ownership of the process of gathering information for visa applications where necessary
  - Advising visa applicants throughout the process (cost reimbursements, loans, visa for dependants etc.)
  - Keeping record of leave for SW and Tier5 in accordance with University policy
  - Following up on all SW and Tier5 visa extension matters.

Other:

- Supporting OSGA academic and practitioner visitor process and Associate process ensuring that School policy and procedure is correctly followed including HR visitor checks.
- Assisting the Head of Administration and Finance and SHRO to implement HR specific actions from the Athena SWAN action plan.
- Drafting and implementing content updates to HR handbooks, HR intranet sections, HR presentations, HR resources etc.
- Attend HR and SSD network meetings related to HR systems and procedures, and Divisional working groups or committees to build relationships and share best practice.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.
- Update and maintain mailing lists and Faculty membership information.
- Any other duties commensurate with grade and role as seen appropriate by the Head of School and the Head of Administration and Finance.

Selection criteria

Essential

1. Educated to GCSE level or equivalent relevant experience;
2. Ability to interpret and clearly and accurately communicate HR processes and procedures verbally and in writing;
3. Up-to-date knowledge of employment law essentials and relevant legislation;
4. Ability to work independently with a minimum supervision or as part of a team with a confidence to take ownership of their work; including an ability to take ownership of a difficult situation, and to show accountability for their actions in resolving it;
5. Demonstrable ability to prioritise workload and schedule own work to meet deadlines;
6. Evidence of a very good standard of oral and written communication, and able to pay close attention to details, even when working under pressure;
7. Effective interpersonal skills at all levels and an ability to communicate confidently and appropriately with an extensive range of people; ensuring communications are confident, timely, accurate, and tailored;
8. Experience of administering recruitment campaigns;
9. Experience of providing a high level of customer service with accuracy and attention to detail;
10. IT proficient and capable of using a variety of IT systems, including email, internet applications and MS office (Excel, Outlook, Word, PowerPoint, Forms);

11. Awareness of GDPR and information security guidelines, and appropriate discretion when dealing with confidential information and sensitive matters;
12. Willingness and commitment to undertake professional development and identify training requirements

Desirable

1. Experience of working with electronic HR reporting and HRIS systems such as People XD;
2. Experience of working in Higher Education sector;
3. Experience of delivering presentations and induction training;
4. The capacity to understand and support a range of administrative systems and processes;
5. Experience of working across several sites and with locally dispersed teams;
6. Experience of working with a diverse community.

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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

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

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 Oxford School of Global and Area Studies

The School represents a commitment by the University to enhancing teaching and research in Area Studies. It brings together seven units: the African Studies Centre, the Latin American Centre (including the Brazilian Studies Programme), the Nissan Institute of Japanese Studies, the Contemporary China Studies Programme, Russian and East European Studies, the Contemporary South Asia Studies Programme and the Middle East Programme.

The administration of the School is based at 12 Bevington Road, with colleagues also providing administrative support across a number of locations in which the School's constituent units are based (including the Nissan Institute of Japanese Studies at St Antony's College and the University of Oxford China Centre at St Hugh's College).

The School is devoted to research and graduate teaching in academic disciplines which attempt to understand the complexity and the interrelatedness of society through anthropology, economics, politics, history, sociology and culture. Its teaching and research seek to take into account both the insights provided by the separate disciplines and the contextualisation provided by in-depth knowledge of specific regions and countries. Interdisciplinary collaboration to study specific social processes is encouraged, and a distinctive feature of the School is the number of its academic staff who hold joint appointments in the School and a disciplinary department in the Social Sciences or Humanities Divisions. In the most recent national research quality assessment exercise (REF2021), Area Studies at Oxford – comprising staff in the School and the Faculty of Asian and Middle Eastern Studies in the Humanities Division - was judged to account for more world-leading (4*) research than any other Area Studies department in the UK.

The School admits around 160 graduate students a year on Masters and DPhil programmes, across the African Studies Centre, Latin American Centre, the Nissan Institute of Japanese Studies, Russian and East European Studies, Contemporary South Asia, Contemporary Chinese Studies, Middle East Studies, and the comparative Master's programme in Global and Area Studies. Additionally, the School's academic staff supervise doctoral students and teach on a range of undergraduate programmes in other parts of the University.

Further information about the OSGA, its component units, its staff, courses and research activities can be found on its website at www.area-studies.ox.ac.uk

The School holds a Bronze Athena Swan Award to recognise the advancement of gender equality, representation and progression.

The Social Sciences Division

The University's academic departments and faculties are organised into four large groups known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,100 academic and research staff working across fifteen departments, faculties and schools.

The Head of the Social Sciences Division is Professor Timothy Power. The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings returned the University of Oxford to the number one spot in the world for Social Sciences in 2022. We have placed first in three of the last five years (2018, 2019 and 2022).

More than 800 researchers were returned to Main Panel C (Social Sciences) for REF 2021 across a diverse range of subject area 'units of assessment' – from geography and business to archaeology and law. Over 55% of the research submitted from the Division was judged to be world-leading (4*, the highest score available). More than two-thirds (69%) of the research's impact was also recognised as world-leading (4*). Research from across the Division was also submitted to subject areas across Panels A (Medicine, health and life sciences), B (Physical sciences, engineering and mathematics), and D (Arts and Humanities), highlighting the enormous breadth and diversity of research expertise across the Division. Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance and justice. Particular research highlights in recent years have included COVID-19 and Climate Change. As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and nongovernmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year.

As part of our commitment to equality of opportunity, eleven of our departments have achieved Bronze awards under the Athena Swan Charter (a UK accreditation scheme recognising organisations' commitment

to equality and diversity, particularly in gender). Our School of Geography and the Environment holds an Athena Swan Silver award. In February 2023, for the first time, the University as a whole was awarded an institutional Athena Swan Silver award, acknowledging the progress that has been made in addressing a number of gender gaps across the University over the last five years. The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally-oriented provision in areas such as business, law and education. The Division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

For more information please visit: http://www.socsci.ox.ac.uk/

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** of 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

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.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.