Job Description

Job title	HR Manager
Division	Social Sciences
Department	Politics and International Relations
Location	Manor Road Building, Manor Road, Oxford, OX1 3UQ
Grade and salary	Grade 7: £36,024 - £44,263 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Head of Administration and Finance
Vacancy reference	170748
Additional information	Closing date – midday (UK time) on 26 February 2024 Interviews are likely to be held w/c 11th March 2024 The DPIR Professional Services Team has a hybrid office/remote working policy in place.

The role

This is an exciting opportunity for an experienced HR professional to deliver a professional HR service in a busy academic department within the University of Oxford. The Human Resources Manager is responsible for the HR function and manages the department's HR team, which provides an effective, professional, advisory and administrative service to the Department of Politics and International Relations, ensuring compliance with University policies and procedures in line with UK employment legislation. The role combines strategic and operational responsibilities, and the HR Manager requires an innovative approach to developing new ideas to enhance efficient and effective human resource management within DPIR. The HR Manager is responsible for embedding a culture of excellence in the recruitment and selection, induction, management and development of staff, grading and remuneration, and general employment law issues within the Department of Politics and International Relations.

The HR Manager works closely with the Head of Administration and Finance (HAF), the joint Heads of Department (HoDs) and other senior staff members on less straightforward employee matters, strategically driven activities and in planning and implementing activities, which contribute to the development of the department and its employees. The HR Manager will also work closely and collaboratively with the wider Professional Services team in the Department. They will also work with the Social Sciences Divisional HR team, and central University teams that cover areas such as reward, staff immigration and global mobility.

The HR Manager will be expected to deliver effective, pragmatic, and solutions-based support for the benefit of all staff while ensuring compliance with University-wide standards and legislation. As well as managing the day-to-day operation, they will be required to work proactively and lead on initiatives, exercising sound judgement and discretion.

The HR Manager will have a demonstrable understanding of the importance of effective HR management in an academic environment, and will have outstanding organisational skills, a collaborative approach to work, and excellent communication skills. The HR Manager will be expected to acquire a thorough understanding of the University's procedures in order to deliver creative solutions, and to foster constructive working relationships across the Department and with the wider University.

Responsibilities

HR service management and delivery

- Manage the HR function to provide a full, efficient, effective and professional service covering all areas of human resources, ensuring compliance with employment legislation at all times

- Create, lead, motivate and develop the HR team making sure that they feel empowered, enabled and supported in providing an outstanding level of HR service

- Liaise closely with the Departmental EDI Officer on EDI related matters

- Effectively communicate key HR policy/ process changes to the wider department and update staff on new regulations within the University, including explaining complex, detailed human resources concepts, when required

- Work closely with the HoAF and HoD's and supporting line managers, take the lead on individual employee cases including absence management, performance management, change management, capability, visa related and work place conduct and ensure compliance with both employment legislation and University policy

- Lead on the casual worker process and support the HR Officer in the management of the casual worker process

HR strategy, policies and procedures

- Working closely with DPIR's HoAF, HoD's and other senior academic and professional colleagues, develop and deliver an effective HR strategy and associated policies and procedures linked to the objectives of the department stakeholders and the University strategic plan on people

- Work with the HR Team to review existing processes and procedures across the employee life cycle, streamlining and improving processes, where possible, to ensure an efficient service to the department and its employees.
- Lead on and manage human resources related changes within the department, including changes in process and policy and being HR lead for the Athena SWAN initiative and a member of the Equality and Diversity Committee, taking forward recommendations for implementation in the Action Plan in liaison with the departmental EDI Officer
- Devise/develop key employment lifecycle policies and procedures such as staff induction, PDRs, exit interviews, sickness absence, annual leave, etc. Produce all supporting documentation detailing best practice, ensuring managers are fully familiar with procedures
- Complete the University's annual compliance questionnaire, identifying and implementing improvements in Department procedures

Employee recruitment

- Support the HR Officer, Senior HR Officer, and Executive Assistant to Head of Department and Head of Administration and Finance in the management of the recruitment and selection processes ensuring best practice at all times and being responsible for supporting academic and more complex recruitment
- Oversee the Right to Work check procedures, ensuring that all potential and current employees and casual workers are entitled to work for the University. This includes work in conjunction with the University's Staff Immigration Team to ensure the right to work is established and maintained
- Oversee the preparation of all contractual documentation, ensuring accuracy at all times and ensuring personnel files are compiled and maintained
- Manage the use of PeopleXD system within the HR team ensuring appropriate payment procedures are in place and analyse payroll reports

Supporting excellent management

- Offer professional HR guidance to the HAF and HoD on a range of non-standard issues including dealing with complex HR matters and anticipating HR related problems which could have implications to the department
- Work closely with HAF, HoD's and other senior colleagues, advise and influence the behaviours of managers within DPIR and develop procedures to support them in providing excellent management to their staff and to ensure that employee management practices are consistently applied across the department, in line with University policies
- Provide coaching, supportive advice and guidance to staff and managers in a timely, accurate and accessible manner, and with an awareness that issues may be sensitive or contentious.
- Work closely with the Social Sciences HR Business Partner Team, Global Mobility Team, and other senior colleagues as required, on the management of complex or high-risk cases, including overseas employment and various casework issues.
- Provide professional advice and guidance in the management of staff whose fixed term contracts are coming to an end, in line with University Policy and Practice and ensure that processes to monitor fixed term contracts are managed and working effectively.

General

- Support managers in managing change within the department, drafting new procedures and handling individual employee relations cases, ensuring compliance with University policy and working with central HR where necessary
- Oversee the Reward and Recognition Scheme

- Deliver ad-hoc training/briefings to staff
- Keep up-to-date with changes in HR legislation and changes within the University's Personnel Services and ensure compliance
- Attend Divisional working groups or committees to build relationships and share best practice
- Participate and attend University and Departmental Committees as required
- Produce reports and analyses on HR activities as required
- Ensure confidentiality and integrity of all HR information in accordance with GDPR and other relevant legislation
- Under the direction of the Head of Administration & Finance, undertake other duties as required that are commensurate with the role.

Selection criteria

Essential

- Qualified to CIPD graduate level or above, or have equivalent experience
- Significant Human Resource management experience with an in-depth knowledge of the employment life cycle
- Extensive experience of advising, coaching and/ or mentoring senior managers and line managers on a variety of employee relations matters including performance management
- Demonstrable sound judgement in HR matters with detailed knowledge and experience of the application of UK employment law and UKVI regulations with an ability to evaluate risk
- Demonstrable record of successful line management of staff and proven team leadership and motivational skills
- The ability to handle and prioritise a complex portfolio of responsibilities in a challenging and complex environment, to show equally high effectiveness in contributing to strategic thinking and in undertaking key operational tasks with attention to detail A flexible and creative approach to problem-solving, displaying excellent judgement and the ability to generate solutions
- Outstanding communication skills, including the ability to write excellent English, clearly and informatively, and to explain HR compliance requirements to non-specialists, as well as good listening skills
- Excellent interpersonal skills with the ability to develop effective and constructive working relationships at all levels of the department, division, and university, and to influence decisions, including at senior management level
- Proven ability to handle confidential personnel matters with sensitivity, tact and discretion;
- Strong IT skills and previous experience of using HR Information systems and producing management information reports
- Commitment to advancing diversity and inclusion

Desirable

- HR experience within the University of Oxford or other higher education institutions
- Mediation and/or facilitation skills and the ability to gain mutually acceptable outcomes.

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.

The Department of Politics and International Relations

Politics and International Relations at Oxford University have a long and distinguished history in the education of leading figures in academia, politics, the media and public life, both in the UK and internationally. Teaching and research activities in this area were combined in 2000 to create a Department of Politics and International Relations. With around 90 academic staff, the Department is one of the largest departments internationally and consistently ranks first in The Times and The Guardian university guides for the subject. It is home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral researchers, supported by highly competitive research fellowships, working in the full range of disciplinary sub-fields.

The department attracts some of the best academics in the field to work here as permanent faculty, as part of major research projects or as academic visitors. There is a strong post- doctoral group supported by highly competitive research fellowships and working across a broad range of fields.

The Department is located in the Social Sciences building at Manor Road, along with the Department of Economics, the Centres for Criminology and Socio-Legal Studies, and the integrated Social Science Library. The building provides excellent facilities including a lecture theatre, a large computer laboratory and a range of seminar rooms as well as a cafeteria and common room for use by both staff and students. The Manor Road Building is served by a shared IT and web team.

An experienced Professional Services function supports the department's research and teaching activities. The department's core Professional Service is grouped into teams that provide dedicated support for: Courses, Research, Finance, HR, and Communications & Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, in particular with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

For further information, please visit: https://www.politics.ox.ac.uk

Social Sciences Division

Oxford is a world-leading centre for research across the disciplines of the social sciences. Characterised by a wide range of methodologies, themes and fields of scholarship, multi-disciplinary research and innovative ideas thrive in an environment underpinned by excellence across the disciplines of the social sciences.
Our approach to supporting research across the Social Sciences Division has been highly successful in the last ten years, with the volume of research awards continuing to rise and the development of a large number of research centres and groupings. Researchers at Oxford receive significant support and guidance in the development of their research, including career development, research and impact funding, research project design and management, and research outputs from academic and administrative colleagues across the University, division and departments.

More information please visit: www.socsci.ox.ac.uk

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

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 *vacancies@politics.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

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.