

Job description

Job title	HR Officer
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 5: £28,759 - £33,966 per annum (with a discretionary range to £37,099)
Hours	Full time (36.5 hours). Part-time applications (minimum of 0.8 FTE) would also be considered.
Contract type	Fixed-term for two years
Reporting to	Senior HR Officer
Vacancy ID	171805
Additional information	<p>The closing date for applications is 12 noon (UK time) on Monday 15 April 2024.</p> <p>Interviews will take place week commencing 29 April and will be in-person.</p>

The role

The Blavatnik School of Government is one of the newest departments at the University of Oxford. We are rapidly growing and are seeking to appoint a HR Officer to support the HR and recruitment activities of the School.

Led by the Head of Human Resources, the HR team provides high level service to the School. The Team comprises the Head of Human Resources, the Talent Acquisition Manager, the Senior HR Officer and one other HR Officer. Advice and support on very complex issues is provided by the HR Business Partners in the Social Sciences Divisional Office and specialists such as the Staff Immigration Team who serve departments across the University.

The HR Officer will provide a wide range of support to assist in the efficient and effective delivery of HR activities associated with the full employee lifecycle. You will also provide support to the Executive Programmes team on visa requirements for executive courses, visitors and Fellows.



You will bring excellent team working skills, with a flexible and can-do approach, and a willingness to adapt to the changing needs and priorities in your team. Excellent written and verbal communication skills are essential. You will be highly organised, seek to use your initiative (in particular in ways of improving processes and customer service) but equally know when to seek advice. You will demonstrate a personable and diplomatic approach in dealing with a diverse range of people. Experience of HR administration is essential and you must be able to manage a busy and varied workload and cope with shifting priorities and tight deadlines.

The School is committed to staff development and has an excellent record of its staff progressing to more senior positions both within the School and the wider University.

This job description reflects the anticipated core activities of the role. This is a new and growing School and as the role develops there will inevitably be some changes in the emphasis of duties. It is expected that the postholder will recognise this and adopt a flexible approach to work and be willing to participate in training and reorganisation of duties with an open mind.

Responsibilities

Recruitment and resourcing

- Manage the co-ordination and running of recruitments which will include:
 - Drafting engaging job advertisements and job descriptions, and ensure that they comply with the School's, house style, University guidance, and best practice.
 - Submitting posts for grading, placing advertisements, generating updates to applicants and preparing shortlisting packs.
 - Organising logistics for interviews and other selection methods (e.g. pre-interview exercises). Provide guidance on interview questions/exercises, as required.
 - Handling enquiries and correspondence from applicants including inviting to interview, rejection letters, and making special arrangements where necessary.
 - Making offer calls to preferred candidates. Prepare offer paperwork, and ensure relevant pre-employment checks are completed.
- Administer Certificate of Sponsorship requests for Skilled Worker and Global Talent visas (both new and contract extensions), ensuring that all relevant documents are kept in line with immigration law and data protection.

Employee life cycle

- Plan and conduct inductions and contract briefings for new members of staff, including preparing contracts of employment and completing relevant HR systems work.
- Confidently advise line managers and staff members, answering straightforward questions or undertaking research and interpreting procedures to answer more complex questions, with guidance from the Senior HR Officer where appropriate.
- Work with the Senior HR Officer on the management of staff whose fixed term contracts are coming to an end, in line with University Policy and practice

including co-ordinating redeployment (where possible). Prepare resignation acknowledgement letters and support staff through the leavers' process.

- Monitor annual leave records, end of probationary periods and annual PDR/CDR dates and highlight any issues to the Head of HR.
- Assist with the administration of occupational health referrals; and all types of leave (annual, family, sick).
- Support the administration of and provide advice to managers on the annual review scheme and the Reward & Recognition scheme.
- Completion monthly payroll changes adhering to the University's deadlines, ensuring that the correct funds are utilised.
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Visitors

- Support Certificates of Sponsorship requests for Tier 5 visas, and any other visitors who require a different type of visa.
- Provide expert advice to the School's Executive Programmes team on visa routes for Visiting Fellows, and executive course participants and speakers.

Other duties

- Prepare casual letters of engagements as necessary, including ensuring appropriate right to work checks.
- Monitor and maintain data quality on People XD and for staff files, ensuring information recorded is accurate, up-to-date and held in accordance with GDPR.
- Keep up to date on all University and School policies and procedures relevant to HR.
- Share best practice on HR issues and be proactively involved in your own continuing professional development.
- Any other duties which are commensurate with the grade of the post.

Selection criteria

Essential

- Hold (or be working towards) a CIPD qualification, or have equivalent HR experience;
- Experience of working in an HR role and experience of using HR Information System (such as People XD).
- A collegial team player with excellent communication skills, and the ability to communicate effectively in writing and verbally with staff at all levels;
- Ability to act with tact, discretion and confidence when faced with sensitive or difficult people problems;
- Proven ability to establish and maintain excellent working relationships with external and internal stakeholders and deliver high customer service standards.
- Sound judgment when dealing with non-routine HR and recruitment issues, using own initiative but knowing when to seek further advice.
- Outstanding prioritisation and organisational skills, with the ability to work on a variety of tasks at the same time whilst maintaining high standards, including coping with unpredictable volumes of work, busy periods and tight deadlines.
- High levels of accuracy and attention to detail when drafting, handling data and providing information.

- Strong evidence of a flexible can-do approach, self-motivation, resilience and a willingness to adapt to the changing needs and priorities of the team.
- Good knowledge of the application of UK employment law, Home Office regulations for visas, data protection and information security guidelines.
- Strong IT skills, using Microsoft Office (including Outlook, Word and Excel) and ability to learn new systems quickly.

Desirable

- HR experience gained within a University/HEI environment.
- Previous experience of interpreting policies based on established procedures and guidance.
- Strong interest in the field of HR and self-motivated for career development purposes.

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>

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 Blavatnik School of Government

Our vision is of a world better led, a world better served and a world better governed. We are a global school committed to improving the quality of government and public policymaking worldwide, through three routes: teaching current and future leaders; applied research; and engagement with government and practitioners.

The School was founded in 2010 and our founding dean is [Professor Ngaire Woods](#). We admitted the first 38 Master of Public Policy (MPP) students in 2012 and we currently accept around 145 MPP students, six MSc students, and six doctoral students a year.

The Blavatnik School of Government holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all. You can find more information on the [Blavatnik School of Government's website](#).

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 HR team directly on recruit@bsg.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** 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 including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme which is available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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 have excellent childcare services, including five University nurseries as well as places at many other private nurseries. See <https://childcare.admin.ox.ac.uk/>

We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

Supporting disability and health-related issues (including menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBTQ+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>