Job description and selection criteria

Job title	HR Administrator
Division	Medical Sciences
Department	Radcliffe Department of Medicine
Location	MRC Weatherall Institute of Molecular Medicine, John Radcliffe Hospital, John Radcliffe Hospital, Headington, Oxford OX3 9DS
Grade and salary	Grade 5: £28,759 - £33,966 with a discretionary range to £37,099 per annum *A pensionable Oxford University Weighting of £1,500 per annum will be applied to the stated staring salary with effect from 1 August 2024.*
Hours	Full time (36.5 hours per week)
Contract type	Permanent
Reporting to	HR Manager
Vacancy reference	**174206**
Additional information	***Applicants must include a written supporting statement with their application – CVs alone will not be accepted. 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.*** *Hybrid working is available with a 60/40 split between on-site and home-working. For informal discussion about the role please contact Carol Eaton carol.eaton@imm.ox.ac.uk*

The role

The role of HR Administrator is key to the provision of a high quality and comprehensive recruitment and HR administrative service. You will be part of a small team of three staff, delivering an efficient and professional HR service to all stakeholders.

Reporting to the HR Manager, the post encompasses all aspects of recruitment and the employee lifecycle, from designing effective job advertisements and job descriptions for recruitment campaigns, to the end of employment. There is a strong recruitment focus to the role but you will

be expected to provide a range of generalist administrative HR support, including visa applications and advice on University processes. You must be able to manage a busy and varied workload and cope with changing priorities.

This is an exciting, varied and positively challenging role, providing an opportunity to support some of the world's leading scientists.

Responsibilities

You will be expected to be able to work effectively and confidently independently, whilst also working closely with the HR Manager and the part-time HR Administrator. You will have the ability to solve and deal with unexpected situations and problems relating to recruitment and operational HR services using your own initiative.

Support

- 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, or redirecting as appropriate;

- Co-ordination and management of timely probationary reviews, drawing to the attention of the HR Manager any issues/concerns detailed;

- Provide administrative support for PDRs, the Reward and Recognition exercise and family friendly policies;

- Assist in the development and updating of Standard Operating Procedures and other process documentation;

- Assist in the implementation of University HR policies and procedures, providing data by running ad hoc reports from databases when required (e.g. PeopleXD and TeamSeer);

- To assist as required with the employee change, transfer and leaver process on the HRIS (PeopleXD);

- Working with the HR Manager, follow the procedure for management of staff whose fixed term contracts are coming to an end in line with University policy and practice including co-ordinating redeployment.

- Maintain the Teamseer annual leave and sickness database.

- Respond professionally, promptly and accurately to requests for references from employers and others, employment confirmation and other correspondence to support staff;

- Provide administrative support for the HR team, including note taking at meetings as required;

- Contribute to project work independently or collectively as required;

- Work across the team and provide support to address workload peaks and cover for staff absence to ensure consistent delivery of professional and efficient HR support.

Recruitment

- Manage the administration of recruitment exercises via PeopleXD e-recruitment system. This 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, making sure that adequate funding is available, submitting new post for grading, placing advertisements, gathering information for visa applications where necessary, generating letters to applicants, and preparing short listing packs;

- Monitor the generic recruitment email inbox and act as a point of contact for recruitment enquiries, communicating effectively with all stakeholders;

- Provide recruitment reports and data as may be required to the HR Manager, providing recommendations and evidence, to assist decision making;

- Prepare standard offer letters and contracts, liaising with recruiting managers as required ensuring references are obtained and checked;

- Ensure that relevant right to work documentation, Occupational Health, pre-employment and ID checks are completed;

- In consultation with the HR Manager prepare CoS/visa applications for Skilled Worker and Global Talent visa routes and submit to the University Staff Immigration Team;

- Support new starters and existing staff with their visa applications, referring to the Staff Immigration Team if necessary.

- Arrange NHS Honorary Contracts via the NHS TRAC system when applicable;

- Plan and carry out administrative induction processes, liaising with reception colleagues;

- Set-up, compile and maintain personnel files;

- Manage the input of new starter data on the HRIS (PeopleXD).

HR Data and Information Compliance

- Accurately maintain HR data, including paper and electronic confidential personnel files and personnel records in the HRIS (People XD), complying with GDPR and Information Security policies;

- Run monthly data quality checking reports from People XD and make required amendments or inputs of data;

- Maintain a record of all new starters and leavers using an Excel spreadsheet;

- Compile data and run ad hoc reports from HR databases when required (e.g. People XD and TeamSeer);

- Maintain and monitor absence records on TeamSeer (holiday, sickness, official duty, etc.); monitoring the shared annual leave email inbox and responding to queries;

- Maintain and organise the archive of personnel files, to enable other staff to easily retrieve information and complying with GDPR;

- 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;

- Provide administrative support to ensure that University cards and SSOs/IT access is renewed on time for staff and visitors.

Confidentiality is an essential aspect of the work of the WIMM HR Team. You will be expected to follow the University and WIMM policies, procedures, and statutory regulations at all times.

Selection criteria

Essential

- Educated to A Level standard or currently holds or working towards CIPD Level 3 (e.g. Certificate in Personnel Practice or Foundation Diploma in HR Practice);
- Previous HR experience or relevant experience with responsibility for complex administrative processes;
- Excellent communication and interpersonal skills, with the ability to communicate effectively and confidently with people at all levels both in writing and verbally;
- Up-to-date knowledge of employment law, including equality, immigration, capability, discipline, dismissal and redundancy;
- Demonstratable ability to prioritise workload and produce accurate, detailed work within deadlines;
- Good IT skills, such as experience of using Microsoft Office databases, particularly Word, Excel, PowerPoint, email, and Internet;
- Ability and willingness to operate and work effectively using own initiative with minimum supervision, as well as flexibly, as a member of a team supporting others in their work;
- Experience of providing a high level of customer service with accuracy and attention to detail;
- Ability to deal with confidential information and sensitive situations in a tactful and professional manner;
- Strong interest in HR with high self-motivation.
- Awareness of data protection and information security guidelines;

Desirable
- Previous experience using HR database(s) (ideally PeopleXD HRIS or Peoplesoft, SAP or similar);
- Previous experience working in higher education sector, or in a complex organisation.
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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

Additional security pre-employment checks

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

- A satisfactory basic Disclosure and Barring Service check due to the handling and processing of confidential data.

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.

Radcliffe Department of Medicine (RDM)

The Radcliffe Department of Medicine (RDM) within the Medical Sciences Division is one of the largest departments in the University of Oxford. Headed by Professor Keith Channon, RDM is a multi-disciplinary department which aims to tackle some of the world's biggest health challenges by integrating innovative basic biology with cutting edge clinical research. The Department was formed in 2012 and comprises:

- The Division of Cardiovascular Medicine (CVM)
- The Investigative Medicine Division (IMD)
- The Nuffield Division of Clinical Laboratory Sciences (NDCLS)
- The Oxford Centre for Diabetes, Endocrinology and Metabolism (OCDEM)
- The majority of research groups from the MRC Weatherall Institute of Molecular Medicine (WIMM)

The Department has internationally renowned programmes in a range of areas, including cardiovascular sciences, diabetes and endocrinology, immunology, haematology and pathology. Our work is underpinned by excellence in molecular medicine, stem cell biology, genomics and clinical laboratory science.

The Department employs in the region of 535 staff, has around 140 postgraduate research students and has an annual turnover of around £63m of which £42m is externally funded grants and contracts.

RDM supports a culture that is inclusive and supportive of all members, including those with caring responsibilities and those who work flexibly for other reasons. We are proud to be a family friendly department, and are committed to creating a working environment that offers opportunities for working parents/carers to achieve their professional goals and develop their careers without having a detrimental effect on family life. To support this, we have a range of family friendly policies and practices including maternity, paternity and adoption leave, shared parental leave and unpaid parental leave, flexible/part-time working and scheduling meetings within core hours (9.30am - 2.30pm). Many of our staff work flexibly, with arrangements managed informally or formally.

The University of Oxford is a member of the Athena Swan Charter and holds an institutional Silver Athena Swan award. RDM also holds a departmental Silver Athena Swan award in recognition of our efforts to introduce organisational and cultural practices that promote gender equality to create a better working environment.

For more information on the Department please visit: www.rdm.ox.ac.uk

MRC Weatherall Institute of Molecular Medicine

The MRC Weatherall Institute of Molecular Medicine (MRC WIMM) at the University of Oxford was founded in 1989 by Sir David Weatherall to foster research in molecular and cell biology, with the aim of improving human health. Through our excellent basic and applied research, we have become leaders in translational medicine. Our research has resulted in improved understanding, diagnosis and treatment of a wide range of human diseases.

The Institute hosts staff and students from seven different departments within the Medical Sciences Division. We bring together over 500 researchers, staff and students with a passion for translational science and who share an interest in our five core research areas: rare diseases, haematology, immunology and infection, stem cells and developmental biology and cancer biology.

Our interaction with clinical departments at the Oxford University Hospitals Foundation NHS Trust, is a vital aspect of our work. A third of our faculty are clinically qualified and many are practicing clinicians. Half our groups have productive collaborations with biotech and pharma and we collaborate extensively with researchers and clinicians across the UK and further afield. Our international collaborations in the US, China, Vietnam, Thailand, Sri Lanka, East and West Africa form a major aspect of our clinical programmes directed towards progress in global health.

We also centrally provide excellent, state-of-the-art core facilities to support our researchers and work with them to develop and apply new technologies to current scientific and clinical problems.

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

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 - please email recruitment@imm.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, flexible working options, 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, 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

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. 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 (inc 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, LGBT+ 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