



## Job Description

Job title	Senior HR Officer
Division	Social Sciences
Department	Politics and International Relations
Location	Manor Road Building, Manor Road, Oxford, OX1 3UQ
Grade and salary	Grade 6: £33,832 - £39,705 per annum
Hours	Full time (37.5 hours per week)
Contract type	Permanent
Reporting to	HR Manager
Vacancy reference	175953
Additional information	Closing date: midday (UK time) on Monday 4 November 2024 Interviews are planned to be held on Tuesday 19 November 2024

## The role

The Department of Politics & International Relations (DPIR) is seeking a capable, confident, well-organised Senior HR Officer to join its small but busy HR team. This is an exciting opportunity to work closely with the HR Manager, HR Officer and the DPIR Professional Services team as well as other Divisional and University HR teams to provide a professional and efficient HR service to all DPIR staff.

The Senior HR Officer will be expected to get involved in all aspects of the HR function, supporting the HR Team in areas such as recruitment, induction, contractual documentation, administration of HR data (using the University's PeopleXD HR system) management of academic HR and recruitment, HR initiatives and projects and being a reliable point of contact for all HR enquiries.



The Senior HR Officer will be expected to have relevant HR experience and be able to develop their existing knowledge within an academic environment. You will have outstanding organisational, and communication skills and will demonstrate the ability to deal with confidential matters with tact and sensitivity. You should have experience of providing a high-quality customer service, have excellent attention to detail and an ability to work effectively both independently and collaboratively as part of a wider team. It is essential that the Senior HR Officer possesses strong IT skills, especially in Excel.

You will be expected to acquire a thorough understanding of the University's policies and procedures, and to interpret and share these effectively within the Department.

## Responsibilities

### *Support*

- Oversee management of HR team shared inbox, acting as main point of contact for HR queries. Confidently advise line managers and staff members, answering straightforward questions, interpreting procedures to answer more complex questions.
- Manage the administration of recruitment exercises. Work with managers to design effective job advertisements and job descriptions to ensure that they comply with university guidance and best practice, and have oversight of the entire recruitment process.
- Support managers in managing change and in handling straightforward individual employee cases, ensuring compliance with University policy, working with HR Manager and central HR where necessary.
- Deputise for HR Manager when required.

### *Development*

- Plan, update, and implement departmental HR policy, working with HR Manager to ensure policies are in place for induction, probation, visitors, absence management, etc.
- Work with HR Manager to communicate key HR policy changes to the department and update staff on new regulations within the University.
- Coordinate relevant initiatives (e.g. Reward and Recognition), taking the lead on some HR projects, as directed by the HR Manager.

- Provide reports to the Senior Management team as requested by HR Manager to include updates on staffing, legislation changes and key developments in HR.
- Attend Central and Divisional working groups or committees to build relationships and share best practice.

#### *Transactional*

- Oversee all monthly payroll changes ensuring that the PeopleXD HR system is correctly updated and ensuring compliance with the University's payroll procedures. Liaising with the department's Finance team as appropriate, highlighting any issues or queries to the HR Manager.
- Support the processing of visa applications, providing advice and knowledge and liaising with the University's Staff Immigration Team, ensuring applications are conducted in accordance with regulations, making sure all the relevant documentation is up to date and compliant and liaising with the HR Manager on more complicated cases.
- Prepare standard letters of appointment, contracts (main payroll and casual) consultancy and visitor agreements, ensuring that relevant pre-employment checks are completed.
- Manage onboarding process for new staff and offboarding for staff leaving the department. Coordinate all process related to staff onboarding and induction (including IT accounts, University cards). Carry out induction sessions for new staff and deliver briefings on a range of HR topics.

#### *Academic HR / Recruitment*

- Manage all academic recruitment processes with the support of the HR Officer including developing recruitment cases and materials for appointments panels, advertising, interview scheduling, candidate management and department member consultations. Design and maintain online feedback surveys, carry out data analysis and create pre and post interview reports
- Act as secretary to the Academic Recruitment Committee, preparing and circulating agendas and papers, taking minutes and following up on actions

### *Compliance*

- Oversee the administration of staff resignations and end of fixed term contracts as part of the offboarding process, delegating where necessary.
- Manage the system for recording and monitoring annual and sick leave (currently Teamseer). Monitor the sick leave absence records, annual leave records, and end of probationary periods to advise managers as necessary.
- Attend appropriate training on employment law, University HR policies and procedures, and ensure their effective implementation at departmental level.

### *Other*

- Provide general administrative support for the HR team, including taking part in relevant meetings and acting as secretary/note-taker for standing committees and at formal meetings.
- Any other duties that are commensurate with the role.

## Selection criteria

### Essential

- Demonstrable experience of working in an HR team/role and managing HR processes.
- CIPD qualified or working towards a qualification, or have equivalent experience.
- Sound knowledge and experience of the application of UK employment law and Home Office regulations for Visas/immigration.
- Experience of operating HR information systems and producing management information reports.
- Ability to clearly and accurately communicate processes and procedures verbally and in writing.
- Ability to deal accurately and confidently with numbers, including manipulating data in Excel and producing statistical analysis.
- Ability to develop professional and effective working relationships with key stakeholders.



- Experience of providing a high level of customer service.
- Understanding of data protection in the context of HR and personnel management.
- Willingness to undertake professional development and training.

## Desirable

- HR experience within the University of Oxford or other higher education institutions.
- Experience of managing academic recruitment and HR.
- Qualified to CIPD graduate level.
- Experience of using PeopleXD (HR system).

## 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](http://www.ox.ac.uk/about/organisation).

## 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](http://www.socsci.ox.ac.uk)

## 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>

## 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: [vacancies@politics.ox.ac.uk](mailto:vacancies@politics.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 dependents. 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>



# DPIR

DEPARTMENT OF POLITICS &  
INTERNATIONAL RELATIONS

## 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).