

Job Description



Summary

Job title	Graduate Studies Officer (Post Graduate Taught)
Division	Humanities
Department	Faculty of Philosophy
Location	Radcliffe Humanities, Woodstock Road, Oxford, moving to the Stephen A. Schwarzman Centre for the Humanities in late 2025
Grade and salary	Grade 5: £31,459 - £36,616 which includes an annual Oxford Weighting Allowance of £1,500.
Hours	Full time
Contract type	Permanent
Reporting to	Education Manager
Vacancy reference	176556

The role

The Graduate Studies Officer (PGT) works in conjunction with the Graduate Studies Officer (PGR) to provide support for all aspects of the Faculty's graduate operation and to manage a number of areas as detailed below. The person appointed will also work closely with relevant officers of the Philosophy Faculty Board (including the Director of Graduate Studies and the BPhil and MSt Course Coordinators).

Responsibilities

Admissions

The postholder is responsible for supporting the annual graduate admissions exercise. This includes:

- Handling email and telephone enquiries, and providing advice and guidance to potential applicants.
- Supporting the administration of graduate applications to the Faculty, liaising with applicants over the outcome of their applications and completion of their conditions, and providing applicants with information to apply for visas.
- Organising the student induction programme and the graduate open day for all graduate courses.



On-course administration

The postholder is responsible for providing day-to-day administrative support for the Faculty's postgraduate taught courses. This includes:

- Maintaining and updating student records on the University's student records system (eVision) and local Faculty systems, updating student information, processing suspensions and course transfers, organising supervision arrangements, monitoring attendance and student progress, and collecting student feedback.
- Supporting the production of course handbooks and other course materials.
- Ensuring appropriate arrangements are in place for the delivery of course-related events, including advertising, room booking, AV, etc.
- Maintaining relevant pages on the Faculty's graduate Virtual Learning Environment (Canvas) sites.
- Overseeing two of the Faculty's graduate teaching schemes (the Graduate Teaching Register and the Graduate Teaching Assistant Scheme): processing applications; verifying references; gathering feedback on students' teaching; supporting the Faculty's Graduate Training Coordinator.
- Providing advice and guidance to students, academics, and the Course Coordinators on any matters related to on-course administration, based on a thorough understanding of University regulations and procedures.
- Updating the graduate course webpages on the Faculty of Philosophy's website.
- Providing pastoral care and academic advice to students with disability and welfare needs.

Examination and assessment

The post holder provides administrative support to the Chair and Board of Examiners for their courses, which includes:

- Administering BPhil and MSt assessment processes, including keeping students informed of procedures and deadlines, processing results, and ensuring examination regulations are followed.
- Working with the Chairs of Examiners to appoint examiners and assessors, process payments and draft annual examiner reports.
- Act as Secretary to the Boards of Examiners (including drafting and sending out agendas, attending and minuting the meetings, following up on action points).

Additional duties

- Deputising for the Education Manager as required, and undertake any other tasks commensurate with the grade.
- Supporting colleagues in the administration of the Faculty's Placement Scheme for current and past doctoral students.
- Supporting colleagues in maintaining an accurate record of alumni destinations across all graduate courses, with a particular focus on philosophy jobs secured by graduates of the DPhil and the first destinations of taught course graduates.
- To contribute to the development of processes and good practice for graduate administration through participation in networks, such as the Graduate Studies Assistants (GSA) Network.

Selection criteria

Essential selection criteria

1. Good general education to A-level standard or equivalent, with significant experience in administration in a busy office environment, preferably in higher education or a similar field.
2. Excellent written and verbal communication skills, including a high level of personal discretion and judgement especially when dealing with sensitive and confidential information, and the ability to effectively tailor communication to stakeholders at all levels.
3. Experience of complex administration, with exemplary accuracy and attention to detail, and a proven dedication to developing and improving processes and to providing excellent customer service.
4. Strong organisational skills, with the ability to remain calm under pressure, self-motivation and a desire to take pride in a job well done.
5. Experience of working effectively to demanding deadlines, and the ability to manage a range of tasks at any one time and prioritise own workload within agreed timeframes.
6. A proven ability to work methodically and independently and to use initiative, especially for the anticipation and identification of problems, and for the implementation of appropriate solutions.
7. Strong IT skills, including email, Microsoft Word, and Excel, and experience of using databases to accurately record and maintain large quantities of data; a proven ability to quickly adapt to new systems with minimal training.
8. A collaborative approach to work, including the ability to work as part of a team, and a willingness to take on new responsibilities when required.

Desirable selection criteria

1. Experience of working in a higher education institution, especially within academic administration.
2. Experience of updating and maintaining websites, and Microsoft SharePoint and Teams sites, or mail merge functionality on Microsoft Office.
3. Experience of organising or managing events.

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.

Faculty of Philosophy

The Oxford Philosophy Faculty has over 150 academic members, all of whom are undertaking teaching and/or research in Philosophy at Oxford. Of these, around 60 hold permanent posts within the Faculty or the colleges; many distinguished philosophers hold posts elsewhere in the University. Oxford thus contains the largest group of philosophers in the UK, and one of the largest in the world. It has a vigorous research culture, and performed outstandingly in the most recent UK Research Excellence Framework, achieving the highest volume of world-leading (4* ranked) philosophy research of any unit in the country.

Each year, many distinguished philosophers from around the world visit Oxford to give lectures and seminars. There are over fourteen hundred students studying Philosophy at undergraduate level, always in combination with at least one other subject, and around 150 graduate students, about half of whom are studying for the BPhil or the specialist MSt courses in Ancient Philosophy and Philosophy of Physics, and the rest for the DPhil.

A list of current Faculty members and their research interests can be found on the Philosophy Faculty website at:

<http://www.philosophy.ox.ac.uk/faculty-members>.

Further information about the Faculty can be found on its website at:

<http://www.philosophy.ox.ac.uk>.

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the following faculties: Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; Theology and Religion; the Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the [Stephen A. Schwarzman Centre for the Humanities](#).

The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study. The Faculty of Philosophy will move to the Schwarzman Centre upon the completion of the project.

For more information please visit: www.humanities.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 Philosophy HR: jobs@philosophy.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>