



*Oxford Anatomy & Physiology ranked #1 in QS World Rankings by subject 2017, 2018, 2020, 2021, 2022, 2023 and 2024*

## Job description and Selection Criteria

<b>Job title</b>	<b>HR Assistant</b>
<b>Division</b>	<b>Medical Sciences Division</b>
<b>Department</b>	<b>Physiology, Anatomy &amp; Genetics</b>
<b>Location</b>	<b>Sherrington Building, Parks Road, Oxford, OX1 3PT.</b> <b>Flexibility for hybrid/remote working, minimum of 60% of time per week on-site.</b>
<b>Grade and salary</b>	<b>Grade 4: £27,838 - £31,459 per annum</b>
<b>Hours</b>	<b>Full time</b> <b>While this is a full-time role, we welcome applications from individuals who wish to be considered for part-time working or other flexible working arrangements.</b>
<b>Contract type</b>	<b>Permanent</b>
<b>Reporting to</b>	<b>Deputy HR Manager</b>
<b>Vacancy reference</b>	<b>176591</b>

## The role

This is an excellent opportunity to join a busy Human Resources team within a complex and dynamic organisation. As HR Assistant, you will be a member of the HR team providing an efficient and professional HR service to the Department of Physiology, Anatomy and Genetics. You will be the first point of contact for general advice on various HR policies and administrative matters, and will be responsible for managing the full recruitment life cycle, from the identification of a vacancy to the point of inducting a new employee. You will also support international recruitment and will be required to be fully conversant with the current UKBA immigration and visa regulations. Training will be provided in this complex area.

You should have excellent organisational skills and well-developed IT skills, and the ability to communicate effectively with a diverse audience. The actual duties you will undertake on a day-to-day basis will vary and so being able to manage your workload and time is essential. You will report directly to the Deputy HR Manager.



# Responsibilities

## Recruitment

- Manage the full recruitment lifecycle to ensure a smooth and efficient process. This includes vacancy identification, creating and advertising job postings, shortlisting candidates, coordinating interviews, issuing contracts, and onboarding new employees.
- Collaborate closely with line managers to prepare job descriptions, selection criteria, and recruitment plans while ensuring compliance with University guidelines, funding approvals, and legal requirements.
- Utilise multiple advertising platforms, including the University website and social media, and ensure eligibility for sponsorship when applicable.
- Maintain recruitment records, including spreadsheets, ensuring accurate tracking of closing dates, interview schedules, and recruitment outcomes.
- Manage candidate communications, ensuring clear and professional correspondence about interviews, outcomes, and any inquiries.
- Oversee interview logistics, including meeting and greeting candidates and verifying their Right to Work documentation in line with current legislation.
- Administer pre-employment checks, such as references, occupational health, security clearances, and Right to Work validation, ensuring completion in a timely manner.
- Prepare appointment letters, contracts, and other necessary documentation while adhering to recruitment and selection policies.
- Coordinate induction activities for new starters, ensuring they are set up with IT access, university cards, and safety inductions. Work with line managers to provide induction materials and probationary information, and assist new employees in accessing travel expenses, benefits, and other relevant information.
- Support visa applications and ensure compliance with sponsorship requirements where necessary.

## Payroll

- Handle payroll-related tasks, including monthly updates for new starters, leavers, and changes, ensuring compliance with deadlines and approval processes.
- Investigate and resolve payroll enquiries, verify changes against reports, and liaise with relevant teams for funding or grant allocations.
- Maintain accurate documentation and correspondence on personnel files.

## Administration

- Act as the first point of contact for HR-related enquiries, managing communications via telephone, email, and in person.
- Oversee processes for probation and annual reviews, including correspondence and documentation updates, and ensuring that any concerns are flagged with the HR Manager
- Maintain confidential personnel records and ensure compliance with retention policies.
- Generate and analyse regular and ad-hoc reports on workforce data, such as fixed-term employees and visa requirements.
- Monitor the generic HR Team email box, escalating as appropriate.

## General Responsibilities

- Plan and prioritise workload to meet deadlines accurately and efficiently.
- Take responsibility for your own work load organisation in conjunction with team priorities.
- Stay updated on University policies and systems, sharing knowledge with the team and updating templates as needed.
- Support team activities, actively participate in projects and meetings, and provide cross-team coverage during peak workloads or absences.
- Embrace learning opportunities for new software, advertising, or social media tools to enhance team processes.

**The post-holder is not an authorised signatory for personnel matters.**

## **Other Duties**

- Participate in a regular Annual Review.
- Undertake any necessary training identified and continuing professional development in order to stay up-to-date professionally including annual Information Governance training.
- Comply with Health and safety regulations.
- Comply with the policies and procedures set out in the Handbook for University Support staff (or) Academic-Related staff.
- Any other duties that may be required from time to time commensurate with the grade of the job.

This job description should be regarded only as a guide to the duties required and is not intended to be definitive. It may be reviewed in the light of a change in circumstances following consultation with the post holder. The Job Description does not form part of the contract.

Please note that the appointment of the successful candidate will be subject to standard compulsory pre-employment screening, such as right to work checks.

## **Selection criteria**

### **Essential selection criteria**

- Educated to GCSE (grade A-C) level English and Mathematics, or equivalent.
- Demonstrable good customer service skills, including effective written and verbal communication skills, with the ability to interact professionally with a diverse range of stakeholders.
- Ability to foster excellent working relationships with key individuals and departments across the University (e.g., Payroll, Staff Immigration Team, Reward team) line managers, employees and the public.
- Demonstrable excellent organisational skills, with the ability to manage multiple tasks, prioritise workloads, and meet deadlines.
- Strong attention to detail, ensuring accuracy in documentation, data entry, and compliance with policies and procedures.
- Proven IT skills with experience of working with databases (ideally PeopleXD), Microsoft Office Suite (Word, Excel, Outlook), and online recruitment tools.
- Ability to work effectively both independently and as a member of a team.
- Ability to handle confidential material appropriately, together with an awareness of data protection and information security guidelines.
- Commitment to engaging with, and being receptive to, equality, diversity and inclusion in the workplace.

### **Desirable selection criteria**

- Proven experience in HR administration or a related role, ideally within higher education or a similarly complex organisation.
- Previous experience of using the PeopleXD database.
- Have, or would be interested in, pursuing CIPD qualifications.
- Knowledge of current UKBA immigration and visa regulations would be advantageous.
- Experience using social media and other digital tools for recruitment and employer branding.
- Ability to produce reports and analyse HR data for decision-making.

## **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>

### **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.

## 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).

## The Department of Physiology, Anatomy and Genetics

*Oxford Anatomy and Physiology ranked #1 in the QS World University Rankings by subject 2017, 2018, 2020 2021, 2022, 2023 and 2024.*

Our mission is empowering discovery in the physiological sciences to improve health and educate the next generation of doctors and biomedical scientists. For more information, please visit [www.dpag.ox.ac.uk](http://www.dpag.ox.ac.uk)



The Department of Physiology, Anatomy and Genetics holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

The Department is a large pre-clinical department within the Medical Sciences Division, with ca. 500 staff and students. It has a world-class reputation in both its research and teaching. The Department was part of the University of Oxford's Biological Sciences submission to the Research Excellence Framework 2021 that was rated top for its world-leading research. Moreover, Oxford's Anatomy and Physiology has been ranked number one in the QS World University Rankings for the past five years. Please see the 2023/2024 annual report: [Annual Report 2023-24 published — Department of Physiology, Anatomy and Genetics \(DPAG\) \(ox.ac.uk\)](https://www.dpag.ox.ac.uk/annual-report-2023-24)

### **Information about faculty in the Department**

Professor David Paterson FRSNZ is the Head of Department. There are five named Professors: the Dr Lee's Professor of Anatomy (vacant) the Waynflete Professor of Physiology (Professor Gero Miesenböck, FRS FMedSci), the BHF Professor of Regenerative Medicine, Development and Reproduction (Professor Paul Riley, FMedSci), the Krebs Chair in Physiological Metabolism (vacant) and the John Black Professor of Bionanoscience (Professor Dame Molly Stevens, FREng, FRS). Other appointments include four Research Professors (Professor Dame Frances Ashcroft, FRS; Emeritus Professor Dame Kay Davies CBE, FRS FMedSci; Professor Scott Waddell FMedSci; Professor Anant Parekh FMedSci FRS), one Wellcome Trust Principal Research Fellow (Professor Andrew King, FMedSci FRS), 13 further full professors and 15 associate professors. There are approximately 175 academic-related research staff supported by external grants and over 100 graduate students registered for higher degrees in the Department. The teaching and the research activities of the department are supported by teams of professional services and technical staff.

### **Research Centres/Institutes and research themes**

The Department has a distinctive, forward-looking, and integrative biomedical research programme organised into four research Centres with a presence in two research institutes <https://www.dpag.ox.ac.uk/>. We also have strong cross-cutting themes in cardiac sciences, cell physiology, development and cell biology, functional genomics, metabolism and endocrinology, and neuroscience, which map on to the research centres. These include the Centre for Integrative Neuroscience (Director: Professor A King FRS), Centre for Neural Circuits and Behaviour (Director: Professor G Miesenböck FRS), Centre for Cellular & Molecular Neurobiology (Emeritus Professor Dame Kay Davies FRS and Professor Dame Frances Ashcroft FRS), Centre for Integrative Physiology (Professor A Parekh FRS)/the Burdon Sanderson Cardiac Science Centre (Director: Professor Manuela Zaccolo FRSB). The Institute for Developmental and Regenerative Medicine (IDRM: Director Professor Paul Riley FMedSci) and the new Kavli Institute for Nanoscience Discovery, which is directly opposite the Sherrington building (Deputy Director: Professor Dame Molly Stevens DBE FRS FREng).

<https://kavlifoundation.org/news/meet-new-kavli-institute-nanoscience-discovery-university-oxford>

The Research Centres and thematic areas bring together researchers who address a range of fundamental issues in the biosciences at molecular, cellular, tissue and systems levels of organisation. <https://www.dpag.ox.ac.uk/centres>

For more information, please visit [www.dpag.ox.ac.uk](https://www.dpag.ox.ac.uk)



## Research support facilities



The Department has shared state-of-the-art facilities for a wide range of applications, such as a histology service, DNA/RNA services (rapid and supportive access to microRNA, RNASeq, CHIPSeq, etc.), confocal and other high resolution imaging equipment as well as a Transmission Electron Microscope. Proteomics facilities include MALDI-TOF/TOF and Ion Trap LC-MS/MS systems, and there are extensive magnetic resonance spectroscopy (MRS) and imaging (MRI) facilities for in vivo rodent and clinical investigations, including hyperpolarised

technologies. The Department also provides central support in photography, digital imaging, and poster printing as well as a high-quality mechanical workshop. A dedicated research support team helps with grant applications and awards, and data storage and computation facilities. The department is supported by a dedicated IT team.

## Teaching



The main teaching responsibility of the Department is for pre-clinical Medicine students and those reading Biomedical Sciences. There are also contributions to teaching in Biochemistry, Biological Sciences, Human Sciences, Physics, and a graduate Neuroscience MSc programme.

In Oxford, Medicine students take a three-year pre-clinical course before proceeding to clinical training (a further three years). The first five terms of the three-year pre-clinical course provide broad training in all aspects of medical science (leading to the 1st BM qualification). Both pre-clinical

Medicine and Biomedical Sciences students spend the last four terms of their course studying for a BA degree, selecting two Advanced Options from a choice of ten, ranging from systems physiology and neuroscience to cellular and molecular science. Both cohorts also undertake an experimental project, which forms one paper in their final examination; these projects are supervised by members of the academic staff. The Department also contributes some preclinical teaching to the first part of the Graduate entry Medicine course.

## Equality, Diversity and Inclusion in DPAG

The Department of Physiology, Anatomy and Genetics (DPAG) is committed to promoting a diverse and inclusive community. We have an active Equality, Diversity, and Inclusion (EDI) committee and are pro-active in promoting race equality. We hold an Athena SWAN silver award in recognition of our efforts to introduce organisational and cultural practices, which promote gender equality and create a better working environment for all. The Department promotes family-friendly policies and supports flexible working arrangements where possible. The University offers 450 nursery places for staff and students at five dedicated University nurseries and a network of local community nurseries. We will be happy to provide you with information about nurseries and schools in Oxford upon request.

We encourage applications from suitably qualified, experienced, and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity. We embrace our differences, and you are very welcome at DPAG, without the need to hide any part of who you are.

Applications are particularly welcome from women and black and minority ethnic heritage candidates, who are under-represented in academic posts in Oxford.

To learn more about EDI in DPAG, visit our website: <https://www.dpag.ox.ac.uk/work-with-us/equality-diversity-inclusion>

For more information about the University's family friendly benefits, please also see <https://hr.admin.ox.ac.uk/information-for-parents-and-carers>

Potential applicants may email [heidi.de-wet@dpag.ox.ac.uk](mailto:heidi.de-wet@dpag.ox.ac.uk) and/or [sally.vine@dpag.ox.ac.uk](mailto:sally.vine@dpag.ox.ac.uk) to discuss any aspect of EDI in DPAG.

### **The Medical Sciences Division**

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: [www.medsci.ox.ac.uk](http://www.medsci.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. If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employee may hold multiple part-time posts, they may not hold more than the equivalent of a full-time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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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 at [hr@dpag.ox.ac.uk](mailto:hr@dpag.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, 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

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>

### 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 (see <https://hr.web.ox.ac.uk/family-leave> ). 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/>.

### 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](http://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>