



Job Description

Job title	HR Officer
Division	Social Sciences
Department	Politics and International Relations
Location	Manor Road Building, Manor Road, Oxford, OX1 3UQ
Grade and salary	Grade 5: £31,459 - £36,616 per annum
Hours	Full time (36.5 hours per week)
Contract type	Permanent
Reporting to	HR Manager
Vacancy reference	177141
Additional information	Closing date: midday (UK time) on Tuesday 17 December 2024

The role

The Department of Politics & International Relations (DPIR) is seeking a well-organised HR Officer to join the professional services team. DPIR is a busy teaching and research department, comprising approximately 140 staff and the HR Officer will report to the HR Manager and work alongside this role and HR Officer already in the HR team, as well as the DPIR professional services team and other Divisional and University HR teams to provide a professional and efficient HR service to all DPIR staff.

The role involves liaising with a wide range of people and includes coordinating staff recruitment, administration of HR data (using the University's PeopleXD system), administration of leave and absence, monitoring and supporting visa applications, drafting contracts (main payroll and casual), and being a general point of contact for enquiries. The HR Officer will also be expected to get involved in all other aspects of the HR function, including



supporting in areas such staff initiatives, ad-hoc projects, briefings, and training sessions, and compiling and providing information for internal communication or reports.

The HR Officer will be expected to have relevant HR experience and be willing to further develop their knowledge and experience in an academic environment. They will have experience of providing a high-quality customer service, excellent attention to detail and an ability to work effectively both independently and collaboratively as part of a wider team.

Responsibilities

Support

- Act as first point of contact for HR enquiries. 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
- Provide general administrative support for the HR team, including note taking at formal casework meetings
- Contribute to project work independently or collectively as required by the HR Manager
- Provide administrative support for PDRs, the Reward and Recognition exercise and family-friendly policies

Transactional

- Implement University HR policies and procedures, providing data by running ad hoc reports from appropriate HR databases (e.g. PeopleXD and Teamseer)
- Manage the administration of recruitment exercises which 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
- Prepare standard letters of appointment (staff and casual workers), and contracts ensuring that relevant right to work documentation, Occupational Health and ID checks are completed, and HMRC IR 35 rules are applied for consultants

- Planning and carrying out induction sessions for new staff ensuring that appropriate preparations are made for the arrival of new staff, including setting them up on the payroll system and sharing relevant information with their line managers, supervisors and mentors
- Completion of all monthly payroll changes adhering to the University's deadlines, ensuring that the correct funds are utilised, the correct funds are utilised, payroll costings are correct (liaising with the department Finance team as appropriate) and ensuring University payroll procedures are complied with

Compliance

- Monitor fixed term contract processes, sick leave absence records, annual leave records, end of probationary periods and annual appraisal dates and inform the HR manager/ Head of Administration and Finance of any action to be taken
- Accurately maintain all confidential personnel records using existing systems (e.g., PeopleXD) and creating appropriate local systems as needed, taking into account the GDPR and Information Security policies, including with regards to retention
- 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. Liaison with the University Staff Immigration Team where appropriate
- Keep up to date with University systems and processes relating to HR, attending appropriate briefings and training
- Any other duties as deemed appropriate by the HR Manager or the Head of Administration & Finance that are commensurate with the role

Additional duties:

As a new starter, you will be expected to complete mandatory training for the department and, if applicable, your role, these include:

- Information security and Data Protection
- Implicit Bias
- Bullying and Harassment training
- Equality and Diversity briefing

Access to these training courses will be provided once in post.

Selection criteria

Essential

- Educated to A-level or equivalent
- HR administrative experience, including previous recruitment experience
- Knowledge of employment law and ability to understand and engage with the academic employment context
- Awareness and understanding of the principles of data protection and information security guidelines, and willingness to engage with new regulations as they arise
- Ability to clearly and accurately communicate HR processes and procedures and to communicate effectively with a diverse audience
- Excellent organisational skills with a demonstrable ability to prioritise workload, and deal effectively with a variety of tasks, producing accurate, detailed work within deadlines
- Experience of providing a high level of customer service
- Excellent accuracy and attention to detail
- Very good IT literacy: evidence of competence with MS Office, particularly Excel, Word and email and the willingness and ability to learn new IT applications
- Ability to work both independently and collaboratively as part of a wider team
- Willingness to undertake professional development and training

Desirable

- Experience of working in a higher education environment
- Working towards CIPD qualification
- Experience of working with an electronic HR system (such as PeopleXD)



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.



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

Department of Politics and International Relations

DPIR is one of the largest departments working in Politics and International Relations in the world, and is active in both undergraduate and graduate teaching. With around 90 academic staff, it is world class in international and national research and teaching. In September 2024, The Guardian UK ranked us the Number One University in the UK for Politics. We are 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 across a broad range of disciplinary 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.

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: vacancies@politics.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.



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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 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, 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 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>



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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.