Summary

Job title	HR Projects Delivery Manager
Division	Medical Sciences
Department	Medical Sciences Divisional Office - Human Resources
Location	Medical Sciences Divisional Office, University of Oxford, Level 3, John Radcliffe Hospital, Oxford, OX3 9DU
Grade and salary	Grade 7: 38,674 - £46,913 We welcome applications from individuals at Grade 8
Hours	Part time and Full time working available (minimum 15 hours per week / 0.4 FTE)
Contract type	Fixed-term (2 years) Secondment option considered
Reporting to	Head of Medical Sciences HR
Vacancy reference	178937
Additional information	Internal Applicants Only

The Role

The HR Projects Delivery Manager will be responsible for leading and managing key HR projects across the Medical Sciences Division. This role will involve developing and implementing strategic HR initiatives, managing change processes, and ensuring projects are delivered on time and within scope. The post-holder will work closely with various stakeholders, including divisional office teams, departmental teams, and external partners, to support the effective implementation of HR-related projects. This will include joint working with the Research Strategy and Funding team to progress research culture priorities that intersect with HR.

Key Projects

Key projects may include:

- Leading the phased rollout of the Research Staff Fixed-Term Contract (FTC) Conversion Project.

- Provide expert input to develop, test and implement a suite of approaches related to the employment of staff on external research funding, including supporting departments with pilots.

- Supporting the Academic Career and Reward Framework (ACRF) Implementation from March 2026 onwards.

- Managing the implementation of the Joint People Office Plan (if approved and funded) from August 2025 onwards.

- Additionally, the role will oversee long-term Pay and Conditions projects, including:

  o The University-wide FTC 4-year review (2025–26)

  o HR People Priorities such as the Employee Values and Wellbeing project for MSD and Oxford University (2025/26)

   o Supporting departments in transitioning to the PXD Time and Attendance Module including for clinical academics (2025/26)
   o Lead the Disability Workplace Adjustment Plan rollout and other EDI related projects.

Responsibilities

- Lead and oversee the successful delivery of key HR projects within agreed timelines and budgets.

- Develop project plans, timelines, and deliverables, ensuring clear objectives and measurable outcomes.

- Manage stakeholder engagement, including maintaining effective communication with key internal and external parties.

- Ensure projects align with organisational HR strategies and policies.

- Oversee change management processes, including addressing employee concerns and resistance to change.

- Provide expert advice on project implementation, offering solutions to challenges that arise and mitigating risks and threats to project delivery.

- Communicate project updates, challenges, and outcomes effectively to senior management and relevant stakeholders.

- Collaborate with HR teams and departments to ensure smooth transition and integration of HR initiatives.

Selection Criteria

Essential Selection Criteria

- Proven experience in HR project management, preferably within a higher education or complex organisational setting.

- Strong knowledge of HR policies, employment legislation, and organisational change processes.

- Demonstrable experience in successfully delivering HR initiatives within set timeframes.

- Excellent stakeholder management and communication skills, with the ability to engage and influence at all levels.

- Experience managing change and addressing employee concerns effectively.

- Ability to work independently, take initiative, and problem-solve in a dynamic environment.

- Strong organisational skills, with the ability to balance multiple projects simultaneously.

- Proficiency in using project management tools and HR information systems.

Desirable Selection Criteria

- CIPD qualification or equivalent HR professional certification.

- Knowledge of HR systems and data analytics for project evaluation.

- Familiarity with academic HR policies, including fixed-term contract regulations.

- Experience working in a higher education institution or public sector environment.

Flexible Working

The Medical Sciences Divisional Office supports flexible and hybrid working. The role allows working from the best location to deliver projects, including the office, departments, or home. The HR team currently work in person in the Divisional Office at the John Radcliffe Hospital every Tuesday and additional days as required.

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.

The Medical Sciences Divisional Office (MSDO)

The Divisional Office, led by Chris Price, the Divisional Registrar and Chief Operating Officer, provides administrative support for the governance of the Division. It is responsible for academic oversight of the teaching and research of its various departments, for strategic and operational planning, and for personnel and resource management. Most of our staff are based in the Divisional Office at the John Radcliffe Hospital, and some teams are housed in Old Road Campus and the Science Area.

For more information, please see https://www.medsci.ox.ac.uk/the-divisional-office

Medical Sciences Division

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching, and is the largest of the four academic divisions within the University of Oxford. We are a thriving, multidisciplinary community of over 9000 academics, staff, students and clinicians, all of whom contribute to our extensive and exemplary research, teaching and clinical portfolios. The Division comprises the Divisional Office, the School of Medicine and Biomedical Sciences and our 16 academic departments and their constituent units, institutes and centres, located across multiple sites in Oxford (the Science Area and Radcliffe Observatory Quarter, Old Road campus and hospital sites in Headington), and clinical research units in Africa and Asia.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. Our partnerships with the local NHS Trusts promote cohesiveness and

responsiveness at the interfaces between our mutual teaching, training, research and clinical activities, and enables patients to benefit from close links between medical research and healthcare delivery.

We have been ranked number one for the past 14 years in the Times Higher Education Subject Rankings for clinical, pre-clinical and health sciences.

For more information please visit: [Medical Sciences Division — University of Oxford, Medical Sciences Division](#)

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 employees 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.

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 -
divoff.jobs@medsci.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 (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.

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