Job Description

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Summary

Job title	**HR Assistant**
Division	**Social Sciences**
Department	**Faculty of Law**
Location	**Faculty of Law, St Cross Building, St Cross Road, Oxford OX1 3UL,**
Grade and salary	**Grade 4: £27,838 to £31,459 per annum**
Hours	**Full time with the possibility to request part-time (min 0.8FTE)**
Contract type	**Fixed term for 12 months**
Reporting to	**HR Officer**
Vacancy reference	**179062**
Closing date	**Midday Tuesday 6 May 2025**

The role

The position of HR Assistant in the Faculty of Law is an exciting opportunity for someone interested in starting a career in HR. The purpose of the role is to help provide a HR service to the staff within the Law faculty which includes providing administrative support for the Law Faculty's Academic Visitor Programme, payroll, recruitment and personnel administration. The HR Assistant will report to the HR Officer and be part of the Law Faculty's HR Team.

The role is fixed term for 12 months from the date of appointment and would make an idea secondment opportunity for someone interested in developing their HR career.

Flexible working

The Law Faculty supports hybrid working and currently requires staff to be on site at least 40% of their working week although there will be some days each week when the postholder must work on site.

Applicants considering requesting flexible working are encouraged to read the [University guidance on informal and formal flexible working requests.](#)

Responsibilities

HR and Payroll Administration

- Act as first point of contact for enquiries from employees, line managers and visitors to the Law Faculty, by email and face to face, answering questions or redirecting as appropriate.

- Accurately maintain all confidential HR files, paper and electronic (including where applicable paper files held in other locations).
- Prepare standard letters of appointment and contracts
- Assist with the monthly processing of casual and variable hours payment forms and spreadsheets
- Complete right to work checks in line with University and Home Office requirements and support other processes to ensure the Faculty's full compliance in this area, for which full training will be provided.
- Assist the HR Officer and HR Assistant, where needed with the recruitment administration i.e. sending out applications and helping to facilitate interviews.

Transactional
- Implement University HR Policies and procedures, providing data by running ad hoc reports from appropriate HR databases (e.g. PeopleXD)
- Record staff sickness leave, annual leave, end of probationary periods and update the HR system
- Conduct new starter checks, prepare standard letters of appointment, contracts, and visitor agreements
- Help plan induction sessions for new staff

Compliance
- Accurately maintain all confidential personnel files in accordance with GDPR and Information Security policies
- Ensure compliance with payroll procedures awareness of statutory pay, and monitor working hours
- Attend appropriate training on HR systems and procedures

Academic Visitors
- Assist with processing applications, issuing letters of invitation and simple visa questions
- Welcome new arrivals and carry out induction; allocate workspaces; carry out right to work checks; organise University cards and support visitors during their stay.

The postholder may be asked to undertake other duties to assist the HR Team, commensurate with grade and experience.

Selection criteria
Essential selection criteria

1. GCSE (grade A-C) level English and Maths, or equivalent
2. Able to clearly and accurately communicate HR processes and procedures verbally and in writing to a wide range of people
3. Willingness and ability to follow and apply written instructions and procedures
4. Able to produce accurate, detailed work within deadlines
5. Experience of providing a high level of customer service with accuracy and attention to detail
6. Experience of relevant administrative work including ability to use Microsoft Office (including spreadsheets, for which training will be provided), email, and diary.
7. Willingness to undertake professional development and training
8. Ability to work independently or as part of a team

Desirable selection criteria

9. Experience of working in an HR team
10. Awareness of Data protection and information security guidelines, and appropriate discretion when dealing with confidential information

11. Awareness of current employment law and visa requirements

12. Experience of working with an electronic HR system

13. Experience of working within University of Oxford

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 Law

The Faculty of Law in the University of Oxford is the largest Law Faculty in the UK. It is a federation of thirty law schools in the colleges of the University. Legal scholars in the colleges and University are members of the Faculty, which coordinates and supports the teaching and writing of one hundred fifty three academics. The Law Faculty has a distinguished reputation in research and publications in Law. There are five specialised centres associated with the Law Faculty: the Centre for Socio-Legal Studies, the Centre for Criminology, the Institute of European and Comparative Law, the Oxford Intellectual Property Research Centre and the Bonavero Institute of Human Rights. Oxford is consistently listed in the top three for law in the leading guides to British and international universities. There are 225 students in each of the three years of the Faculty's BA in Jurisprudence. The Faculty's graduate programme includes the BCL, the MJur, the MSc in Criminology, the Master's in Law and Finance, the MSc in Taxation, the MSc in Intellectual Property and the MSc in International Human Rights Law, and 6 large doctoral programmes. There are over 40 professional support staff in the Faculty. The Faculty of Law holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all. For more information please visit the Law Faculty website

Anyone considering applying for a role in the Law Faculty is invited to read our 2023-26 strategic plan, 'Shared Ambitions'.

Equality, Diversity and Inclusion at the Faculty

Equality, diversity and inclusion (EDI) are integral to the Law Faculty's mission and success. As a Faculty, we enable individuals to reach their potential through education and help address the world's greatest challenges. The Faculty's ambitions for EDI are in line with those set out in the [Collegiate University EDI Strategic Plan 2024-27](#). Our diversity strengthens our research, enhances our teaching, and enables a deeper engagement with the world. We recognise the value of a diverse student and staff community, and the range of experiences and perspectives that brings. Our vision is of a Law Faculty where everyone belongs and is supported to succeed. We support the University's goal to be a leader in equality, diversity and inclusion in society. Having an inclusive culture, in which everyone can grow and flourish, is essential to our continued success as a world-leading Faculty in a world-leading institution. You can find out more about our [EDI programmes and progress to date](#) by visiting our website.

Social Sciences Division

Social Sciences is one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority, and responsibility for providing a broad strategic focus across its constituent disciplines. Thirteen departments, one faculty, and three cross-divisional research units come under the aegis of the division which spans the full range of social science disciplines with links into the humanities and physical sciences (including Law, Management, Economics, Politics and International Relations, Sociology, Social Policy, Area Studies, Development Studies, Education, Anthropology, Archaeology, Geography, Public Policy). There are over 700 academic staff, 2,700 graduate students (postgraduate taught and postgraduate research), and 1900 undergraduates working and studying in the division. The division is established as a world-leading centre for research in the social sciences and regularly sits at the highest levels of international league tables of one form or another. It is the largest grouping of social science disciplines in the UK and it is also home to several of Oxford's most widely recognised teaching programmes, such as PPE, the BCL, the MPhils in International Relations, in Economics, and in Development Studies, and the nationally regarded PGCE. We believe that excellence in teaching and research is synergistic and remain committed to sustaining and developing the high quality of our activities in both these areas. Our departments are committed to research which develops a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit: http://www.socsci.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 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
recruitment@law.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