

DEPARTMENT OF MATERIALS

Job Description and Selection Criteria

Summary

Job title	HR Operations Manager (Deputy HR Manager)
Division	MPLS
Department	Department of Materials
Location	Department of Materials, Oxford
Grade and salary	Grade 7: £38,674- £46,913 per annum with a discretionary range to £51,059
Hours	Full time
Contract type	Permanent
Reporting to	HR Manager
Vacancy reference	179282

The Department of Materials has been awarded departmental Bronze Athena SWAN status in recognition of its efforts to introduce organisational and cultural practices that promote gender equality and create a better working environment for both men and women. Job applications are particularly welcome from women and black and ethnic minority candidates, who are under-represented in research posts in the Department.

Work/life balance

The Department of Materials is actively promoting the provision of a family friendly working environment and together with the University of Oxford recognises the demands of work/life balance. Therefore for this role we encourage applications from candidates who wish either to hold these positions on a full time, or part time basis or need flexibility in their working hours and will discuss these opportunities with shortlisted applicants at interview.

The role

The Department of Materials HR Team is dynamic and supportive, providing a comprehensive HR service to Departmental staff supporting the full employee life cycle. It is a busy team and supports the strategic plans of the department.

You will take a lead role in HR projects, the development of HR initiatives and bringing forward ideas for improvement and efficiency. You will deputise for the HR Manager with day to day management of the HR function, providing support and guidance to the team as required. You will take a lead on individual employee cases and provide guidance to line managers in the management of complex casework in conjunction with the HR Manager.

Building effective working relationships with academics and their staff, overseeing end to end processes, the Deputy HR Manager will be responsible for ensuring the provision of an effective HR service to the department, for contributing to the wider management of the department through the development and implementation of departmental HR strategy and procedures. They will report to and work closely with the HR Manager and support the management of the team.

Responsibilities

Operational Support

- Working closely with the HR Manager, to ensure that the HR Team is providing a professional, effective and efficient customer-focused service, which is compliant with UK legislation (including immigration) and University policy.
- Ensure that the working practices and procedures of the HR team are robust and aligned with departmental priorities and are flexed as necessary to meet changing priorities and/or regulatory requirements.
- Manage the HR operations and relevant processes, ensuring compliance with University policy, the relevant regulations and employment law.
- Manage the administration of visitors and casual employees, ensuring the appropriate agreements are in place and all relevant checks are completed.
- Provide accurate advice and guidance to managers and staff on all aspects of employment such as recruitment, absence management, performance management, HR policy and immigration, pay and terms and conditions of employment, HR policy and employee relations. Supporting the provision of training as required.
- Undertake the monthly payroll changes audit, ensuring that the correct funds are utilised, highlighting any funding issues, and adhering to the University's deadlines
- Monitor the effectiveness of systems and processes within the HR office, suggesting improvements and amendments to improve efficiency, overseeing the implementation as required.
- Provide cover for other HR roles in the department during periods of absence

Employee Relations

- Support managers in handling individual employee cases, ensuring compliance with University policy and best practice, interpreting complex procedures and working with Divisional and Central services and the HR Manager where necessary

- Oversee the end of fixed term contract process in the team, in line with University policy and practice. Ensure that the process to monitor contracts is managed and working effectively, especially in line with visa restrictions
- Be a key change agent, supporting and managing change processes, within the department
- Support the HR Manager in handling complex individual employee cases ensuring compliance with University policy, working with Divisional Services where necessary.
- Keep up to date with University policies and legislative changes and make recommendations as to how they are implemented in the Department.
- Communicate key HR policy changes to the wider department and update staff on new regulations within the University, providing briefing sessions for staff as required.

Team management

- Oversee the day-to-day management of the HR team, acting as an initial point of reference for other team members.
- Undertake an annual audit to ensure GDPR compliance of personnel files, including the storage and retention of leavers' records
- Manage and develop the HR Officers.

Strategic Support

- Manage or support HR and University projects and initiatives as they arise and are delegated by the HR Manager e.g., Athena Swan.
- Work with the HR Manager to develop and deliver the departmental HR strategy and associated procedures ensuring that they align with University policy e.g., PDR, induction, career/staff development, R&R scheme.
- Support the HR Manager with data quality activity, compiling data for HESA return and Athena Swan activity and running reports from the HR database. Using this data to support the HR Manager with reports and recommendations to the Senior Management Team as required.
- Attendance and involvement in relevant committee meetings within the Department.
- Deputise for the HR Manager as and when required.
- Maintenance of the HR pages within website/intranet.

General

- Attend relevant HR briefings and events to build relationships, share best practice, and work collaboratively with other HR professionals. Provide briefing sessions to other staff in the department on policy changes as required.
- Keep up to date on and share best practice on HR issues and be actively involved in own continuing professional development.
- Any other duties that may be required from time to time commensurate with the grade of the job

Flexible working

This post is full-time and will require a minimum of 3 days per week of office presence.

Selection criteria

Essential selection criteria

- Qualified or working toward CIPD graduate level or have equivalent experience
- Educated to degree level or suitable equivalent experience.
- Proven experience of managing employees, including their ongoing development.
- Experience of building and managing HR processes to deliver an efficient, customer centred and audit proof HR service.
- Sound knowledge and experience of the application of UK employment law and UKVI regulations with and ability to evaluate risk.
- Experience of operating HR information systems and producing management information reports.
- Ability to deal accurately and confidently with numbers.
- Strong communication skills including the ability to influence and persuade managers both verbally and in writing.
- Ability to develop professional and effective working relationships with key stakeholders
- Experience of highly effective line management

Desirable selection criteria

- HR experience within the University of Oxford or other higher education institutions.
- Experience of delivering briefing/training sessions.

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.

Mathematical, Physical and Life Sciences Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Its nine academic departments span the full spectrum of the mathematical, computational, physical, and engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Research in MPLS tackles major societal and technological challenges – whether developing new energy solutions or improved cancer treatments, understanding climate change processes, or helping to preserve biodiversity – and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours, including the most recent award of a Nobel Prize for Physics 2020 to Sir Roger Penrose. Within MPLS we are as focused on the generation as we are on those who have gone before, having a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships and faculty positions.

MPLS continues in its work to support diversity in its staffing, seeing that it will bring benefits to everyone. All academic departments in the Division hold Athena Swan Awards. (The Athena Swan Charter encourages and recognises commitment to advancing the careers of women in science, technology, engineering, maths and medicine employment in higher education and research.)

We have around 7,400 full and part-time students (including approximately 3,500 graduate students) and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve major mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (<http://www.oxfordsparks.net/>) and the Science Together programme (<https://www.mpls.ox.ac.uk/public-engagement/science-together-oxford-researchers-and-communities>). These are complemented by a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire, aided by the work of Oxford University Innovation and Oxford Science Enterprises, is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: <http://www.mpls.ox.ac.uk/>

Department of Materials

The Department is one of nine within the Mathematical, Physical and Life Sciences Division of the University of Oxford, and one of world's leading materials teaching and research institutions. According to the UK's Research Excellence Framework 2021 assessment (in a Unit of Assessment joint with Engineering Science), 97% of the Overall Research was awarded the 3* (26% - internationally excellent) and the highest 4* (71% - world-leading) rating. For Research Impact and Research Environment our submission was ranked first equal within the Unit of Assessment with 90% and 100% respectively of Oxford's submission receiving the 4* rating, and overall we obtained the second highest percentage of 4* contributions within our Unit of Assessment. National league tables (Guardian, Times Good University Guide) regularly place us as the UK's top materials department.

Members of the Department, from graduate students to professors, win national and international awards for their contributions to materials science, including recognition from the Royal Society, the Royal Academy of Engineering and the American National Academy of Engineering. The Department is also active in commercialisation of its intellectual property through licensing to industry and setting up of spin-off companies.

Materials science is a diverse and exciting discipline, and new directions in the Department's research include energy storage materials and devices, and materials for quantum computing, while recently we have also significantly reinforced our leading strengths in materials characterisation, modelling and physical metallurgy.

The Department has extensive laboratory space and supporting facilities spread over two main sites. The central main site, within the Oxford Science Area, Parks Road, has seven buildings. The second site is the Oxford University Begbroke Science Park, located five miles north of Oxford. A minibus provides transport between the two sites.

The Department of Materials strives to ensure that all staff and students are given the opportunities and support they need to achieve their potential. We are committed to equality of opportunities and to advancing women and underrepresented groups' careers. We support staff returning from long-term absence and provide flexible arrangements for staff with caring responsibilities. Further information about family support can be found in the Standard Terms and Conditions. Our Equality, Diversity and Inclusion Committee contributes to many aspects of our work, see <https://www.materials.ox.ac.uk/edi#/>

The Department of Materials holds a Bronze Athena Swan award to recognise advancement of gender equality, representation, progression and success for all. The Department is also member of WISE (<https://www.wisecampaign.org.uk/>) and AFBE-UK Association for Black and Minority Ethnic Engineers (<https://www.afbe.org.uk/>)

As part of the department's commitment to openness, inclusivity and transparency, we strongly encourage applications from all who consider they meet the requirements of the post, and particularly from women and ethnic minorities.

TEACHING

The teaching in the Department is regularly rated as high quality. We teach one four-year undergraduate degree programmes (M.Eng level). The joint intake for this course is about 42 a year. Around 52 graduates are accepted each year to study for research degrees.

RESEARCH

The Department has an outstanding record for world class research, as underlined by the UK Government's most recent assessment of research excellence in UK universities, the 2021 REF <<https://results2021.ref.ac.uk/>>, where Oxford Materials was one of the top-rated materials departments in the country. Annual external research funding in the Department is approximately £20 million, from industry, research councils, the EU and charities.

For more information on the Department of Materials, please visit: <https://www.materials.ox.ac.uk>

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply 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. We understand that careers can be non-linear and affected by all manner of external circumstance, and would be happy for candidates to include a brief contextual statement if they wish to do so.

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@materials.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**, 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, 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>