Job description and selection criteria

Job title	HR Manager
Division	MPLS
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford.
Grade and salary	Grade 8: Salary £40,792 – £48,677 p.a. with a discretionary range of up to £53,174 for an exceptional candidate
Hours	Full Time (flexible working options considered)
Contract type	Permanent
Reporting to	Senior Department Administrator
Vacancy reference	140953

The role

The Human Resources Manager manages the department's HR team which provides a professional and effective advisory and administrative service to Department of Computer Science ensuring compliance with University policies and procedures in line with UK employment legislation.

The HR Manager leads and manages a team of 4 staff in the co-ordination and administration of all activities related to the attraction and retention of the very highest calibre of staff into support, research and academic roles. Day to day, the HR Manager provides leadership and direction to the team, ensuring that team members are well supported and committed to achieving the highest standards of quality across a high volume of work.

The HR Manager works closely with the Senior Departmental Administrator and Head of Department and other senior staff, in planning and implementing activities which contribute to the achievement of the department's strategic priorities. They will also regularly interact with colleagues at all levels across broader networks including Divisional HR colleagues, Personnel Services, Payroll, the People and Organisational Development team, Occupational Health and HR colleagues in other departments.

This is a busy, varied, operational role with the scope to become involved in a variety of interesting and value adding projects and activities.

Main Duties and Responsibilities:

The post holder will be expected to carry out the following duties in line with University policies and procedures where applicable:

- Work closely with senior management colleagues (Department Administrator, Head of Department and Deputy Heads of Department) to ensure that the department HR procedures and policies support the department objectives and to ensure that department employees are fully supported;
- Provide generalist HR advice and guidance to line managers, supervisors and principal investigators and staff on a wide range of issues, such as recruitment, performance and absence management, training and career development, reward and recognition;
- Provide specialist advice and manage an employee relations case load within department (including support staff, academics and academic related staff), involving Divisional HR Business Partner, where required;
- Manage the full recruitment life cycle, to recruit high quality research and support staff, including those from under-represented groups;
- Manage the accurate administration of the monthly payroll process for all employees and casual workers;
- Co-ordinate all recruitment campaigns for new academic posts, working closely with the Head of Department and other senior academic staff both internally and externally, ensuring that all aspects of recruitment are undertaken to maximise a diverse range of applicants and appointments in support of the University's Equality Objectives to increase the proportion of under-represented groups such as women and BAME staff;
- Support and advise the Head of Department with all aspects of academic HR, these will include management and co-ordination of the Initial Period of Office reviews, academic appraisals, employment changes, sabbaticals and other leave arrangements, and supporting the Departmental Administrator to ensure that consultancy arrangements and outside appointments are effectively managed and administered;
- Manage the HR team ensuring that HR operations are carried out efficiently and are of high quality and accuracy, developing and implementing improvements to systems and procedures as appropriate, to enhance the HR service;
- Develop department policies and procedures as required, in consultation with key stakeholders, ensuring these are well communicated and understood;
- Keep up-to-date with employment legislation and UK regulatory requirements e.g. UK Visas and Immigration, General Data Protection Regulations, Disclosure and Barring Service, and Health and Safety legislation;
- Act as a specialist advisor to the Chair of the Department's Equality and Diversity Committee and take an active role in the development and implementation of the Department's Athena SWAN submission in November 2022, and subsequent submissions or renewals;
- Participate in relevant department or Divisional committees (such as MPLS E&D Committee), ensuring good flow of information within and to/from the department, and service and participate in the Department Personnel Committee by preparing the agenda for the termly meeting;
- Manage the uptake and quality of the annual review process for department support staff, research staff and academics;

- Liaise with other University Departments and external institutions with similar objectives, to ensure shared learning, relevant benchmarking and the adoption of best practice where appropriate;
- To develop the academic appraisal process within the department to ensure that all staff have the opportunity of an annual review;
- Identify, develop and participate in department HR projects as required;
- Manage the Mental Health Champions group, ensuring regular meetings and that a programme of wellbeing activities and communications are identified and implemented to support the department's progress towards being a Mindful Employer
- Maximise the support of the department's Employee Assistance Programme, Validium, so that staff are fully aware of the programme through effective communications, and that the greatest use is made of the services which it offers. Use available usage data to inform further activities.

Other duties

- Contribute to the smooth operation of the department as part of the Operational Management Team providing cover for senior colleagues during periods of absence as required.
- Manage all HR stakeholder relationships including those internal to the Department and the University's Personnel Services function
- Work with other University departments or external organisations as required and to be a member of such committees, whether internal or external, as may be required by the Department or the University or be deemed in the interests of the Department.
- Undertake other duties as maybe required from time to time that are commensurate with the grade

Hazard-specific / Safety-critical duties [delete if not appropriate] See:
www.admin.ox.ac.uk/personnel/recruit/preempcheck/compulsorychecks/medical

This job may include the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work:
- Lone Working
- Driving on University business

Selection Criteria

Essential:

- Associate Membership of the CIPD (Level 5 or above)
- Experience of managing an operational HR function in a large, complex organisation
- Sound knowledge and experience of the application of UK employment law, best practice and current thinking in HR management including UKVI regulations;
- Experience of managing and developing a team of HR professionals to deliver a high quality and efficient HR service
- Extensive experience of managing employee relations case work within organisational procedures
- Strong interpersonal skills, including the ability to lead and motivate teams at a time of change and the ability to influence senior managers and academics
- Highly organised with the ability to take a planned and structured approach to work
- Strong communication and influencing skills, able to communicate complex information to a wide range of people

- A good level of analytical thinking, innovation, problem-solving and policy development skills and experience
- Experience of delivering training and presentations
- Excellent numeracy and written skills
- Flexibility and resilience
- Proficient IT skills (Microsoft Office Suite) and experience of operating an HRIS system, with the ability to learn new IT efficiently
- Discretion and intercultural sensitivity

Desirable:

- Chartered membership of the CIPD
- Experience of working in HR within a Higher Education Institution
- Experience of using a range of HR Information Systems including CORE
- Experience of working with Equality and Diversity charters, such as Athena SWAN
- Experience of supporting, developing or implementing activities which aim to support or improve staff mental health and wellbeing

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. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. 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

Department of Computer Science

The Department of Computer Science was established in 1957, making it one of the longest-established Computer Science departments in the country. It is one of the UK's leading Computer Science Departments (ranked first in a number of international rankings). The UK Research Excellence Framework (REF) in December 2014 resulted in 74 members of the Department having 53% of their research activity ranked in the top category of 4* (world-leading). Overall, we received an average of 3.34 across the Department (3* being internationally excellent). A significant majority of the Department are active in externally sponsored research, with both government and industrial funding. At present, there are 69 members of academic staff and almost 100 research staff.

The Department has close links with government, industry, and other departments within the University. Among the latter are Mathematics, Engineering, Physics, Statistics and a number of life sciences departments. The Department is housed across multiple sites within the University's South Parks Road Science Area, facilitating strong collaborative links with research groups and institutes in closely allied areas (including the Oxford Internet Institute and the Oxford e-Research Centre). This is an essentially inter-disciplinary activity which is at present attracting major funding from a number of sources. At present, the Department holds over £50m in external research contracts.

Research in the Department is currently managed in ten themes:

- *Algorithms & Complexity Theory* focusses on determining the inherent difficulty of computational problems, classifying problems according to this inherent difficulty, and designing and analysing algorithms that use computational resources as efficiently as possible;
- *Artificial Intelligence & Machine Learning* focuses on theoretical foundations, multiagent systems, deep learning and computational linguistics;
- *Automated Verification* investigates theory and practice of formal verification and correct-by-construction synthesis for software and hardware systems;
- *Computational Biology & Health Informatics* is concerned with computational approaches for biomedical research and healthcare innovation;
- *Cyber-Physical Systems* is focusing on intelligent and autonomous sensor systems with applications in positioning, healthcare, environmental monitoring and smart cities;
- *Foundations, Structures and Quantum* embraces interdisciplinary research, and has a particular interest in structural foundations of quantum computation;
- *Human-Centred Computing* covers human-computer interaction, social computing and world-wide web;
- *Information Systems* covers databases, knowledge representation and reasoning;
- *Programming Languages* covers functional programming, program analysis, and programming language foundations;
- *Security* specialises in cybersecurity, protocol analysis, systems security, trusted computing, human-centred security, and networking.

For more information, please visit: http://www.cs.ox.ac.uk/.

The Mathematical, Physical, and Life Sciences Division (MPLS)

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities. The disciplines within the MPLS Division regularly appear at the highest levels in world rankings. In the results of the six-yearly UK-wide assessment of university research, REF2014, the MPLS division received the highest overall grade point average (GPA) and the highest GPA for outputs. We received the highest proportion of 4* outputs, and the highest proportion of 4* activity overall. More than 50 per cent of MPLS activity was assessed as world leading.

The MPLS Division's 10 departments and 3 interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research addresses major societal and technological challenges 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 Nobel prizes and prestigious titles such as FRS and FR.Eng) and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships. The Division is also the proud holder of eight Athena Swan Awards (4 Silver and 4 Bronze) illustrating our commitment to ensure good practice and to encourage women in science at all levels in the division.

We have around 6,000 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 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 endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire 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/

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement should explain how you meet 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).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** 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 departments.

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)

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at:

www.ox.ac.uk/about/jobs/preemploymentscreening/.

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: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University's Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

There is no normal or fixed age at which staff in posts at **grades 1–7** 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

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club provides 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 www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff

The University offers support and advice to international staff, including a visa loan scheme to cover the costs of UK visa applications for staff and their dependents.
See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

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 www.welcome.ox.ac.uk.

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 to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk.

Childcare

The University has excellent childcare services with 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 www.admin.ox.ac.uk/childcare.

Family-friendly benefits

The University subscribes to My Family Care service through which staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' advice service and a wide range of guides and webinars through a website called the Work+Family space.
See: www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

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
www.admin.ox.ac.uk/eop/disab/staff.

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 www.admin.ox.ac.uk/eop/inpractice/networks/.

Additional benefits

Staff can enjoy a range of other benefits and discounts, including free entry to the Botanic Gardens and University colleges, and discounts at University museums.
See www.admin.ox.ac.uk/personnel/staffinfo/benefits.