Job description and selection criteria

Job title	HR Officer
Division	MPLS
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford.
Grade and salary	Grade 6: £28,660 - £34,189 pa
Hours	Full Time
Contract type	Permanent
Reporting to	HR Manager
Vacancy reference	141027

The role

Over the past few years, the Department of Computer Science has established increasing undergraduate student numbers in association with a growing number of colleges, which has necessitated growth of our academic faculty (Tutorial Fellows) in order to provide the required tutorial teaching and pastoral care to our students. With further ambitious undergraduate student growth plans over the next 5 years, we are looking to further expand our academic faculty. With this in mind, we are seeking a professional, proactive and efficient HR Officer who, supported by 3 team members, and reporting to the HR Manager, can manage a significant recruitment portfolio (including new academic staff, researchers and support staff as vacancies arise) as well as supervise the day to day administrative work of the HR team.

Responsibilities/duties

Recruitment & Pre-employment

- Supported by the HR team, manage the accurate and efficient administration of all recruitment campaigns, for different staff groups, from search and attraction of candidates to onboarding. This will involve working with managers to plan

requirements, designing effective job advertisements and job descriptions, placing job adverts, liaising with applicants and recruitment panels, co-ordinating interviews and relevant documentation, advising panels and participating as appropriate, ensuring compliance with policy and procedure.

- Manage post-interview processes including generating letters and other documentation for applicants, corresponding with unsuccessful candidates, ensuring eligibility of employment through right to work checks, occupational health authorisation, satisfactory references, and identity and qualification checks.
- Liaise with temporary staff agencies to employ staff as required.
- Ensure that relevant systems (Core, PanOp and Teamseer) are efficiently and accurately maintained at relevant stages of pre and post recruitment.
- Co-ordinate onboarding processes for new starters, making full use of feedback and evaluation to continuously improve induction across staff groups.

During employment

- Supervise the day to day work of the HR team including the provision of on the job training, day-to-day instruction, quality assurance and efficiency, co-ordinating team workload, delegating tasks, and providing feedback to support their development and performance reviews.
- Maintain oversight of monthly payroll changes, ensuring that the correct funds are utilised, highlighting any funding issues, and adhering to the University's deadlines. Investigate queries regarding salary, for example, through monthly payroll changes.
- Manage the end of Fixed Term Contract procedure for the department, liaising with the grants team and Principal Investigators with regard to externally-funded projects where relevant, meeting with staff to provide advice and support in line with their length of service, identifying priority candidates and supporting them with available redeployment opportunities, issuing of letters, advising staff on outstanding annual leave and calculating redundancy pay (if eligible).
- Support and advise staff on family friendly leave, generating letters, and associated payroll changes efficiently and accurately.
- Provide accurate generalist HR advice and guidance to line managers and staff members by telephone, email, and face-to face, answering queries or undertaking research and interpreting procedures to answer more complex queries as appropriate, referring to the HR Manager where necessary.

Data Management

Supported by the HR team:

- Provide reports to the Senior Management Group to include updates on staffing, legislation changes and key developments in HR.
- Gather and analyse relevant data in relation to staff in order to provide reports for departmental Athena SWAN reviews, to identify areas for further action through the Equality & Diversity Committee.
- Ensure that absence/leave documentation and records (sick leave, annual leave, family leave, unpaid leave, sabbatical leave and other types of planned and unplanned leave) are correctly stored and maintained.
- Maintain confidentiality and integrity of data in accordance with the General Data Protection Regulations and University Codes of Practice.
- Run data quality reports from CoreHR, correcting errors to ensure data accuracy for HESA returns, liaising with the HRIS Data Services Team regarding complex cases/anomalies.

- Collect data from staff leaving the department, conducting exit interviews where required. Analyse the data to identify themes and areas for improvement, making relevant proposals for further action.
- Compile and maintain personnel files.
- Collate data for audits or at the request of the HR Manager, as required.

Other duties

- Maintain currency of professional practice by attending relevant HR briefings, participating in relevant HR initiatives and events to build relationships and share best practice and work collaboratively with other HR professionals.
- Identify opportunities for improvement and implementation of department HR policies, procedures and operational effectiveness, in consultation with the HR Manager.
- Maintain the HR intranet and communicate and disseminate HR guidelines, processes, policies and updates to staff.
- Support the HR department's commitment to health and wellbeing by promoting the Employee Assistance Programme, participating in relevant working groups, contributing to activities, communication and evaluation.
- Act as a Display Screen Equipment Assessor for the department, and communicate relevant Health and Safety information, such as DSE and eyesight checks, through relevant media to ensure staff awareness.
- Deputise for the HR Manager when requested to do so.
- Undertake other duties commensurate with the grade and responsibilities of the post from time-to-time.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and 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 so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

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/.

Selection criteria

Essential

- Experience of working in an HR team/role and managing HR processes.
- Qualified or working toward CIPD graduate level, or have equivalent experience.
- Significant experience of recruitment and selection of staff at all levels, with sound knowledge of UK employment law and UKVI regulations.
- Excellent organisational and time management skills, planning and prioritising tasks and meeting deadlines, working to a high level of accuracy and with a good attention to detail.
- Experience of co-ordinating the workload of a busy office, ensuring quality of service delivery, supervising and allocating work amongst team members, and giving feedback to staff.
- Experience of operating HR information systems and producing management information reports.
- Ability to clearly and accurately communicate processes and procedures verbally and in writing.
- Ability to deal accurately and confidently with numbers.
- Ability to develop professional and effective working relationships with key stakeholders.
- Ability to be professional, tactful, discreet and approachable when faced with sensitive or difficult people problems.
- Experience of providing a high level of customer service.

Desirable

- HR experience within the University of Oxford or other higher education institutions.
- Graduate member of the CIPD.
- Experience of using CoreHR for recruitment
- An understanding of the principles of Athena SWAN or experience of working towards the charter

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, and in providing all of our staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and 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 2014/15 exceeded £522.9m and ranked first in the UK for university spin-outs, with more than 130 spin-off 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 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).

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 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).

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 receive an automated email from our e-recruitment system 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: 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. 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

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 www.admin.ox.ac.uk/personnel/staffinfo/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 www.sport.ox.ac.uk/oxford-university-sports-facilities.

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.
There is also 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/.

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 My Family Care, 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 www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

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 www.admin.ox.ac.uk/childcare/.

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/.

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.