

## Job description and selection criteria

<b>Job title</b>	Graduate Studies Assistant (PGR)
<b>Division</b>	Mathematical, Physical, and Life Sciences
<b>Department</b>	Computer Science
<b>Location</b>	Wolfson Building, Parks Road, Oxford
<b>Grade and salary</b>	Grade 5: £31,459 - £36,616 per annum (pro-rata)
<b>Hours</b>	Part time: 0.6 FTE
<b>Contract type</b>	Maternity cover until 4 September 2026
<b>Reporting to</b>	Graduate Studies Administrator
<b>Vacancy reference</b>	179500
<b>Additional information</b>	Secondment can be considered

## The role

The post supports graduate academic administration for the Department's full time taught and research graduate students, primarily in the area of administration for on course students on research courses.

The Department currently hosts one full time masters (MSc in Advanced Computer Science), and a DPhil in Computer Science. The DPhil attracts around 400 applications each year and has an intake of around 50 students. The MSc in Advanced Computer Science attracts around 800 applications each year and has an intake of around 70 students.

Academic administration for these courses is undertaken by a small team, each with their primary responsibilities, but members of the team support each other to ensure that there is a good workload distribution at busy times of the year. The primary role of the Graduate Studies Assistant (PGR) is to provide support for students on the DPhil, working closely with the Graduate Studies Administrator, Director and Deputy Director of Graduate Studies and Graduate Studies Assistants.

## Flexible working

This role is offered with part-time hours (21.9 hrs). This role requires a minimum of 2 days per week on-site, with flexible arrangements possible based on work requirements, such as in-person meeting attendance, and project timelines.



## **Responsibilities**

The post holder will be the first point of contact for academic staff and students on course in relation to progression for DPhil students.

- Work with the Graduate Studies Administrator act as a first point of contact for students and supervisors regarding all on course issues
- Maintain and update graduate student records for on-course progression. Monitoring progression and sending reminders of upcoming deadlines to graduate students and supervisors.
- Responsible for on-course graduate administration: preparing paperwork for Probationer Research Students (PRS) transfer and confirmation of status, and escalating any non-standard cases to the Graduate Studies Administrator.
- Liaise with internal and external examiners to organise DPhil examinations, including transfer and confirmation vivas. This may include viva room booking, and arranging accommodation for external examiners, where required.
- Facilitate all suspension and return from suspension applications, escalating complex cases to the Graduate Studies Administrator and Director of Graduate Studies as required.
- Provide advice and guidance for suspension and extension requests, liaising with Education Policy Support, MPLS Graduate Office and College Officers throughout the process.
- Record DPhil student leavers on the relevant databases, inform relevant members of staff and archive student files as appropriate.
- Plan and participate in the Graduate Induction Week with the Graduate Studies Administrator and Graduate Studies Assistants: making suggestions for sessions and improvements; undertaking any administration as required, such as booking rooms and refreshments, and attending and running sessions.
- Assist the Graduate Studies Administrator in both organising and running on course student events such as the annual Transfer Workshop and the Oxford Computer Science Conference.
- Ensure accurate records are kept at all times in accordance with University regulations.
- Provide advice and guidance on updates to University Policy on progression and submission for DPhil Students.
- Provide information, advice and guidance to current DPhil students, communicating face-to-face, via bulk email and/or other media, making a judgement on when to refer queries to senior staff.
- Make recommendations for improvements to systems and processes for on-course DPhil progression management.
- Process student travel and conference funding claims, advising the Deputy Director of Graduate Studies on available funding and liaising with the finance office to process claims. Reporting on Student travel fund as required.

## **General**

- Management of Graduate Studies inbox, including responding to queries, assigning tasks to relevant members of the team, escalating issues to the Graduate Studies Administrator as required.
- Respond to telephone, e-mail, and other written correspondence from students, academics, administrative staff, and examiners, dealing with those enquiries and problems in a timely manner, both from the Graduate Studies and Graduate Admissions mailboxes.
- Compose letters for on course and past students as and when requested.
- Invigilate internal written exams for students as required.
- Provide support to the rest of the Graduate Studies team and wider academic administration team in busy times, especially during admissions, to provide cover when members of the team are on leave, or as part of collaboration to improve processes or the experience for students.
- Undertake any tasks as requested by the Head of Academic Administration, Graduate Studies Administrator and Academic Administration Officer according to operational needs.

## **Selection criteria**

### **Essential**

- Good general educational level to A-Level standard, or relevant professional experience
- Strong administrative skills, preferably in higher education or a similar field
- A proven ability to contribute as a team member
- Excellent written and verbal communication skills, including a high level of personal discretion and judgement especially when dealing with sensitive and confidential information
- Strong organisational skills and the ability to prioritise and manage own workload
- The capacity to quickly acquire a comprehensive knowledge and understanding of complex procedures and give advice on these
- Good IT skills, including Microsoft Outlook, Word and Excel, and with the ability to pick up new IT systems quickly
- Ability to work independently, largely without direct supervision
- Excellent level of accuracy and attention to detail
- Excellent interpersonal skills, including tact and diplomacy, with the ability to build good relationships with a variety of individuals

### **Desirable**

- Experience of working in a student administration role within higher education
- Experience of working with policies and regulations

## **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](http://www.ox.ac.uk/about/organisation).

## Department of Computer Science

The Department of Computer Science is consistently recognised as the internationally leading centre of research and teaching across a broad spectrum of computer science, ranging from foundational discoveries to interdisciplinary work with significant real-world impact.

We are proud of our history as one of the longest-established computer science departments in the country, as we continue to provide first-rate undergraduate and postgraduate teaching to some of the world's brightest minds. We enjoy close links with other University departments and Oxford research groups and institutes.

Our greatest asset is our people. We consistently attract the best staff and students and, thanks to them, we have been ranked as the world's leading university for computer sciences for seven years in a row by the *Times Higher Education*.

Find out more information on our website <http://www.cs.ox.ac.uk/>

The Department of Computer Science holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

## 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 and the MPLS Division is home to our non-medical sciences, with 9 academic departments that span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work.

For more information about the MPLS division, please visit: [www.mpls.ox.ac.uk](http://www.mpls.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.

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## 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).

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## 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 [hr@cs.ox.ac.uk](mailto:hr@cs.ox.ac.uk).

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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 70<sup>th</sup> 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](http://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](http://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>