



Job Description

Summary

Job title	HR Officer
Division	Mathematical, Physical, and Life Sciences (MPLS)
Department	Department of Computer Science
Location	Wolfson Building, Parks Road, Oxford, OX1 3QD (Hybrid working available, with a minimum of 3 days per week onsite and up to 2 days remote working.)
Grade and salary	Grade 5: £32,108-£37,338 per annum (with a discretionary range to £40,514) per annum, inclusive of a pensionable Oxford University Weighting
Hours	Full time (36.5 hours per week)
Contract type	Permanent
Reporting to	Deputy HR Manager
Vacancy reference	188290
Additional information	Internal candidates will be given priority

The role

The purpose of this role is to provide high-quality administrative and operational HR support across the employee lifecycle. The postholder will report formally to the Deputy HR Manager and work in close partnership with the Senior HR Officer, who will provide day-to-day operational guidance and support.

The postholder will coordinate and administer a range of HR processes, including recruitment, appointments, contractual changes, payroll, casual workers, immigration administration and leavers; respond to straightforward HR enquiries; maintain accurate HR records; and ensure processes are completed accurately and within required timescales.



The postholder will develop a good working knowledge of University HR policies and procedures, referring more complex queries and matters requiring interpretation or judgement to the Senior HR Officer or other senior members of the HR team.

The role requires a proactive and organised approach, with the ability to work independently, use initiative and exercise sound judgement within established procedures. The postholder will be expected to take responsibility for progressing their work, anticipate upcoming actions and deadlines, identify and resolve routine issues, and recognise when matters need to be escalated.

The role provides opportunities to develop HR knowledge and experience across the employee lifecycle and to contribute ideas and feedback to the continuous improvement of HR processes and service delivery.

Flexible working

This role is hybrid, with a mixture of on-site and remote working possible. The usual on-site presence for departmental staff is 3 days per week.

Responsibilities

HR Service and Administrative Support

- Provide accurate and timely administrative and operational support across the HR function, maintaining employee records and HR systems, including PeopleXD, and producing reports and information as required.
- Provide accurate first-level advice and guidance to staff and managers on routine HR processes, policies and procedures, using established guidance and applying sound judgement; recognising when matters are more complex, sensitive or require policy interpretation and escalating these appropriately.
- Develop and maintain a good working knowledge of relevant University HR policies, procedures and systems and apply these accurately to routine HR activities.
- Respond to HR enquiries in a professional, timely and customer-focused manner, taking ownership of routine enquiries through to resolution where appropriate.
- Maintain accurate and confidential personnel records, ensuring information is handled in accordance with data protection, GDPR and Information Security requirements.
- Produce routine correspondence, reports and documentation and support other HR administrative activities as required.

Recruitment, Appointment and Induction

- Coordinate and administer recruitment activity, working closely with the Senior HR Officer and recruiting managers to ensure recruitment processes progress efficiently, accurately and in accordance with University procedures.
- Undertake recruitment administration including preparing and placing advertisements, supporting the preparation of recruitment documentation, downloading and preparing applications for shortlisting, coordinating shortlisting activity and maintaining accurate recruitment records.

- Coordinate interview arrangements, liaising with recruiting managers, panel members and candidates; arranging interview schedules, rooms or online meetings; and ensuring candidates and panels receive the necessary information and documentation.
- Request and follow up references and other pre-employment information and checks as required.
- Draft routine appointment correspondence, offer letters, contracts and associated documentation, referring non-standard or complex matters to the Senior HR Officer.
- Coordinate pre-employment and onboarding administration, including right-to-work checks, Occupational Health requirements, identity checks and other required documentation, ensuring actions are completed and recorded appropriately.
- Coordinate the onboarding and initial welcome induction of new staff, ensuring practical arrangements, system access, relevant documentation and induction materials are in place, and that required onboarding actions are completed. Provide new starters with initial information and guidance, and coordinate their participation in the HR Surgery and Q&A session delivered during week two of onboarding.
- Support immigration and visa administration where required, gathering and checking information and documentation, monitoring relevant dates and undertaking routine administrative processes in accordance with University guidance, escalating queries or issues where appropriate.

Staff Changes, Payroll and Employee Lifecycle Administration

- Coordinate and process routine contractual and employee changes, including salary changes, transfers, promotions, changes to hours and other variations, ensuring appropriate approvals and documentation are in place.
- Draft routine letters and contractual documentation relating to staff changes, seeking guidance or approval from the Senior HR Officer where appropriate.
- Administer payroll changes accurately and within University deadlines, checking information and funding details and following up missing or incomplete information.
- Liaise with payroll and other University teams as required to resolve routine queries and ensure changes are processed correctly, escalating more complex matters appropriately.
- Administer leaver and end-of-employment processes, preparing routine correspondence and documentation, updating HR systems and records and ensuring relevant actions are completed within required timescales.
- Support fixed-term contract processes, monitoring end dates and key actions, preparing routine documentation and alerting the Senior HR Officer and relevant managers where action is required.
- Monitor key employee lifecycle dates and processes, including probation, fixed-term contracts, annual PDRs, sickness absence and other relevant HR activities, proactively following up routine outstanding actions and escalating issues where appropriate.

Casual Workers

- Coordinate and administer the casual worker process in accordance with University and departmental procedures.
- Prepare casual worker and other relevant agreements and documentation, undertake right-to-work checks and ensure required information and approvals are in place.

- Liaise with managers, casual workers and relevant University teams to obtain information, resolve routine queries and ensure casual worker arrangements are processed accurately and on time.
- Process casual payroll information within required deadlines, checking information for completeness and accuracy and following up discrepancies or missing information.
- Maintain accurate records relating to casual workers and ensure relevant right-to-work, visa and working-hours requirements are followed, seeking advice or escalating matters where necessary.

Compliance and Monitoring

- Ensure HR administration and processes are carried out accurately and in accordance with University policies, procedures and relevant legislative requirements.
- Maintain confidential personnel records and HR information in accordance with GDPR, data protection and Information Security requirements.
- Complete and record right-to-work and other required checks accurately, following established procedures and referring queries or unusual circumstances appropriately.
- Maintain accurate HR data and undertake regular checks to identify missing information, upcoming deadlines or actions requiring follow-up.
- Take responsibility for keeping knowledge of relevant HR systems, processes and procedures up to date and undertake appropriate training and professional development.

Teamwork, Initiative and Continuous Improvement

- Work in close partnership with the Senior HR Officer and collaboratively with other members of the HR team, taking independent responsibility for allocated areas of work while contributing flexibly to the delivery of the wider HR service.
- Take a proactive approach to managing workload and HR processes, identifying upcoming actions, potential issues and opportunities to improve ways of working.
- Use initiative and sound judgement to resolve routine issues, seeking additional information where necessary and recognising when a matter should be referred or escalated.
- Contribute ideas and feedback to the continuous improvement of HR processes and service delivery, drawing on day-to-day experience of administering HR activities.
- Build positive and effective working relationships with colleagues, managers, staff and contacts across the University, providing a professional and responsive service.
- Share information and good practice with colleagues and contribute positively to a collaborative and supportive HR team.
- Develop HR knowledge and capability through experience, feedback, training and professional development, building confidence and competence across the employee lifecycle.
- Contribute to HR projects and team initiatives as required, appropriate to the responsibilities and grade of the role.
- Undertake other duties appropriate to the role, grade and function as required.

Essential selection criteria

- Educated to GCSE standard or equivalent (including Maths and English).
- Hold, or be working towards, a qualification in HR or a related field (e.g. CIPD), or have equivalent relevant experience.

- Experience of working in an HR team or HR role, with a good working knowledge of HR policies and procedures and an awareness of relevant UK employment legislation.
- Ability to communicate HR processes, policies and procedures clearly and accurately, both verbally and in writing, and to provide first-level advice on routine matters, recognising when issues require escalation.
- Demonstrable ability to work independently and proactively, using initiative and sound judgement to progress work, resolve routine issues and recognise when matters should be referred to others.
- Demonstrable ability to organise and prioritise a varied workload, manage competing deadlines and produce accurate, detailed work within required timescales.
- Experience of providing a high level of customer service, taking ownership of routine enquiries and following matters through to resolution.
- Ability to work collaboratively as part of a team, with good digital and administrative skills, and a willingness to develop HR knowledge and contribute ideas to improve ways of working.

Desirable selection criteria

- Experience of using an electronic HR system such as PeopleXD.
- Experience of administering HR processes across the employee lifecycle, for example recruitment, appointments, contractual changes, payroll, casual workers, immigration or leavers.
- **An interest in using technology, digital tools and automation to improve HR processes and ways of working.**

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.ox.ac.uk/about/jobs/explore-our-careers/applications-process/pre-employment-screening>

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 <https://www.ox.ac.uk/about>.

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 eight years in a row by the *Times Higher Education*. We have held an Athena Swan Bronze Award since 2014, reflecting our longstanding commitment to promoting and supporting gender equality.

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

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

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/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.

Information for internal candidates

If you currently work at 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 and information about your performance.
- 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.
- Before applying for this post, you are advised to read the Internal Mobility Principles. The principles promote good practice for moving into professional services roles, and are designed to provide clarity on expectations for managers and individuals.

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://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/support-with-online-applications>

Non-technical questions about this job should be addressed to the recruiting department directly recruitment@cs.ox.ac.uk

To return to the online application at any stage, please go to:

<https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply>

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at:

<https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://unioxfordnexus.sharepoint.com/sites/OXINTRANET-working-here/SitePages/the-ejra.aspx>

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.

Equal Opportunity

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, support for sustainable travel and other discounts. Staff can also access a huge range of personal and professional development opportunities. See <https://www.ox.ac.uk/about/jobs/working-here>.

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://www.ox.ac.uk/about/jobs/life-in-oxford/healthcare-and-wellbeing>

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

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See <https://www.ox.ac.uk/about/jobs/life-in-oxford>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/visas-and-immigration>

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://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/terms-and-conditions-of-employment>). 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://www.ox.ac.uk/about/jobs/life-in-oxford/childcare-and-schooling/childcare>

Supporting disability and health-related issues

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/support-for-disabled-staff>. The Staff Disability Advisor can be contacted at staffdisability@admin.ox.ac.uk

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/researcher-hub/about>