



Job Description

Job title	Deputy HR Manager
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 7: £39,424 to £47,779 per annum (with a discretionary range to £51,983) per annum, inclusive of a pensionable Oxford University Weighting)
Hours	Full time (37.5 hours per week)
Contract type	Permanent
Reporting to	HR Manager
Vacancy reference	188288
Additional information	Internal candidates will be given priority

The Role

The Deputy HR Manager is the operational lead for the Department's HR function, responsible for the effective day-to-day management and delivery of HR services. Reporting to the HR Manager, the postholder will lead HR operations and manage and develop the HR team, ensuring a professional, responsive and consistent service across the employee lifecycle.

The HR function also provides operational HR services to the Doctoral Training Centre. The Deputy HR Manager will have responsibility for ensuring the effective day-to-day delivery of this service, working closely with the DTC's management and administrative teams and ensuring consistent standards, processes and service delivery across both areas.

A key focus of the role is to build the capability, confidence and resilience of the HR team through hands-on coaching, clear expectations, effective delegation and constructive feedback. The postholder will develop professional judgement and accountability within the team,



addressing performance or behavioural issues where required and supporting team members to take greater ownership of their work.

The Deputy HR Manager will oversee HR processes and casework, ensuring work is appropriately prioritised, completed to a high standard and compliant with University policy and employment legislation. They will provide professional advice to managers and staff and ensure effective operational delivery across recruitment, employee relations and other core HR activities.

The postholder will lead the continuous improvement of HR processes, systems and ways of working, identifying opportunities to simplify and standardise processes, improve efficiency and make effective use of digital tools and automation.

Working closely with the HR Manager, the Deputy HR Manager will translate departmental priorities and the strategic direction of the HR function into effective operational delivery.

The postholder will have delegated responsibility for the day-to-day management of HR operations, while the HR Manager retains overall accountability for the HR function and oversight of significant, complex or high-risk operational matters. The Deputy HR Manager will deputise for the HR Manager when required.

Responsibilities

HR Operations and Service Delivery

- Lead the day-to-day delivery of the Department's and DTC's HR service, ensuring a professional, responsive, efficient and customer-focused service across the employee lifecycle.
- Take operational ownership of HR workflows, priorities and workloads, ensuring work is appropriately allocated, monitored and delivered accurately and on time.
- Act as the senior operational point of reference for the HR team, resolving issues and making decisions within the remit of the role, escalating significant or strategic matters to the HR Manager as appropriate.
- Ensure effective operational cover, clear procedures and consistent service standards across the HR function.

Team Leadership and Development

- Line manage the HR team, providing visible, hands-on leadership, coaching and day-to-day support.
- Develop the team's technical knowledge, professional judgement and confidence through coaching, feedback, effective delegation and development.
- Build team resilience through knowledge sharing, cross-training and effective development planning.

Continuous Improvement, Systems and Automation

- Lead the continuous improvement of HR processes and ways of working, identifying opportunities to simplify, standardise and improve efficiency, quality and customer experience.
- Review and redesign HR workflows to reduce duplication, unnecessary manual activity and inefficient processes.
- Champion effective use of HR systems, digital tools and automation, identifying opportunities to reduce administrative activity and release capacity for higher-value work.
- Use operational data and feedback to monitor performance, identify recurring issues and drive improvement.
- Foster a continuous-improvement culture within the HR team, encouraging staff to identify problems and contribute solutions.

HR Advice and Employee Relations

- Provide high-quality, pragmatic HR advice to managers and staff, ensuring the fair, consistent and inclusive application of University policy and HR practice, in line with employment legislation and HR good practice.
- Manage and oversee employee relations casework, including absence, performance, conduct and grievance matters, escalating complex, high-risk or strategically significant cases to the HR Manager as appropriate.
- Coach managers to take appropriate ownership of people-management matters and support HR team members to develop their case-management skills and professional judgement.
- Maintain up-to-date knowledge of employment legislation, University policy and relevant regulatory requirements.

Recruitment, Systems and Compliance

- Oversee effective operational delivery across recruitment, onboarding and the wider employee lifecycle, ensuring appropriate standards of accuracy, timeliness, compliance and candidate/staff experience.
- Ensure HR records and systems, including PeopleXD, are accurately maintained and appropriate quality controls are embedded within HR processes.
- Ensure operational compliance with employment legislation, University policy, UKVI and other relevant requirements.
- Use HR data and management information to identify operational risks, workload pressures and opportunities for improvement.

Partnership and Deputising

- Work closely with the HR Manager to translate departmental priorities and HR strategy into effective operational delivery.
- Build effective relationships with managers and colleagues across the Department, DTC, MPLS Division and wider University, representing the Department at relevant HR meetings and working groups.

- Provide the HR Manager with operational insight on emerging issues, risks, capacity and service improvement.
- Deputise for the HR Manager when required, ensuring continuity of the HR function and appropriate operational decision-making.

Selection Criteria

Essential selection criteria

1. Operational HR experience

Substantial generalist HR experience gained within the University of Oxford, higher education, or another similarly complex and devolved organisation, including experience of managing the delivery of a busy operational HR service and competing priorities.

2. Team leadership and development

Proven experience of leading, coaching and developing an HR team, with the ability to build capability, confidence, professional judgement and accountability, set clear expectations and address performance or behavioural issues effectively.

3. Continuous improvement

Demonstrable experience of reviewing and improving HR processes and ways of working, including simplifying or redesigning processes to improve efficiency, consistency, quality and customer experience.

4. Systems, digital working and automation

Strong digital capability, with experience of using HR information systems effectively and identifying opportunities to use digital tools, workflow solutions or automation to reduce manual administration and improve service delivery.

5. Employee relations

Significant experience of providing professional HR advice and managing employee relations casework, including performance, conduct, grievance and absence matters, with sound judgement about risk and appropriate escalation.

6. Employment law and compliance

Strong knowledge and practical application of UK employment law, HR good practice and relevant regulatory requirements, with the ability to interpret and apply policies confidently.

7. Leadership style and resilience

A confident, credible and resilient management style, with the ability to make sound decisions under pressure, challenge constructively, manage difficult conversations, and maintain effective service delivery across competing priorities.

8. Communication, organisation and stakeholder management

Excellent communication, organisational and stakeholder-management skills, with the ability to coach and influence managers, prioritise effectively and ensure actions are followed through to completion.

9. Professional qualification

CIPD Level 5 qualification, or equivalent substantial professional HR experience.

Desirable selection criteria

- Experience of PeopleXD/CoreHR or a comparable HR information system.
- Experience of implementing digital process improvement, workflow automation or other HR technology solutions.

Pre-employment screening

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.

Benefits of working at the University

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>