

Job Description

Summary

Job title	Senior HR Officer
Division	Mathematical, Physical, and Life Sciences (MPLS)
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford, OX1 3QD
Grade and salary	Grade 6: £35,681 - £41,636 (with a discretionary range to £45,212) per annum, inclusive of a pensionable Oxford University Weighting
Hours	Full time (37.5 hours per week)
Contract type	Permanent upon successful completion of a one-year probationary period
Reporting to	HR Manager
Vacancy reference	188289
Additional information	<i>Internal candidates will be given priority and must apply via the Employee Dashboard.</i>

The role

The Senior HR Officer is responsible for delivering a high-quality, compliant, and proactive HR service across designated departmental Themes within the Department of Computer Science, including integrated HR support to Doctoral Training Centre (DTC) programmes and associated activity.

The role operates within a full employee lifecycle model, taking ownership of first line HR casework and processes from recruitment through to exit, and ensuring consistent, timely, and compliant delivery of HR services.

The postholder will act as a trusted advisor to managers, supporting complex employee relations matters, workforce planning, and organisational change, while contributing to continuous improvement and service development within the HR function.



The role is critical to supporting the transition to, and long-term sustainability of, a scalable and resilient HR operating model.

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

General

- Support the day-to-day HR function to provide a professional, efficient, people-focused service covering all aspects of HR
- Confidently advise line managers and staff members, using appropriate methods of communication tailored to the audience, answering a range of queries or researching employment law and interpreting procedures to answer more complex questions
- Monitor the shared inboxes, dealing with standard queries and redirecting others for appropriate attention
- Advise managers on staffing requirements and career development, including regrading, taking into account the department's strategy and workforce planning
- Maintain leave management processes and advise employees on contractual entitlements (e.g. parental leave, career breaks, carers leave)
- Provide probation guidance to line managers; monitor probation end dates (excluding academic staff where appropriate)
- Carry out induction sessions for new staff and deliver briefings on HR topics within the department
- Ensure all visa applications and renewals are conducted in accordance with Home Office regulations, ensuring documentation is accurate and compliant
- Maintain accurate HR records and filing systems, ensuring GDPR compliance
- Support end of contract procedures
- Maintain effective working relationships with administrative and professional services staff across departmental Themes

1. Employee Lifecycle Delivery

- Take ownership of the full employee lifecycle across allocated Themes, including recruitment, onboarding, in-role support, and exit processes
- Manage complex operational issues independently, ensuring that only high-risk or exceptional matters are escalated to senior roles
- Ensure HR processes are delivered efficiently, consistently, and in line with university policy and employment legislation
- Manage contractual changes, probation, and end-of-fixed-term processes
- Support workforce planning and organisational development within allocated areas

2. Recruitment and Workforce Planning

- Lead end-to-end recruitment processes, from workforce planning through to appointment
- Advise managers on job design, grading, and recruitment strategy

- Ensure compliance with University procedures, funding approvals, and governance requirements
- Manage recruitment timelines, selection processes, and offer approvals
- Support recruitment activity linked to DTC programmes and externally funded activity

3. Employee Relations and Casework

- Lead on complex employee relations casework, including:
 - Sickness absence
 - Performance management
 - Grievance and disciplinary matters
 - Workplace adjustments
- Conduct fact-finding and support managers in managing cases appropriately
- Provide expert advice to ensure compliance with University policy and employment law
- Work collaboratively with central HR where required

4. HR Advisory and Business Partnering

- Act as a trusted HR advisor to managers and academic staff within allocated Themes
- Provide proactive advice on workforce planning, organisational change, and people management
- Build effective working relationships across the Department and with professional services colleagues
- Support managers in developing capability and confidence in managing people

5. Change and Continuous Improvement

- Support and deliver HR change initiatives, including the implementation and embedding of the full employee lifecycle model and integration of DTC activity.
- Identify opportunities to improve HR processes and contribute to the development of a more efficient and consistent service
- Contribute to cross-departmental and divisional HR initiatives

6. Visitor Management and Trusted Research

- Administer and oversee visitor management processes within allocated Themes, ensuring compliance with University of Oxford policies and Trusted Research requirements
- Act as a key contact for visitor management processes, promoting consistency, compliance, and continuous improvement across the Department
- Ensure appropriate due diligence is undertaken for all visitors, including eligibility checks, documentation, approvals, and record-keeping requirements
- Advise academic and professional services staff on visitor eligibility, visa considerations, risk factors, and compliance obligations
- Support the assessment of risk in relation to visitor activity, including international visitors, ensuring alignment with University and UK Government Trusted Research guidance

- Escalate complex or high-risk cases where appropriate and ensure appropriate approvals are obtained
- Maintain accurate, auditable visitor records to meet compliance, reporting, and regulatory requirements
- Ensure visitor management processes are consistent, auditable, and aligned with regulatory expectations

7. Compliance, Governance and Reporting

- Ensure compliance with employment legislation, University policy, and regulatory requirements
- Maintain accurate HR data and support reporting and audit requirements
- Review payroll changes and funding allocations to ensure accuracy and compliance
- Produce and review HR metrics, highlighting risks or trends to senior colleagues where appropriate

8. Team Support and Operational Delivery

- Work in partnership with HR Coordinators to deliver HR services across allocated Themes
- Provide day-to-day management, guidance, and support to HR Coordinators to ensure consistent delivery of HR processes
- Contribute to team resilience through cross-cover and knowledge sharing
- Support the development of a collaborative and high-performing HR team

Other

- Provide cover for other team members as required
- Undertake any other duties commensurate with the grade

Key Working Relationships

- HR Manager and Deputy HR Manager
- Academic staff and line managers
- Professional Services colleagues (e.g. Finance, Grants, IT, Facilities)
- MPLS HR network and central University HR teams
- Staff Immigration Team

Selection criteria

Essential Selection Criteria

1. Experience of working in an HR team/role and advising on HR processes and policies and ability to work with minimal supervision
2. Experience of line managing staff effectively, including supporting performance, development, and wellbeing
3. Qualified or working towards CIPD Level 5, or have equivalent experience
4. Proactive in using your initiative to find bespoke solutions to complex cases

5. Sound knowledge and experience of the application of UK employment law and Home Office regulations for visas
6. Demonstrable ability to prioritise workload and produce accurate, detailed work within deadlines
7. Outstanding interpersonal skills, a 'can do' attitude and a strong focus on customer service
8. Sensitivity, discretion and the ability to inspire the trust of colleagues when dealing with confidential matters
9. Strong IT literacy, and the ability to use technology to maximise efficiency in an administrative / office setting
10. Ability to clearly and accurately communicate HR processes and procedures verbally and in writing to a range of stakeholders including senior academics
11. Ability to deal accurately and confidently with numbers
12. Ability to support and lead continuous improvement projects
13. A commitment to ensuring the Department/Faculty provides a positive, supportive and inclusive environment for all.
14. Willingness to undertake professional development and training

Desirable selection criteria

1. HR experience within the University of Oxford or other higher education institutions
2. Experience of HR case work
3. Graduate member of CIPD
4. Experience of delivering presentations and induction training

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.

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.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.

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.

For Professional services posts:

- 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://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.

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 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. 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

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://hr.admin.ox.ac.uk/staff-benefits>. 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 a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://staff.admin.ox.ac.uk/thriving-at-oxford>

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 [Life in Oxford | Oxford University Jobs](#)

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.

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>