



University of Oxford Department of Computer Science

## Job description and selection criteria

<b>Job title</b>	HR Apprentice
<b>Division</b>	MPLS
<b>Department</b>	Computer Science
<b>Location</b>	Wolfson Building, Parks Road, Oxford.
<b>Grade and salary</b>	Grade 1: £14,959 (incremental progression through successful completion of programme)
<b>Hours</b>	Full Time (36.5 hours per week)
<b>Contract type</b>	Fixed term for 3 years
<b>Reporting to</b>	HR Manager (Laura Jones)
<b>Vacancy reference</b>	119112

### Introduction

#### The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 11,000 staff and has a student population of over 22,000.

Our annual income in 2013/14 was £1,174.4m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £478.3m p.a., and more than 80 spin-off companies have been created.

Oxford is a collegiate university, consisting of the central University and colleges. The central University is composed of academic departments and research centres, administrative departments, libraries and museums. There is a highly devolved operational structure, which is split across four academic divisions, Academic Services and University Collections and University Administrative Services. For further information, please see:

[www.ox.ac.uk/staff/about\\_the\\_university/new\\_to\\_the\\_university/structure\\_of\\_university](http://www.ox.ac.uk/staff/about_the_university/new_to_the_university/structure_of_university).

For more information please visit <http://www.ox.ac.uk/about>

## **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/>

## 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 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 seven themes:

- *Programming Languages and Software Engineering* (led by Professor Jeremy Gibbons, and including Professor Jim Davies) works on a wide variety of areas including model-driven development, functional programming, and static analysis;
- *Security* (led by Professor Bill Roscoe) specialises in cybersecurity (Professor Sadie Creese leads a new Cybersecurity Centre), protocol analysis, trusted computing, networking, and human-centred computing;
- *Automated Verification* (led by Professor Marta Kwiatkowska) covers probabilistic and software model checking (Professor Daniel Kroening), time and concurrency (Professor Joel Ouaknine, Professor James Worrell, and Professors Roscoe and Lowe), and hardware (Professor Tom Melham);
- *Computational Biology* (led by Professor David Gavaghan, and including Professors Kevin Burrage, Helen Byrne, and Blanca Rodriguez) is one of the world's leading groups building computational models of biological systems, and is particularly well-known for its work on the heart;
- *Foundations, Logic and Structures*, (leader Professor Samson Abramsky) which includes groups working on quantum information and computation (Professors Samson Abramsky and Bob Coecke), game semantics and verification (Professor Luke Ong), and constraints (Professor Peter Jeavons);
- *Information Systems* (led by Professor Ian Horrocks, and including Professors Michael Benedikt, Nando de Freitas, Boris Motik, Georg Gottlob, and Michael Wooldridge) has groups working on databases, knowledge representation and reasoning, multi-agent systems, and computational linguistics (Professor Stephen Pulman);
- *Algorithms* (led by Professor Leslie Ann Goldberg, and including Professors Paul Goldberg and Elias Koutsoupias) covering computational complexity, algorithmic game theory, and constraint satisfaction.

For more information please visit: <http://www.cs.ox.ac.uk/>

## **Summary of the University's Equal Opportunities Policy**

The policy and practice of the University of Oxford require that all staff are afforded equal opportunities within employment. 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. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

## **Job description**

### **Overview of the role**

The successful candidate will have an aptitude for business administration. Through this appointment they will gain a practical insight into the Human Resource function at the Department of Computer Science and the administration required to support an employee and the business throughout the employment lifecycle. The HR department is a critical function and provides professional services to a wide variety of employees, key stakeholders and external clients to facilitate the delivery of the Department's objectives. The successful applicant will work very closely with the HR Officer to provide administrative HR support to the Department. This is a generalist role, which means that you will have the opportunity to learn about and practice the complete range of HR services, such as recruitment, induction, contract preparation, payroll, reward and recognition, employee relations issues and change management.

### **Responsibilities/duties**

The post holder will be comprehensively developed within the HR team, in order that they will be able to carry out the main duties of the post which will include how to:

### **Recruitment**

- Learn how to access and manage vacancies through the CORE E-recruitment module
- Monitor the recruitment inbox responding accurately where able, or forwarding to the appropriate person.
- Learn how to upload adverts through the University's e-recruitment system and website in a timely fashion.
- Develop sufficient knowledge to be able to provide straightforward procedural advice on the recruitment process, referring to the HR Officer/HR Manager for more complex enquiries
- Assist the HR Officer by liaising with recruitment panels, scheduling interviews, booking rooms, meeting and greeting interview candidates, assisting with the co-ordination of candidates on the day of interview.
- Assist with making special arrangements for candidates where necessary.
- Assist in the administration and documentation/outcomes of interview tests.
- Assist with the induction of new staff as appropriate.
- Ensure that applicants are advised of the outcomes of the various stages of the recruitment process

- Input new starters on the Core HR system.
- Prepare a wide range of written communications including: offers of appointment, joining instructions, confirmed offers and contracts.
- Assist the HR Officer in the distribution of offer letters, requesting and monitoring pre-employment checks (references, Occupational Health forms, University card forms) and receipt of signed documentation.

### **Administration and procedures**

- Develop sufficient knowledge to provide initial straightforward procedural guidance, such as how to report sickness and holiday reporting and understand when to escalate issues.
- Under guidance, update and maintain the HR pages of the staff intranet.
- Maintain relevant recording mechanisms for sickness and leave records.
- Assist with the production of standard HR letters.
- Create and maintain personnel records using the University's Core HR programme, ensuring they are up to date and accurate, liaising with relevant others regarding records for visa holders.
- Administer the notification of probation review meetings, providing line managers with the appropriate paperwork.
- Scan and file relevant personnel records to personal files.
- Provide cover or additional resource to assist teams where peaks in workload occur.
- General administrative duties including answering the telephone, email queries, photocopying, filing and scanning.
- Assist in the administration of the Reward and Recognition Scheme, preparing documentation for panels, and preparing relevant documentation for review.

### **Learning and development**

- Collate information on learning and development for use in planning future training and skills session.
- Maintaining database records of learning and development undertaken.
- Book employees on to training course and make appropriate arrangements where required.
- Assist in the administration of the PDR process, logging when completed PDRs are returned and advising the HR Manager where PDRs have not been submitted.
- Assist in researching courses at the request of managers.
- Assist in the co-ordination and administration of the CS Induction course.

Any other duties commensurate to level of responsibility and experience of the post holder as requested by the HR Officer or HR Manager.

The post holder will develop by working with and providing support to colleagues in HR and the Department of Computer Science, and also at college by studying to gain both an Intermediate and an Advanced Apprenticeship in Business & Administration. The qualifications gained will be the Level 2 NVQ Certificate in Business & Administration, the Level 2 Certificate in Principles of Business & Administration, the Level 3 NVQ Diploma in Business & Administration and then an appropriate introductory level qualification from the Chartered Institute of Personnel and Development (CIPD).

## **Selection Criteria**

### **Essential**

- Have a good standard of general education at GCSE level, including English and Maths (Grade C or above, or evidence of predicted grades)
- Good communication skills both orally and in writing in English, in order to accurately administer and create documents and liaise with customers both internally and externally, face to face, on the phone and in writing.
- Demonstrable evidence of rapidly acquiring a range of new skills, knowledge and behaviours, such as will be required on the apprenticeship scheme (for example through work experience, qualifications or references).
- IT literacy, including use of Microsoft Office and demonstrable aptitude for learning new IT systems.
- Ability to work effectively as part of a team; willingness to learn from others, sharing information and communicating in a way which encourages mutual co-operation and understanding.
- The willingness to work flexibly where the need arises (for example, on interview or induction day where the day may be slightly longer).
- Able to demonstrate an understanding of the importance of good customer service.
- Very accurate and attentive to detail.
- A pro-active, organised and can-do attitude to work

### **Desirable**

- GCSE in IT or Business Studies
- Awareness of current developments in Human Resources
- Experience of working in an office environment, in an administrative role

### **General Conditions**

The appointment will be on Grade 1.3 and will progress in accordance with the University apprenticeship scheme rules. The appointment will be subject to a 6 month probationary period. This is a full-time post equivalent to 36.5 hours per week, the actual distribution of those hours to be agreed. The appointment of the nominated candidate will be subject to the satisfactory completion of a medical questionnaire.

The post holder will be entitled to 38 days holiday pro rata (inclusive of public holidays), of which at least 4 will be taken during fixed departmental closures.

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy.

Applicants should have evidence of their eligibility to work in the UK. This post does not meet the minimum requirements for work permit employment; we can therefore only accept applications from those who can prove their eligibility to work in the UK.

### **Pre-employment screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of

identity and references. All applicants must read the candidate notes on the University's pre-employment screening procedures, found at:

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

## Working at the University of Oxford

For further information about working at Oxford, please see:

[www.ox.ac.uk/about\\_the\\_university/jobs/supportandtechnical/](http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/)

## How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a full CV and supporting statement. The supporting statement should describe what you have been doing over at least the last 10 years. This may have been employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

All applications must be received by **midday** on the closing date stated in the online advertisement.

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk)

To return to the online application at any stage, please click on the following link [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk)

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.