

JOB DESCRIPTION

Summary

Job title	Bursary Assistant
Division	St Cross College
Location	St Cross College, Oxford, OX1 3LZ.
Grade and salary	Grade 4 - £28,437 - £32,108 p.a
Hours	36.5 hours
Contract type	Permanent

The role

To have general responsibility for the administrative support for the Bursar's Office, including administrative work in areas within the remit of the Bursar. This includes supporting Committee meetings, HR administrative tasks, financial assistance applications and other ad-hoc projects. The role also supports the Bursar to be effective in their role with diary management, meeting and event arrangements.

Responsibilities

Bursary Administration

- Diary management, using initiative to make considered judgements when juggling the demands placed on the schedule
- Preparing and circulating papers, agendas and minutes as appropriate. Take minutes at Committee meetings as required.
- Support the Bursar in responding to requests for financial assistance from students.
- Organise efficiently the arrangements for meetings, including arranging appropriate catering, AV and hybrid meeting arrangements
- Collate and circulate appropriate data as requested from time to time. Create and maintain spreadsheets and other data tables.
- Support ad-hoc projects with their administrative needs, such as those arising from the College Strategy, which vary from time-to-time
- Co-ordinate FOI responses on behalf of the College, liaising with relevant parties to respond to enquiries from the University Assurance and Compliance team
- Carry out stationery stock checks and place stationery orders with suppliers, make recommendations with regard to alternative equipment

HR Administration

- Implement University HR policies and procedures covering the employee lifecycle, providing data by running ad hoc reports from relevant HR databases
- Manage HR administration processes including placing job adverts, responding to applicants, preparing short listing packs, gathering information to assist with visa applications, issuing letters and answering straightforward queries.
- Conduct new starter checks, prepare standard letters of appointment contracts and visitor agreements
- Plan and carry out induction sessions for new members of staff
- Completion of all monthly payroll changes adhering to the University's payroll cut-off deadlines
- Make administrative arrangements for training and events including room booking, catering, travel and accommodation arrangements for staff

Overall

- Provide proactive administration support for the HR Officer and Bursar
- Act as first point of contact for queries to the Bursary from employee, line managers and the general public by telephone, post, email and face to face, answering straightforward questions on the administration of processes, or recruitment campaigns or redirecting queries as appropriate
- Accurately maintain all confidential files (staff and student) in accordance with GDPR and Information Security policies
- Attend appropriate training on HR and other systems and procedures
- Foster positive and collaborative relationships with the team and departmental staff, the university's central teams, in order to facilitate smooth HR and other operations and foster a positive image of the St Cross
- Create new local procedures and set up new systems as appropriate to ensure effective administration

Selection criteria

Essential selection criteria

- Educated to GCSE standard or equivalent (including GCSE or equivalent Maths and English)
- Ability to work independently and as part of a team, and a willingness to resolve situations, as well as knowing when to refer issues to others
- Ability to interpret, apply, and to clearly and accurately communicate processes and procedures verbally and in writing
- Demonstrable ability to prioritise workload and produce accurate, detailed work in accordance with deadlines
- Experience of providing a high level of customer service with accuracy and attention to detail
- Experience of relevant administrative work including the ability to use Microsoft Office and email
- Willingness to undertake professional development and training
- Experience of committee support and minute taking

- The ability to draft formal correspondence
- Experience of working on confidential matters with tact and discretion

Desirable selection criteria

- Experience of working within an HE institution.
- Awareness of current UK employment law
- Some experience of financial administration, including the ability to be numerate and accurate, with excellent attention to detail and a methodical approach.
- Awareness of immigration and right to work procedures, Data Protection and information security guidelines, and appropriate discretion when dealing with confidential information
- Experience of working with an electronic HR system

Terms and Conditions

- Free lunches on the College site are provided when the college kitchens are open.
- University terms and conditions and benefits apply to this role.

About St Cross College

Dedicated solely to Graduate students and Fellows, St Cross is characterised by an intellectually vibrant and truly international community. One of Oxford's youngest colleges, St Cross prides itself on its friendly community filled with inter disciplinary academic excellence.

As part of this close-knit egalitarian college you will find staff, students and fellows welcoming and committed to promoting the world class study, research and innovation of Oxford University. For more information please visit: www.stx.ox.ac.uk

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.

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.