

JOB DESCRIPTION

Summary

Job title	HR Officer
Division	St Cross College
Department	Bursary
Location	St Cross College – 61 St Giles
Grade and salary	Grade 6 - £35,681 - £41,636 p.a
Hours	0.6FTE
Contract type	Permanent
Reporting to	Bursar

The role

Manages the day-to-day operation of the HR responsibilities for St Cross College and reports to the Bursar and is the first point of contact for staff and managers for all HR queries.

Responsibilities

Support

- Confidently and regularly advise line managers and staff members, using appropriate methods of communication tailored to the audience, answering straightforward questions or researching employment law, interpreting procedures to answer more complex questions which may need careful interpretation. Address staff queries including those related to HR matters such as annual leave entitlements, staff benefits and HR policies.
- Use initiative and proactivity to recommend next steps for managers and employees in HR matters.
- Support managers in handling straightforward individual employee cases, ensuring compliance with University policy, working with central HR where necessary
- Advise managers on staffing requirements, taking into account the department's business, strategy and manpower planning.
- Coordinate staff processes such as regrades, responsibility allowances, starter and leaver processes. prepare standard letters of appointment, contracts, and visitor agreements

- Work with managers to design effective job advertisements and job descriptions to ensure that they comply with University guidance and best practice. Manage and coordinate all elements of the recruitment process, supporting line managers to ensure effective recruitment and ensuring all administration is efficient and compliant.
- Regularly liaise with applicants for vacancies – both internal and external, ensuring external candidates especially have an excellent experience of applying for a role at St Cross
- Carry out induction sessions for new staff and deliver briefings on a range of HR topics within the College
- Plan and manage areas of HR work, and time and effort of line managers in processes such as the annual PDR process, ensuring colleagues are trained and briefed, and PDRs are undertaken in timely fashion
- Take responsibility for all regular HR processes, including completion of all monthly payroll changes adhering to the University's deadlines, ensuring that the correct funds are utilised
- Give support, guidance, and a listening ear to colleagues who are navigating complex HR processes. Be able to offer either advice and guidance, or signpost colleagues to professional support – maintaining confidentiality and building trust with staff.

Development

- Be the St Cross lead in HR and lead Heads of Department in the uptake of processes and policies. Be the lead for the College in ensuring managers work collectively and consistently to ensure HR best practice throughout the organisation.
- Planning, updating, and implementing new departmental HR policy, ensuring policies are in place for induction, probation, visitors, absence management, etc.
- Provide reports to the Executive Committee to include updates on staffing, legislation changes and key developments in HR and people-related matters.
- Attend appropriate working groups or committees to build relationships and share best practice. Participate in HR Networks – ensuring prompt dissemination of information, and representing St Cross and the needs of Societies within those networks
- Develop and maintain training records for all staff and all roles within the college

Compliance

- Monitor the sick leave absence records, annual leave records, end of probationary periods and annual appraisal dates to advise managers as necessary and ensure that processes are in place for their correct storage and maintenance
- Ensure all data held on the HR system is accurate and up to date
- Maintain oversight of monthly payroll changes, ensuring that the correct funds are utilised, highlighting any funding issues, and adhering to the University's deadlines
- Ensure fixed term contracts and other contractual matters are coordinated and managed effectively
- Attend appropriate training on employment law, University HR policies and procedures, and their effective implementation at departmental level
- Accurately maintain all confidential personnel files in accordance with GDPR and Information Security policies
- Ensure compliance with payroll procedures, awareness of statutory pay, and monitor working hours

HR Systems

- Be responsible for maintaining HR Systems (currently People XD) on behalf of St Cross, and remain up to date on system changes
- Advise and train managers and staff to use the self-service elements of the HR systems effectively (People XD, CoSy)
- Manage other HR Systems as required, including annual leave systems

Selection criteria

Essential selection criteria

- Experience of working in an HR team/role and managing HR processes
- Qualified or working toward CIPD graduate level, or have equivalent experience
- Sound knowledge and experience of the application of UK employment law and Home Office regulations for Visas
- Experience of operating HR information systems and producing management information reports
- Ability to clearly and accurately communicate processes and procedures verbally and in writing
- Ability to deal accurately and confidently with numbers
- Able to problem solve, use initiative and apply creativity to devise various solutions in complex environments.
- Ability to develop professional and effective working relationships with key stakeholders
- Experience of providing a high level of customer service
- Willingness to undertake professional development and training

Desirable selection criteria

- HR experience within the University of Oxford or other higher education institutions
- Graduate member of the CIPD

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.

Other information

This role is offered on a 0.6FTE part time basis (22.5hrs per week). The hours should be delivered over a minimum of three working days per week.

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.