



CHRIST CHURCH
UNIVERSITY OF OXFORD

FURTHER PARTICULARS

Job title	Human Resources Officer
Location	Christ Church
Department	Human Resources
Salary	Salary (currently £32,332 to £41,205, with a discretionary range up to £44,732)
Hours	37.5 hours per week
Contract type	Permanent
Responsible to	Human Resources Manager
Application deadline	Noon 3 June 2024
Vacancy reference	HRO
Additional information	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Human Resources Director. This post is subject to a six-month probationary period

Christ Church

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant and mutually supportive environment. The head of Christ Church is the Dean, while the College's academic functions are overseen by the Senior Censor. More general information about the College may be obtained at www.chch.ox.ac.uk.

The College now invites applications from suitably experienced candidates to join the team.

Role of the HR Officer

This is an exciting opportunity to join a newly created team, the Human Resources Officer will be key to the team's long-term success. The HR Officer, alongside the HR Administrator, will support the HR team in the delivery of a professional and high-quality HR service. Providing wide-ranging support and assistance, sometimes of a highly confidential nature. This role will enable someone with some experience of working in an HR environment to further develop their knowledge and experience.

The HR Officer is expected to be self-motivated and capable of working on their own initiative, liaising with other staff as required. The ability to multitask during busy periods, to be flexible and adaptable, and to contribute to the smooth running of the team is essential.

Main Duties and Responsibilities

General

- Liaise with staff at all levels, develop successful relationships with them and act as the first point of contact for HR related queries



CHRIST CHURCH

UNIVERSITY OF OXFORD

- Support managers with routine HR queries and regularly shadow the HR Director and HR Managers to gain expertise to take on more responsibilities.

Recruitment

- Support Christ Church's objective to recruit high calibre staff, ensuring that recruitment and employment practices are conducted in compliance with employment legislation, and Christ Church policy.
- Provide effective support for recruiting managers
- Oversee, and at busy times undertake, the preparation of job advertisements and their placement, recruitment packs and respond to applicant queries
- Ensure that the recruitment and HR inboxes are monitored regularly, and all correspondence is dealt with effectively
- Correspond with candidates and with the recruiting manager effectively throughout the process
- Provide shortlisting guidance, support with shortlisting criteria and make sure that necessary arrangements are made in a timely manner
- Ensure that interview panels are arranged and candidates invited, provide support to managers in the preparation of interview questions and selection assessments
- Act as a point of contact for interview candidates, dealing with any queries which are not routine
- Ensure that all completed recruitment documentation is stored in line with the correct protocol and deleted in accordance with the retention schedules
- Check that recruitment training registers are maintained.

New starter checks and induction

- Ensure all mandatory pre-employment checks are carried out promptly including references, qualifications and occupational health checks.
- With the administrator ensure that all right to work (RTW) checks for employees and casual staff are undertaken. Maintaining clear and compliant records of the checks
- Liaise with managers to ensure that the appropriate arrangements for the new member of staff are in place
- Meet with all new starters to provide an induction to Christ Church and ensure that new University Card applications, fobs (where appropriate), IT inductions and any relevant training and a health and safety induction are in hand
- Oversee the carrying out of DBS checks and monitor expiry dates.

Training

- Provide support and guidance to managers in identifying individual and team training needs in line with College and department objectives
- Source and book training courses for managers and staff, liaising with training providers and issuing joining instructions, obtaining feedback where appropriate, and checking and allocating invoices prior to payment
- Maintenance of staff training records
- Arrange and manage mandatory health and safety training

Record-keeping and reporting

- Maintain and improve, as appropriate, electronic record keeping and filing systems, ensuring they are accurate and legally compliant.
- Working closely with line managers, monitor the probationary process, arranging for timely reminders to be sent to managers together with the relevant paperwork



CHRIST CHURCH UNIVERSITY OF OXFORD

- Manage the electronic and paper filing so that all employees' files contain the necessary and appropriate documentation, they are weeded for retention compliance and files for leavers are archived, as appropriate
- Oversee the collation of data from members of staff and recruitment monitoring forms and produce statistics to ensure compliance with the Christ Church's Public Sector Equality Duty
- Oversee the leavers process for fixed term employees
- Maintain the records for annual personal development review process (PDR)
- Support the administrator to manage the HR intranet and web pages
- Look for procedural efficiencies and process improvements

Payroll

- Assist the HR Managers with the payroll process, helping with registration sessions, assisting with the completion of necessary paperwork, monitoring the spreadsheets and chasing up missing documentation as required

Other

- Ensure that general HR admin is undertaken efficiently and in a timely fashion
- Act as note-taker in HR related meetings
- Regularly monitor the RTW spreadsheet updating changes as necessary.

Support

- To support the HR team in always providing a professional and high-quality HR service
- Use tact and discretion when dealing with HR enquiries which may be of a confidential/sensitive nature and interpreting college and external regulations as appropriate.

Person Specification (selection criteria)

Essential

- Experience of working in an HR team
- CIPD qualification, or working towards the qualification or demonstrable experience in an HR role
- A demonstrably good standard of English and Mathematics
- Experience of working within in an HR role and an understanding of what is involved in HR
- An ability to maintain confidentiality and act with tact and discretion
- Awareness of data protection and information security guidelines, and appropriate discretion when dealing with confidential information
- The ability to manage and prioritise a varied and busy workload to deadlines
- The ability to clearly and accurately communicate both orally and in writing
- Excellent interpersonal skills, and the ability to establish and develop relationships with a wide range of colleagues
- A flexible approach to work, with a cooperative and collaborative attitude
- Ability to remain calm under pressure and adaptable to competing and immediate deadlines
- Experience in using standard IT packages (Microsoft Office), the maintenance and use of databases and the capacity to pick up other software packages quickly.
- Ability to work independently, as part of a team, and collaboratively with others.

Desirable

- Experience of drafting minutes and note-taking
- An understanding of the Oxford Collegiate system



- Experience of working in HE or in an education environment.

Terms and Conditions

This position is offered on a full-time basis. The standard working week is 37.5 hours.

Salary - The salary range for the post is £32,332 to £41,205 (with a discretionary range up to £44,732 per annum. Salaries for new employees will usually start at the bottom of the range.

Pension – The successful applicant is eligible to join the OSPS pension scheme and will be entered into this scheme automatically on joining, but on-going membership of the scheme is optional.

Annual leave – 25 days annual leave plus statutory Bank Holidays, rising to 30 days after two years' service. The holiday year runs from 1 January to 31 December.

Meals - Employees are entitled to take lunch free of charge in College, each day they work when the kitchen is open.

Employee Assistance Provider – free confidential telephone support service is available to all staff.

Sports Facilities – Access to the University Sports club

University Card - for discounts in shops, cafes and restaurants and University Leisure facilities

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. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which appropriate adjustments are necessary. For some posts, such as those involving 'regulated activities' with children and other vulnerable groups in the course of normal duties, a Disclosure and Barring Service (DBS) check will also be required.

How to Apply

To apply for this position please complete provide the documentation listed below, no later than the deadline of **noon** on **3 June 2024**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to the HR Director stating your interest in the role, and explaining how you meet the criteria in the Person Specification, set out above, using examples of your skills and experience; and
- A CV, including the names and contact details of two referees. References will only be taken up for the successful candidate.
- The Equal Opportunities Monitoring Form.

Applications should be emailed to recruitment@chch.ox.ac.uk



CHRIST CHURCH UNIVERSITY OF OXFORD

Applications will be assessed only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Interviews are likely to be held week commencing **17 June 2024**.

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of the selection panel will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in Christ Church staff.

If you need help

If you have any questions regarding the application process, please contact recruitment@chch.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Important Information for Candidates

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

Christ Church's policy on retirement

There is no normal or fixed age at which staff in non-academic posts 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

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.