

Academic Officer (Student Funding) Fixed Term Contract

Job Description

Job title	Academic Officer (Student Funding)
Location	Christ Church
Department	Academic Office
Salary	University Scale Grade 5 Salary (currently £31,459 - £36,616 with a discretionary range up to £39,749)
Hours	37.5 hours per week
Contract type	Fixed Term to cover Maternity Leave between September 2025 – December 2026
Responsible to	Academic Service Manager
Application deadline	Noon 11th August 2025
Vacancy reference	TT 30_Academic Officer (Student Funding)
Additional information	<p>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.</p> <p>This post is subject to a six-month probationary period.</p>

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 450) and graduate students (over 250), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its academic staff. It aims at academic excellence and individual fulfilment in a friendly, tolerant and mutually supportive environment. More general information about the College may be obtained at www.chch.ox.ac.uk.

Academic Office

The Academic Office is responsible for providing administrative support for all areas of the College's academic functions, under the overall responsibility of the Senior Censor (an academic and College Officer whose role is similar to that of a Senior Tutor in other Oxford colleges), and the line management of the Academic Registrar. Whilst each member of staff has particular responsibilities, the Academic Office works as a team, with members assisting one another as the need arises and particularly at highly pressured points in the academic calendar.

Role of the Academic Officer (Student Funding)

The role of Academic Officer (Student Funding) requires an enthusiastic and dynamic individual to play an integral part in the effective running of a busy professional office. The post-holder will undertake a broad range of tasks which contribute to the smooth running of the College's academic administration and hold specific responsibility for certain critical systems and processes which underpin this, as follows.

Main Duties and Responsibilities

Financial assistance for on-course students

- The College provides a range of grants and awards, both to assist students in unforeseen financial need, and to enable students to make the most of Oxford's many opportunities, both academic and non-academic.
- Administer hardship- and welfare-related student financial aid applications and awards, alongside regularly reviewing the relevant literature, maintaining accurate records on spreadsheets or databases, and reporting as required (e.g. to HESA).
- Develop and enhance systems to analyse expenditure as required in liaison with internal departments.

Student grants and bursaries

- Administer Christ Church's student grants and bursaries.
- Facilitate Christ Church's maintenance subsidies for eligible students and maintain associated financial records.

Graduate Scholarships

Working under the oversight of the Academic Registrar and Tutor for Graduates:

- Maintain accurate records of the Scholarships available in each academic year.
- Ensure that accurate information is distributed to the University's Graduate Admissions & Funding Office, and Divisions and Departments, concerning graduate scholarships available each year.
- Monitor relevant funds and report regularly to the College Treasury, Steward's Office and the Development Office, arranging payment of awards for on-course students.
- Advertise and manage applications for the College's awards and provide reports for approval by College committees.
- Maintain information about available awards on the Christ Church website.
- Respond to funding queries from current students.

Support for offer-holders

- In conjunction with the Admissions team, check financial guarantees for incoming undergraduate and graduate students.
- Assist with induction and registration of new students, including helping to coordinate the Freshers' week timetables, Freshers' documents, and supporting Freshers' Week activities.

Other

- Maintain relevant sections of the College website and intranet.
- Carry out research, projects and surveys as requested by the Academic Services Manager.
- Assist with reviews of Academic Office processes, making recommendations on streamlining and improving the quality of student experience.
- Act as a first point of contact for visitors to the Academic Office.
- Attend relevant briefings and training sessions held across the collegiate University and cultivate good working relationships with counterparts at other colleges and administrative staff in departments and central teams.

The Academic Officer (Student Funding) will be expected to carry out other duties, commensurate with the grade and responsibilities of the role, in related areas which the Academic Services Manager may reasonably expect, to develop a general understanding of work across the Academic Office and provide cover, assistance or support if needed to colleagues in other areas.

Person Specification

Applications will be judged only against the criteria which are set out below, and applicants should ensure that their applications show clearly how their skills and experience meet

these criteria. Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. There will be both female and male committee members wherever possible. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account.

Essential

- Educated to A-level standard or equivalent, and / or relevant professional experience.
- Excellent organisational skills, meticulous attention to detail and a methodical, accurate and efficient approach to the management of processes and record-keeping.
- Excellent interpersonal skills, and the ability to establish and develop relationships with a wide range of colleagues.
- Ability to remain calm under pressure and adaptable to competing and immediate demands.
- Willingness to take initiative to solve problems and to prioritise and work to deadlines;
- A high level of discretion and sensitivity to ensure confidentiality.
- A flexible approach to work, with a cooperative and collaborative attitude, ensuring the Academic Office maintains excellent standards of service at all times.
- Experience in using standard IT packages (Microsoft Office), the maintenance and use of databases, spreadsheets, email and the internet, and a willingness to learn new systems and software packages.
- Good standard of numeracy and the ability to undertake quantitative work.
- Sympathy with the values, ethos and objectives of a small, collegiate institution, and sensitivity to the needs of students from a diverse range of backgrounds.

Desirable

- Proven administrative skills, which could have been gained through working in another capacity in higher education.
- Familiarity with eVision and other University IT systems.
- Experience of producing reports and papers.
- Knowledge of student funding arrangements.

Terms and Conditions

- Salary: will be on the University Scale Grade 5 (currently £31,459 - £36,616 with a discretionary range up to £39,749). The post-holder will be eligible to be auto-enrolled in the Oxford Staff Pension Scheme.
- Working hours: 37.5 hours per week. However, the post-holder will need to have a flexible approach to working hours, as additional hours during weekends and evenings may be required at certain points of the year for which, when approved in advance, time off in lieu will be given. Occasional hybrid/remote working will be considered.
- Holidays: five weeks per calendar year. Holiday should not normally be taken during academic term times. Time off in lieu will be given for Public Holidays which fall during term time.
- Probation period: there will be an initial probationary period of six months.
- Other benefits: The post-holder will be entitled to lunches without charge during periods for which these are available.

How to Apply

Please apply using the online application form available at https://fas.chch.ox.ac.uk/fas_live/chchaosf no later than the deadline of **Noon on 11th August 2025**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to the Academic Registrar, stating your interest in the role, and explaining how you meet the criteria set out above using examples of your skills and experience.
- A CV, including the names and contact details of two referees. References will be taken up only for the successful candidate.

Applications will be judged 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 dependents).

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.

Interviews for the position are expected to take place in the week c. 18th August.

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/privacypolicy>.

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.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any arrangements for the interview.

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