



CHRIST CHURCH

FURTHER PARTICULARS

Job title	Human Resources Manager
Location	Christ Church
Department	Human Resources
Salary	University Scale Grade 7 currently £39,424 – £47,779 per annum (with a discretionary range to £51,983). A market supplement may be available depending on the candidate's qualifications and experience.
Hours	37.5 hours per week
Contract type	Permanent
Responsible to	Human Resources Director
Application deadline	Noon Monday 28 September 2026
Vacancy reference	HRM_MT26
Additional information	Working from home permitted one day per week. Due to the 24-hour nature of Christ Church's operations, there may occasionally be a need to work outside normal office hours e.g in the evening or early in the morning to support processes for staff who work shifts. This post is subject to a four-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 470) and graduate students (over 250), 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. The Foundation also includes Christ Church Cathedral, which is the Cathedral for the Diocese of Oxford and Christ Church Cathedral School. More general information about Christ Church may be obtained at www.chch.ox.ac.uk.

Christ Church provides all our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work. Join us and you will find a friendly, vibrant, democratic, and international community, with a great range of staff benefits.

Role of the Human Resources Manager

The HR Manager provides a professional and effective Human Resources service across Christ Church in respect of key groups of operational (non-academic) and casual staff. Supported by an HR Administrator, the HR Manager is responsible for delivering all aspects of HR throughout the employee lifecycle. The post-holder ensures that HR policies and practices are legally compliant, reflect current best practice and are appropriate to Christ Church. They provide practical, operational advice on all employment matters, and manage the full employee lifecycle, from recruitment and induction to employee relations, pay and leavers. The HR Manager is expected to work proactively and collaboratively with a range of colleagues, including the department managers and the Steward (Domestic Bursar).

This is a hands-on, operational role requiring a high degree of coaching and advising managers and supervisors, therefore it is important that the postholder fosters strong, collaborative relationships with stakeholders at all levels.

With the support of the HR Administrator, the HR Manager provides a full HR service to just under 200 employees and around 60 casual staff within Christ Church.

Main Duties and Responsibilities

Generalist HR Support

- Work closely and effectively with managers and staff throughout Christ Church to provide HR support and advice relating to a wide range of different roles with varied working patterns and terms and conditions.
- In collaboration with the senior HR Manager and Director of HR, develop, draft, update and implement the College's HR policies and procedures ensuring compliance with current legislation and reflecting best practice within a Higher Education Institution.
- Advise and work with the Steward and others as required on remuneration issues such as pay, employee benefits, and grading of roles.
- Oversee the collection, maintenance, and analysis of equality monitoring data for non-academic staff and job candidates ensuring reporting and compliance with statutory requirements and support the preparation and implementation of the Gender Pay Gap Action Plan.
- Support managers to understand Christ Church's expectations of them as people managers, identify manager training needs and provide coaching as appropriate.
- Oversee and advise on the annual Personal Development Review process.
- Liaise with managers, the HR administrator and the payroll officer to ensure monthly payroll is accurate.
- Oversee and coordinate recruitment campaigns for new appointments, including creating material to promote roles and identifying the appropriate recruitment channels.
- Optimise the use of the recruitment budget by identifying cost-effective advertising and sourcing strategies for high-volume vacancies.
- Effectively line manage and develop the HR Administrator as needed to ensure they have the appropriate skills and knowledge to fulfil their role.

Employee relations

- Provide high-quality advice on employee relations matters, including performance management issues, absence, and terms and conditions of employment.
- Lead on the management of all employee relations cases (including grievances, disciplinary and capability issues) and provide timely and effective support to line managers. This will require being able to advise on and follow relevant procedures, advise on appropriate decisions up to and including dismissal, and seek professional and legal advice when necessary.
- Manage and advise on organisational development, including changes to job descriptions and terms and conditions of employment.
- On a monthly basis, provide data analysis of sickness absence, costs, days lost etc to key Stakeholders and agree an action plan for improvement.
- Manage referrals to Occupational Health. Manage outcomes including implementation of reasonable adjustments with the line manager.

- Support the HR Administrator to manage all matters relating to non-academic staff administration including document filing, new starter and leaver processes, Right to Work checks and visa applications.
- Manage the exit interview process, analysing any data trends and highlight these in a professional manner making recommendations for action.

HR systems and data

- Ensuring all HR records are maintained in line with GDPR requirements.
- Support with implementation of a new HR Information System.

Skills and experience

Essential

- Experience of managing a wide range of HR processes and good knowledge of general HR best practice.
- Proven experience of handling Employee Relations cases independently in a high-turnover environment.
- Strong working knowledge of relevant legislative frameworks with experience of applying current legislation and best practice.
- Ability to deal professionally, tactfully and confidently with people at all levels, with excellent interpersonal and communication skills, both spoken and written.
- Experience of writing and implementing policies and procedures.
- Ability to plan, prioritise and delegate, working independently, confidentially and managing a varied workload.
- High levels of accuracy and attention to detail, and good IT skills.
- CIPD Level 5 minimum or equivalent qualification with evidence of continuous professional development.
- Experience in developing and coaching staff.

Desirable

- Knowledge or experience of the higher education sector, the University of Oxford, and/or its collegiate system.
- Mediation or conflict management skills.
- Previous experience of implementing a HR Information System.

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 University Grade 7 £39,424 – £47,779 per annum (with a discretionary range to £ 51,983)). Salaries for new employees will usually start at the bottom of the range.

Pension – The successful applicant is eligible to join the USS 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 Programme – 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 preemployment checks. You will be asked to provide proof of your right to work in the UK; and (if we haven't done so already) we will contact the referees you have nominated. For some posts, such as those involving 'regulated activities' with children and other vulnerable groups in the course of normal duties, an enhanced Disclosure and Barring Service (DBS) check will also be required.

How to Apply

Please apply using the online application form available at:

https://fas.chch.ox.ac.uk/fas_live/chchhrm/ no later than the deadline of **noon Monday 28 September 2026**. 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 Principal Duties and Responsibilities and Person Specification sections set out above.
- 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 Principal Duties and Responsibilities and Person Specification sections of the Further Particulars, 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). 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 amongst College staff.

Interviews for the position are expected to take place in Oxford on **6 and 7 October 2026**.

If you need help or 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>.

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, sex, or sexual orientation.