NUFFIELD COLLEGE

HR and Recruitment Administrator

JOB DESCRIPTION

Job Title: HR and Recruitment Administrator

Place of Work: Nuffield College, New Road, Oxford, OX1 1NF

Reports to: HR Officer; Senior Tutor

Hours of Work: Full-time (35 hours per week); applications will be welcome from candidates who wish to hold the position on a full or part-time (> 0.5 FTE) basis.

Salary: £25,062 - £29,819 per annum (pro rata as appropriate)

Probation: 6 months

Overview of the role

Nuffield College is a graduate college of the University of Oxford, specialising in the Social Sciences, particularly Economics, Politics, and Sociology. The College provides a stimulating research-orientated environment for graduate students and academic staff. As well as hosting many seminars, workshops, and other academic events throughout the year, the College is also home to a series of high-profile research projects, including the Centre for Experimental Social Sciences, the Centre for Social Investigation and an international research network on Climate Econometrics. One of the College’s fundamental aims is to act as a bridge between the academic and public worlds.

The College is now seeking to appoint an HR and Recruitment Administrator. The post-holder will be expected to provide support for recruitment processes to academic and non-academic posts in the College, with a particular focus on arrangements for Certificate of Sponsorship applications and visa-related processes. The post will also involve more general support for full life-cycle HR processes within College. The HR and Recruitment Administrator will formally report jointly to the HR Officer and the Senior Tutor, who will act as Line Managers. The post-holder will be based in the College’s Academic Office and responsibility for their day-to-day work will lie with the HR Officer and the College Registrar. The successful candidate must have administrative experience as a result of work or study, preferably involving HR processes. She or he must be well-organised, demonstrate strong IT skills, be able to deal confidently with complex issues, have a strong commitment to customer service, and be able to thrive in a small team.

Applications are welcomed from candidates who wish to hold the position on a full-time (35 hours per week) or part-time (> 0.5 FTE) basis.
Key duties and responsibilities

The key duties and responsibilities of this post are set out below.

In respect of recruitment, the post-holder will be expected to:

- Support and where appropriate coordinate the administration of recruitment exercises to academic and non-academic posts, including designing and placing advertisements, drafting further particulars, communicating with applicants, preparing short-listing materials and arranging interviews and references.
- Ensure that recruitment processes meet Resident Labour Market Test requirements as applicable, providing advice on relevant regulations and liaising with the University’s Staff Immigration Team as appropriate.
- Prepare standard letters of appointment and contracts, and ensure relevant right to work documentation, Occupational Health, and other pre-employment checks are completed.
- Coordinate the process for Tier 2 Visa Certificate of Sponsorship applications and other visa-related requests (both new and contract extensions) as required and in a timely and professional manner, supporting applicants as appropriate and liaising with the University’s Staff Immigration Team.
- Maintain appropriate records of recruitment in line with legislation and visa regulations.

In respect of the HR processes for College employees, the post-holder will be expected to:

- Act as a first point of contact for employees in respect of HR processes.
- Support the HR Officer and heads of College departments in respect of standard HR processes within College, including induction, probation, personal development reviews, training, leave arrangements, sickness absence, and leavers (including end of fixed-term contract arrangements).
- Assist with record-keeping arrangements for these processes, monitoring and providing reports as requested.
- Attend and take notes at HR meetings, as appropriate.
- Assist with the production and updating of HR policies and procedures within College (including the Staff Handbook), ensuring that information and other materials are regularly updated and published on the College’s website and intranet as appropriate.

In respect of casual staff, the post-holder will be expected to:

- Ensure that approval processes for the engagement of casual staff are followed.
- Prepare standard letters of engagement and ensure that right to work and other pre-employment checks are completed.
- Liaise with the College’s Finance Team in respect of timesheets.
- Manage the processes for monitoring hours worked by students on Tier 4 visas sponsored by Oxford University.

The post-holder will also be expected to maintain an up-to-date working knowledge of relevant regulations and of good practice in HR issues in a Higher Education context, and may be asked to take on other administrative duties commensurate with the grade of the post. She or he will also be expected to deputise in the absence of the HR Officer.
Selection Criteria

Essential

The successful candidate must be able to meet the following criteria:

- Administrative experience, as a result of work or study, preferably within the Higher Education sector.
- HR experience, preferably in a relevant environment.
- Strong IT skills, including the ability to work with bespoke databases and other online record-keeping systems, and a willingness to learn new IT skills.
- The ability to deal confidently with complex processes and procedures, and a good judgment of when to use initiative to resolve issues and when to seek advice or assistance.
- Excellent organisational skills, including experience of working to deadlines and the ability to deal effectively with multiple tasks at the same time.
- A flexible and proactive approach to work, including the ability to respond efficiently to changing operational needs while also dealing effectively with routine tasks.
- Excellent interpersonal skills, and the ability to demonstrate tact and discretion and to communicate with College members at all levels.
- The ability to work accurately and with attention to detail, sometimes under pressure; dealing responsibly and sensitively with confidential material.
- A commitment to improving services and standards, and to his or her own professional development.

Desirable

Candidates who meet some or all of the following criteria may be at an advantage:

- Experience of updating and maintaining webpages.
- Working towards CIPD qualification.
- A working knowledge of GDPR.
- Experience of working within an academic environment.

How to Apply

To apply online for this vacancy, please click on the 'Apply' link below. This will take you to the Interfolio Web Recruitment System, where you will need to register for an account (if you have not done so previously) and log in before completing an online application.

Apply

(We have been informed that the Interfolio application webpage is currently not accessible through Internet Explorer. If you encounter difficulties, please try this link with another browser.)

For the online application you will be asked to complete an application form and a recruitment monitoring form, and to upload the following documents:
• a covering letter which describes the ways in which you meet the selection criteria for the post, as set out above, and indicates whether you are applying for the full-time post or wish to take up the post on a part-time basis; and
• a curriculum vitae (CV), which should include the names and postal and email addresses of two referees. **We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.**

If you have any technical difficulties submitting your online application, please contact Interfolio at help@interfolio.com. For other queries, please contact the HR Department, human.resources@nuffield.ox.ac.uk.

If, for your convenience, you wish to submit a hard-copy application, please contact the Nuffield College HR Department at human.resources@nuffield.ox.ac.uk. Interfolio is a US-based service which processes data on servers based outside the EEA, but which complies with the EU-U.S. Privacy Shield Framework (see [www.interfolio.com/privacy-policy/](http://www.interfolio.com/privacy-policy/)). Information submitted via hard-copy is not processed through Interfolio.

The closing date for receipt of completed applications is **12 noon on Monday 2 September 2019.**

Interviews are likely to take place in the week beginning **16 September 2019.**

**Summary of Terms and Conditions**

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute a contract of employment.

**Duration**

This is a permanent post, subject to the normal pre-employment checks and satisfactory completion of a six-month probation period.

**Salary**

The salary for the post will be in the range £25,062 - £29,819 per annum (pro rata as appropriate). Salaries are paid in arrears on the 28th of each month (or where the 28th is not a working day, on the last working day before the 28th) as detailed on employees’ payslips. Salaries are reviewed annually in August, although the College is under no obligation to award an increase following a salary review.

**Hours of Work**

Applications will be welcome from candidates who wish to hold the position on a full or part-time (> 0.5FTE) basis. The normal full-time hours of work are 35 hours per week, Monday to Friday, exclusive of meal breaks. The precise pattern of hours will be agreed with the successful candidate. It is essential that the post-holder is able to provide
some flexibility with working hours in order the meet the demands of the post, for which time off in lieu will be given.

**Holiday Entitlement**

The post holder will be entitled to 41 days paid leave per annum (pro-rata for part-time staff) inclusive of all public holidays and College closure days. Annual leave should be agreed with the employee’s Line Manager, as appropriate.

**Pension**

Employees will be contractually enrolled in the University Superannuation Scheme (USS) from the commencement of their employment, unless they opt out by completing and returning the relevant form to the HR department.

**Meal Entitlement**

Coffee, tea and lunch, whilst on duty, will be provided free of charge except during any kitchen closure period.

**Other Benefits**

Employees will be eligible to participate in a discounted travel to work scheme for the purchase of bus and train tickets and, where appropriate, uniform.

**Training**

The College will actively support the post-holder to undertake any relevant training to enhance his or her career, and financial support for these development activities may be provided where appropriate.

**Oxford Colleges’ Healthcare Plan**

You will be eligible to join the Oxford Colleges’ Healthcare Plan from the commencement of your employment. The College will pay for a single membership of the Plan, but you may upgrade, at your own expense, your membership to cover your partner / spouse or your family. As this is a work benefit you will pay tax on the Subscription Rates.

**Equal Opportunity statement**

The policy and practice of the University of Oxford and Nuffield College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection panels will contain at least one member of each sex.
Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Regulation (GDPR), the Data Protection Act 2018, and the College’s Data Protection Policy.

Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements:

Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore require applicants to provide proof of their right to work in the UK before employment can commence.

Please note that you will need to provide original documents and, where any documents are not in English, a certified translation will be required. Do not include these documents with your application. You will be sent a request for the relevant information at the appropriate point in the selection process.

Please note that this post is not eligible for UK Visa and Immigration sponsorship.

Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- assess the candidate’s medical capability to do the job for which they have applied;
- determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may now have;
- ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

Nothing in these particulars constitutes a contract.
Nuffield College exists to promote excellence in education and research, and is an equal opportunities employer committed to equality and valuing diversity. Applications are particularly welcome from women, disabled people, and from black and minority ethnic candidates, who are currently under-represented in posts in the College.