

Somerville College

University of Oxford

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Further Particulars

Human Resources Administrator (part time)

About the Role

This is a great opportunity for someone with relevant experience who is looking to develop their HR career and to broaden their HR experience. The HR Administrator will assist the Human Resources Manager with delivering an efficient and professional HR support service to 300 academic and support staff. S/he will be expected to contribute proactively to the success of the HR function through delivery and ideas for continuous improvement.

Somerville has well established HR processes and procedures. In this newly defined role the main focus of the HR Administrator's role will be recruitment administration (support staff only), preparing contractual documents (academic and support staff), and ensuring starter and leaver processes are properly carried out. The busiest period for preparing contracts is in July and August in preparation for the start of Michaelmas Term in October.

The implementation of a new HR database, with manager and self-service access, was successfully introduced two years ago (Access Select HR). General database maintenance such as annual leave entitlements and work patterns, as well as keeping accurate and up to date employee and recruitment records, will be a large part of the role. An aptitude for working with databases will be an advantage.

The HR office is a busy environment. The ability to keep up with a large volume of emails, to thrive whilst working on a number of tasks at the same time and co-ordinating administrative processes to ensure all tasks are completed to strict deadlines, is essential.

There will be opportunities for personal development in the role and to take on new projects. A wide range of short personal and skills development courses are available through the University of Oxford, and a financial contribution towards the study of relevant qualifications through external organisations will be considered (after successful completion of the probationary period).

This is part time role of 28 hours per week (0.8 FTE). Working hours may be arranged across four or five working days, to be agreed with the Human Resources Manager.

About Somerville College

Somerville was one of the first ladies colleges of the University of Oxford. Today Somerville is a mixed College with approximately 550 students in total, and it is among the most international of the Oxford colleges that admit both undergraduate and graduate students. It has a reputation of openness and inclusiveness, and a friendly working environment.

For further information about the College, please visit www.some.ox.ac.uk

Job Description

Main duties

- Manage all aspects of the recruitment process for support staff including writing further particulars, advertising, organising applications, arranging interviews and record keeping.
- Advertise academic posts in accordance with University guidelines.
- Assist with preparing contractual documents for new academic and support staff, and ensure follow up procedures and documentation are completed, including references, occupational health checks (security checks (DBS) if required).
- Complete all internal new starter processes including equal opportunity monitoring, organising University Cards, and updating email distribution lists and relevant committee circulation lists.
- Carry out right to work checks and ensure the correct documentation is properly recorded.
- Assist with running monthly payroll reports for starters and leavers, and other salary changes.
- Maintain accurate records on the HR database, ensuring confidentiality and integrity of all HR information.
- Maintain hard copy personnel files and the HR archives in line with College policy.
- Carry out general HR administrative tasks, including monitoring probationary periods, maintaining sickness absence and annual leave records. Show self-service users how to book leave on the database.
- Ensure staff leaver processes are followed, ensuring that 'SITS' users are notified to the Academic Office.
- Monitor the Human Resources email account, categorise and flag urgent items. Respond directly to routine correspondence or draft responses
- Oversee the annual performance appraisal system and record keeping.
- Take notes at confidential meetings as required.
- Organise the agenda and circulation of papers for the staff liaison group meetings (held once a term) and take the minutes of the meetings.
- Carry out standard duties such as word processing, photocopying, distribution of letters to staff, and emailing material.
- Carry out ad hoc projects as delegated from time to time by the Human Resources Manager.
- Undertake relevant training as required and keep abreast of changes in employment law and immigration compliance.

Selection criteria

Essential

- Experience of supporting managers with recruitment and appointment processes.
- Experience of completing pre-employment checks, including right to work checks.
- Experience of maintaining employee data, either in databases or in spreadsheets.
- Basic knowledge of UK law and codes of practice relating to employment, including immigration compliance, equality and diversity, and data protection.
- Able to demonstrate excellent time management, organisational and administrative skills by working on a variety of tasks at the same time, co-ordinating administrative processes to ensure all tasks are completed within strict deadlines.
- Able to cope with unpredictable volumes of work at busy periods and maintain equilibrium whilst working under pressure.
- Able to work with sensitive/confidential information appropriately.
- Well-developed attention to detail, able work accurately and take responsibility for own work.
- Excellent interpersonal skills, able to demonstrate tact and discretion, and to communicate appropriately with a wide range of people.
- High standard of literacy and writing skills, including accurate typing and proof reading skills: able to draft documents and take accurate notes of meetings.
- Excellent word processing skills (Word) and able to use mail merge and templates.
- Able to use spreadsheets and databases.
- Numerate, able to calculate pro rata salaries and entitlements.
- Experience of using Outlook, and able to deal methodically with large volumes of emails.
- Understanding of and a willingness to work in a customer service orientated environment.
- Proactive and resourceful, able to work through and research the answer to problems.
- Ability to use initiative appropriately, particularly in the absence of the Human Resources Manager.
- Good standard of secondary education

Desirable

- Familiarity with using 'Select HR' HR software.
- Experience of running starter/leaver processes and liaising with payroll.
- Interested in the HR profession.
- Experience of updating and maintaining webpages.
- Experience of completing Disclosure & Barring Checks.
- HR qualification

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 the contract of employment.

Duration	This is a permanent, part-time post of 28 hours per week (0.8 FTE) and the appointment will be made subject to (i) satisfactory employment checks as detailed below within under 'Pre-Employment Screening'; and (ii) satisfactory completion of a six-month probationary period.
Salary	The salary is aligned to Band 5 of the <u>Somerville College</u> pay spine for Support staff which has salary range of £22,029 to £24,775 (1.0 FTE, 35 hours) - cost of living increase pending Upon successful completion of the probationary period, individual salaries are increased in May of each year to the next spine point within the salary band, until the top of the pay band has been reached. In addition the College pay spine is uplifted for cost of living on a regular basis, normally annually.
Hours of Work	The post holder must be available to work on Fridays; the other working days, and start and finish times, are to be agreed with the Human Resources Manager. Some flexibility with working hours will be required on occasions in order to meet the demands of the post.
Holiday Entitlement	The post holder will be entitled to 33 days of paid leave per annum inclusive of eight public holidays (pro rata for less than five working days a week). Agreed College closure days and bank holidays taken will be deducted from the total leave entitlement of 33 days.
Pension	The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).
Private Healthcare	The post holder will be eligible for contributory membership of Private Healthcare and Private Dental Schemes from commencement date of employment.
Life Assurance	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
Meal Entitlement	Meals on duty will be provided free of charge (depending on the hours worked per day).
Sickness Benefit	A maximum of six weeks' sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and production of medical certificates.
Employee Assistance Service	A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.
Childcare	Somerville runs a small on-site Nursery. College employees may choose to enter a childcare salary sacrifice scheme (under the Income & Corporation Taxes Act 1988), which allows tax and national insurance exemption for this benefit. Alternatively employees may apply for childcare vouchers from 'Kids Unlimited'.
Training	The College will support the post holder to undertake any relevant training to enhance his or her work performance, and a financial contribution for these development activities will be provided where appropriate.
Smoking policy	No smoking is allowed in any part of the College.
Parking	Unless related to a disability, there will be no parking available on College premises for the post holder.

Application Procedure

1. Download the Somerville College application form College website at www.some.ox.ac.uk/jobs
2. Email your completed application form to the Human Resources Manager at: human.resources@some.ox.ac.uk stating vacancy reference 900199.
3. Ensure you complete the personal statement section of the application form demonstrating how your skills and experience meet the person specification. Your application will be judged on the basis of how well you demonstrate that that you meet the selection criteria outlined above.
4. A curriculum vitae should also be included, but please note that CVs submitted on their own will be not considered or accepted as complete applications.
5. Please complete and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. **Please send only one copy of this form** which can be emailed to human.resources@some.ox.ac.uk or sent in hard copy to:

Equal Opportunities Monitoring Assistant
Human Resources Department
Somerville College, Woodstock Road
Oxford OX2 6HD

Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Single Equality Act 2010

6. Communication regarding the status and outcome of your application will be made via e-mail.
7. The closing date for completed applications is 10am on **Monday, 28 September 2015**.
8. First interviews will be held on **Tuesday, 13 September 2015**.

Selected candidates will be invited back to the College for an informal second interview with the Treasurer & Domestic Bursar on Monday, 19 September 2015 and will be given an opportunity to meet other colleagues with whom s/he will work closely.

Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville 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 committees 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 Data Protection Act 1998 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.

1. 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 ask 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.

2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

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.

3. 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:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) 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.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.

Date updated