



Human Resources Assistant (Part-Time)

Ref: 900294

Somerville College is a vibrant and forward looking College, one of the 38 colleges of the University of Oxford. We have a friendly and diverse community and the College has a reputation of openness and inclusiveness. Somerville is among the most international of the Oxford colleges that admit both undergraduate and graduate students and we currently have approximately 550 undergraduate and graduate students. The HR department is well established and comprises a part time HR Manager, a full time HR Officer, and a part time HR Assistant.

The Human Resources team provides support to approximately 150 academic members and 200 support staff working in a range of permanent, fixed term and casual roles. We are seeking a well-organised individual to provide administrative support to our Human Resources team. This is a busy and varied role dealing with the day-to-day aspects of human resources administration and record keeping within the HR Office. As Human Resources Assistant, your main duties will include assisting with administering recruitment processes, starters and leavers, and maintaining staff files. You will be responsible for entering and updating information on the HR database (*Access Select HR*) for which training will be provided.

We are looking for someone with previous experience of Human Resources, or in a similarly confidential area, with a strong interest in HR. It is essential that you are able to demonstrate your understanding of the confidential nature of human resources administration. You should have good IT skills, experience of working well as part of a team in a busy office environment, good interpersonal skills and be able to communicate effectively and appropriately in English. The HR Office is a busy environment and you will need to be able to multi-task whilst maintaining a positive attitude and completing your work accurately.

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

Main Duties

1. Recruitment

Adverts

- Maintain job vacancies pages on the College website
- Maintain the vacancy management section of the HR database
- Place adverts on the College and University website, and external media
- Assist with preparing recruitment documents when required
- Keep records of recruitment sources and application/hire rates

Interviews

- Monitor the Recruitment email account and respond to candidates as appropriate
- Organise and circulate applications and interview documents to selection panels
- Assist with making arrangements for interviews
- Complete routine correspondence with candidates
- Book rooms / facilities for interviews as required

2. Appointments and New Starters

- Prepare letters of engagement for casual workers
- Assist with preparing routine staff contracts
- Request references and complete other employment checks as required
- Assist with processing returned documents and new starter processes, including university cards and occupational health forms, and equal opportunity monitoring
- Monitor probationary review periods and prepare confirmation of employment letters

3. Record Keeping

- Set up and maintain records on the Human Resources database
- Compile and maintain hard copy personnel files
- Assist with administering staff holiday records using the HR database
- Maintain HR files and archives in line with current College policy and data protection legislation
- Update staff mailing lists with starters and leavers

4. Leavers

- Check holiday entitlements and staff loans due
- Send out exit interview forms and schedule exit interviews as appropriate
- Prepare acceptance of resignation letters/end of contract letters
- Ensure leaver processes are completed in line with HR procedures

5. Additional Duties

- Take notes at meetings as required, including termly staff liaison meetings
- Assist with equal opportunity monitoring processes
- Assist with preparing the internal staff contact directory, the 'blue pages'
- Assist with administration for in-house training courses
- Assist with booking external training courses
- Assist with monitoring the Human Resources email account, categorise and flag urgent items
- Carry out standard duties such as word processing, photocopying, distribution of letters to staff, emailing material, ordering stationery
- Any other duties as required by the Human Resources Officer and Human Resources Manager and other duties, to be defined from time to time, which are appropriate to the grade. The post-holder is expected to work flexibly and respond positively to changing needs.

Person Specification

Essential

- A good understanding of the confidential nature of human resources administration
- Good interpersonal skills
- Able to communicate effectively in English, both verbally and in writing
- Good IT Skills
- Experience of working with databases
- Experience of working well as part of a team in a busy office environment
- Able to work quickly, to a high level of accuracy and with good attention to detail
- Good organisational skills, able to work on routine multiple tasks and meet deadlines with little supervision
- Able to follow policies and procedures
- Numerate and able to do basic calculations, including percentages

- Able to exercise tact and discretion
- Willing to complete job related training
- Willing and able to work occasional additional hours to meet the demands of the job
- Educated to A Level standard or equivalent

Desirable

- Strong interest working in HR
- Previous experience of working in HR or in a similarly confidential area
- Knowledge of current data protection legislation
- How to complete right to work checks
- An interest in equality and diversity
- Previous experience with HR information systems
- Previous work in a University or College environment
- Relevant NVQ or other 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 25 hours per week. The appointment will be made subject to (i) satisfactory employment checks as detailed under 'Pre-Employment Screening'; and (ii) satisfactory completion of a three-month probationary period.
Salary	<p>The post is aligned to Band 4 of the Somerville College pay spine which has a full time salary range of £20,411 to £22,214 for a 35 hour week (£11.21 per hour). The actual starting <i>pro rata</i> salary for a 25 hour week will be £14,579.</p> <p>Upon successful completion of the probationary period, the salary will be increased in May of each year to the next spine point within the respective 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.</p>
Hours of Work	Working hours will be 5 hours per day, Monday to Friday. The actual start and finish times will be determined by mutual agreement with the successful candidate. Some flexibility with working hours may be required on occasions in order to meet the demands of the post.
Holiday Entitlement	Support staff are entitled to 35 days of paid leave per annum, inclusive of eight public holidays. Agreed College closure days and bank holidays taken are deducted from the total leave entitlement.
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).
Life Assurance	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
Meal Entitlement	Lunch will be provided free of charge.

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.
Childcare	Somerville runs a small on-site Nursery and further details can be found at http://www.some.ox.ac.uk/living-here/st-pauls-nursery/
Training	The College will support the post holder to undertake any relevant training to enhance their work performance, and financial support 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

The closing date for completed applications is 10am on Monday, 5 March 2018

Your application should comprise

- A completed application form (including a personal statement and details of at least 2 referees)
- A curriculum vitae (CVs submitted on their own will not be considered)
- An Equal Opportunities Monitoring Form

Email your completed application form to: recruitment@some.ox.ac.uk please quote vacancy reference **900294** in the heading

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 to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.

Communication regarding the status and outcome of your application will be made via e-mail.

It is planned to hold interviews in Oxford in the week beginning 19 March 2018

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.

February 2018