



## Further Particulars Tutorial and Graduate Officer (Maternity Cover)

**This post may also be offered as a secondment opportunity**

**(Ref 900303)**

This post is to cover a period of Maternity leave from August 2018 to September 2019.

The post of Tutorial & Graduate Officer is a senior position in the Academic Office. You will be responsible for specialising in overseeing the provision of high quality service and support to the College's academic staff and graduate students. You will also manage teaching support (college exams, OxCORT system), provide support to the Senior Tutor in the recruitment of academic staff, and work closely with the Academic Registrar and others in the Academic Office on student administration.

### About Somerville College

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and has an ethos of tolerance, friendliness, diversity, enabling access to research and learning for all, and the pursuit of excellence in all that we do.

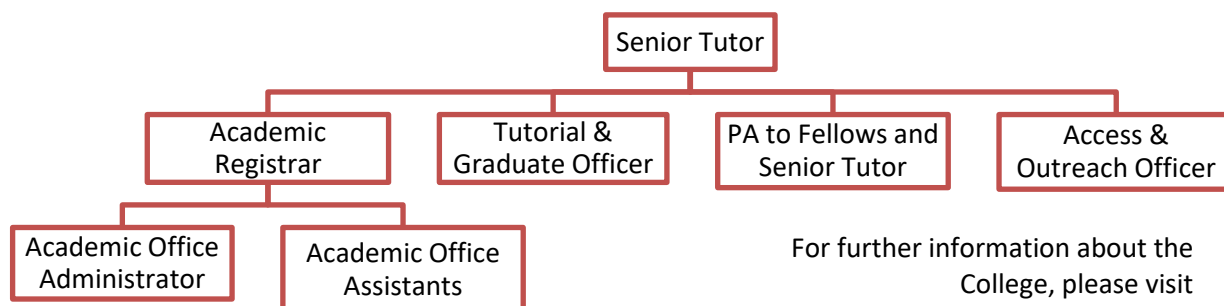
As one of 38 independent, self-governing Colleges of the University of Oxford, Somerville takes great pride in its pioneering history, its academic excellence and its intellectual and social openness. It was founded in 1879 as a non-sectarian College and was one of the first Oxford Colleges to admit women tutors and students. It has been a mixed College since 1994.

There are approximately 160 graduate students currently reading for masters and doctoral degrees and approximately 400 undergraduates following three and four-year courses across a wide variety of disciplines. The undergraduate body includes a higher than average proportion of state-school students.

The College is governed by its Principal and a Governing Body consisting of professorial, tutorial and administrative fellows. The Governing Body makes the decisions about the future of the College. Its members are responsible for the direction and management of the affairs of the College. The College aims to pursue academic excellence through the support and encouragement of its students, sound management of resources, full support for the research of its Fellows, and to engage with and work within the collegiate university.

There are approximately 100 members involved in the College's academic community and the College employs approximately 120 Support staff whose role is to work together to support the provision of an inclusive, stimulating and safe environment in which the academic and research activities of the academic members and students may thrive.

### Academic Office Organisation Chart



## **Main duties**

### **1.Support for academic staff**

- Support the Senior Tutor in the appointment of academic staff, including preparing supporting information for committee approval
- Oversee academic recruitment procedures run by the Academic Office, collaborating with the HR team
- Plan and organise the welcome and induction of new academic staff and associates in line with College procedures
- Maintain records of members with an academic association not in receipt of a stipend, and keep other departments informed of such associations
- Issuing of university cards for non-stipendiary appointments
- Plan and record Right to Work checks for temporary academic staff paid through Tutorial Payroll
- Provide support to new academic staff in relation to College and University processes.
- Record Academic leave and buy-out, providing relevant staff with necessary information.

### **2. Teaching support**

- Arrange for termly student reports to be incorporated into student files.
- Maintain accurate records of teaching given, in line with the requirements of QAA, by fulfilling the "Tutorial Office" role on the web-based system OxCORT
- Check and sign off, as appropriate, invoices relating to Fellow's out-teaching on behalf of the Senior Tutor
- Work closely with the Treasury e.g. in liaising over stipend payments
- Support teaching staff with Ox cort, reports, stint, payments and research expense claims

### **3. Graduate student administration**

- Oversee induction and registration of new graduates, including coordinating the induction timetable, induction packs, contracts and university cards
- Oversee annual re-registration of returning graduate students
- Liaise with internal and external bodies over academic and administrative matters
- Oversee maintenance of student records, in accordance with the Data Protection Act
- Provide support to graduates on course, liaising with Advisors, Departments and Senior Tutor as required
- Organise graduate feedback and collate for the Education Committee

### **4. Graduate Admissions**

- Plan and manage the College's graduate admissions process. This will include oversight of all practical arrangements in liaison with tutors, staff at other colleges, Graduate Admissions & Funding Office, and Housekeeping and Catering staff
- Maintain admissions statistics and produce regular updates for the College Education Committee
- Assist Housekeeping by providing admissions information so they can allocate accommodation
- Work with the Development Office, Treasury, University Departments and GAF to tailor graduate scholarship offerings to make best use of the available funds
- Oversee the administration of joint graduate scholarships, liaising with Departments and Graduate Admissions

### **5. Line management**

- Manage the Academic Office staff when the Academic Registrar is not available (currently Fridays)
- Delegate tasks relating to support for academic staff to the Academic Office Assistants
- Delegate tasks relating to graduate student administration to the Academic Office Administrator
- Arrange and supervise Collections invigilators (ensuring right to work checks are carried out)

### **6. General administration**

- Develop a general understanding of other administrative departments within the College and, when necessary, to provide assistance or support to colleagues in other areas
- Produce academic staff lists, in liaison with the Human Resources Department
- Check and amend publications with regard to academics such as Blue Pages, Tutor hand book, University Calendar and College report
- Update academic maillists on behalf of the Senior Tutor

## Selection Criteria

### ***Essential***

- Experience of working in a College/University or customer service environment
- Experience of working with confidentiality, tact and diplomacy
- A good undergraduate degree or equivalent work experience/training
- Highly organized, with excellent time management skills
- Excellent communication skills; able to form positive relationships and obtain the confidence of all sections of the College
- Proven ability to delegate tasks
- Excellent written and spoken English
- Demonstrable numerical skills
- Excellent IT skills appropriate to a Windows-based office, including manipulating spreadsheets, handling databases
- Problem-solving skills, with the ability to exercise judgement and take initiative
- Ability to work flexibly within a small team that covers a wide range of activities
- Prepared and experienced in taking on new tasks and learn new skills/systems
- Willing and able to take a flexible approach to duties, including working at some weekends during Collections and possibly working at weekends/evenings at busy times

### ***Desirable***

- Experience of organising College examinations
- Experience of using the University's OxCORT system
- Experience of writing reports/policy/procedural documents
- Experience of recruitment administration, preferably for academic posts
- Knowledge of Oxford University and the Collegiate system
- The principles of the Equality Act applicable to higher education

Any enquiries relating to role should be directed in the first instance by email to [senior.tutor@some.ox.ac.uk](mailto:senior.tutor@some.ox.ac.uk)

## 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.

<b>Duration</b>	<p>This is a fixed term, full time post to cover a period of maternity leave which is anticipated to run from August 2018 to September 2019.</p> <p>This post is also available as a secondment opportunity to eligible members of the University and Colleges.</p> <p>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 three-month probationary period.</p>
<b>Salary</b>	<p>The starting salary will be £30,688 which is aligned to band 7 of the College's salary scale for support staff. The salaries for eligible Support staff are 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>
<b>Hours of Work</b>	<p>35 hours per week, Monday to Friday. The hours of work may be extended to those which are reasonably required for the proper performance of duties associated with the post. On occasions time off in lieu may be given where additional hours have been agreed in advance with the Principal.</p>
<b>Holiday Entitlement</b>	<p>The post holder will be entitled to 35 days of paid leave per annum, inclusive of eight public holidays. Agreed College closure days and bank holidays taken will be deducted from the total leave entitlement.</p>
<b>Pension</b>	<p>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).</p>
<b>Life Assurance</b>	<p>College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).</p>
<b>Meal Entitlement</b>	<p>Meals while on duty will be provided free of charge.</p>
<b>Sickness Benefit</b>	<p>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.</p>
<b>Employee Assistance Service</b>	<p>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.</p>
<b>Childcare</b>	<p>Somerville runs a small on-site Nursery. College employees may choose to enter a childcare salary sacrifice scheme (under the Income &amp; Corporation Taxes Act 1988), which allows tax and national insurance exemption for this benefit. Alternatively employees may apply for childcare vouchers from 'Kids Unlimited'.</p>
<b>Training</b>	<p>The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.</p>
<b>Smoking policy</b>	<p>No smoking is allowed in any part of the College.</p>
<b>Parking</b>	<p>Unless related to a disability, there will be no parking available on College premises for the post holder.</p>

## Application Procedure

**The closing date for completed applications is 10am on Wednesday, 6 June 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](mailto:recruitment@some.ox.ac.uk) please quote vacancy reference **900303** 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.*

**Interviews are likely to be held in the week commencing 18 June 2018**

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

## 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.

## Security Checks

The successful candidate will be required to complete an enhanced Disclosure and Barring Service (DBS) check.

## 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.

May 2018