



Further Particulars Undergraduate Officer

(Ref 900305)

We have an excellent opportunity for an experienced administrator to join our growing Academic Office. The Undergraduate Officer is a crucial role in the team, providing comprehensive support for our undergraduate community throughout their time at Somerville. You will be responsible for advising teaching staff and students on College and University policies, be responsible for overseeing the registration and induction of new undergraduates, manage the admissions process in December each year and provide comprehensive support to the College's Education Committee.

You will be a skilled communicator, able to deal with staff and students at all levels with tact and discretion. You will be used to working well as part of a team and will ideally have experience of line managing others. Excellent organisation and IT skills are needed as is the ability to remain calm under pressure and be able to respond to unexpected demands from a variety of sources. You will be a natural problem solver and have a proactive and flexible approach to your duties.

A knowledge of the collegiate university and/or student administration would be an advantage but training in College systems and policies will be provided. The University of Oxford also has a comprehensive range of courses which will be available to the successful candidate.

About Somerville College

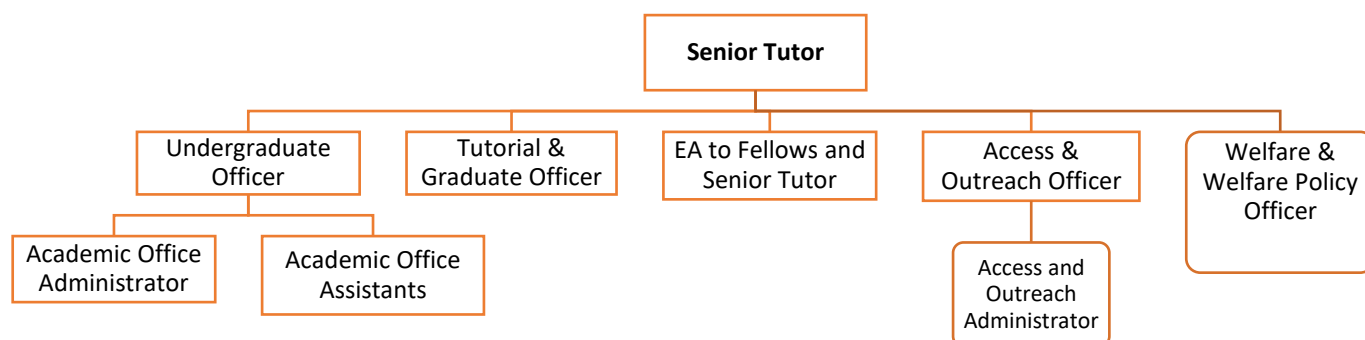
Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and has an ethos of tolerance, friendliness, diversity, enabling access to research and 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 400 undergraduate students 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. We also have around 160 graduate students currently reading for masters and doctoral degrees and.

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.

Academic Office Organisation Chart



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

Main duties

1. Deputise for the Senior Tutor

- Advise college teaching staff and students on University and college policy and procedure in relation to a wide variety of areas, including but not limited to; undergraduate admissions, college student documents, examinations, student visas & compliance.
- Maintain the college's Freedom of Information Publication Scheme, on behalf of the Information Officer (Senior Tutor), liaising with the Senior Management Team as required.
- Act as the Deputy Information Custodian for the eVision system
- Deputise for the Senior Tutor, as required, in relation to administrative matters, matters of academic discipline and authorising expenditure.

2. Undergraduate student administration

- Oversee induction and registration of new undergraduates, including coordinating the fresher's week timetable, overseeing induction packs, matriculation, college and university contracts and university cards
- Gather student feedback on the induction process. Review and amend induction process, in consultation with the Senior Tutor.
- Work closely with the Tutorial and Graduate Officer to provide support, where needed, for graduate student administration and to ensure the same high level of service is provided to all students.
- Work closely with the Welfare and Welfare Policy Officer to ensure college provision of special arrangements required on grounds of disability, ill-health, or other cause. This can include for assessments, University and College exams, including exam emergencies, and teaching adjustments.
- Liaise with internal and external bodies over academic and administrative matters (e.g. Undergraduate Admissions Office, Student Administration, Proctors' Office, Examination Schools, Disability Office, Local Authorities)
- Oversee maintenance of current student records, in accordance with the Data Protection Act
- Supervise administration of examination entries, and any special arrangements required on grounds of disability, ill-health, or other cause.
- Supervise administration of bursaries, scholarships, prizes and grants.
- Supervise administration of Degree Days.
- Oversee special arrangements for examinations and deal with any exam emergencies, where necessary, in consultation with the Welfare and Welfare Policy Officer.
- Work closely with the Welfare and Welfare Policy Officer to ensure the submission of Factors Affecting Performance statements and evidence, as per the University procedure.

- Oversee production of student transcripts, enrolment certificates, and related documents.
- Oversee production of student visa documentation and monitoring attendance.
- Maintain up-to-date standard operating procedures for the Academic Office, and oversee their maintenance by the Academic Office Administrator and Academic Office Assistants where appropriate.
- Liaise with the Treasurer regarding the allocation of Vacation Residence Grants.

3. Undergraduate admissions

- Manage and contribute to the execution of the undergraduate admissions exercise. This will include planning and oversight of all practical arrangements in liaison with tutors, admissions staff at other colleges, Undergraduate Admissions Office, and Housekeeping and Catering staff
- Oversee maintenance of admissions related data held by Somerville
- Maintain admissions statistics and write an annual review on the exercise, taking appropriate follow up action where improvements or changes are required
- Oversee responses to enquiries from prospective undergraduate students
- Manage applicant complaints and appeals, in conjunction with the Senior Tutor

4. Committees

- Sit on the college's Education Committee of Governing Body, providing advice to the Committee on matters of academic administration.
- Service Education Committee: draft agenda and write papers as required/requested including on complex administration matters.
- Membership of other college committees, as required/requested
- As appropriate, represent the College in University consultations and on University groups and committees
- Oversee circulation of documents for Education Committee and Governing Body

5. Publications and project work

- Ensure relevant sections of the College website remain updated, in conjunction with the Communications Officer
- Carry out research, projects and surveys to provide management information for the Senior Tutor
- Draft and disseminate information on College and University Regulations

6. Line management

- Act as line manager to the Academic Office Administrator and Academic Office Assistants, working closely with the Tutorial and Graduate Officer, who also delegates tasks to these two support posts
- Supervise ad hoc student helpers (e.g. during admissions period) and any temporary staff.

7. General administration

- Oversee the Academic Office generic email addresses, ensuring queries are dealt with promptly by the most appropriate person
- Support the Senior Tutor in ensuring compliance with government legislation e.g. Freedom of Information Act, Data Protection Act, Equality Act
- Act as a representative of the College at events for applicants/students/parents if required
- Develop a general understanding of other administrative departments within the College and, when necessary, to provide assistance or support to colleagues in other areas
- Provide cover for the Tutorial and Graduate Officer when needed; a high level of reciprocity between the two posts is important, especially at busy times
- Other duties as required and as appropriate to the role

Selection Criteria

Essential

- Experience of working with confidentiality, tact and diplomacy
- Experience of working in a similar environment, or of working in a customer service environment
- Experience of supporting formal committees
- Experience of writing reports/policy/procedural documents
- A good undergraduate degree or equivalent work experience/training
- Excellent communication skills; able to form positive relationships with a wide range of people and obtain the confidence of all sections of the College
- Excellent written and spoken English
- Highly organized, with excellent time management and prioritisation skills
- Ability to manage and motivate staff in an effective and collaborative way
- 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 be calm and effective whilst under pressure.
- Emotional resilience and the ability to cope when dealing with difficult student cases
- An appreciation of the welfare and disciplinary issues relevant within a student community
- Understanding of UK Home Office Regulations relating to Student Visas, or willingness to undertake training in this area
- Prepared and experienced in taking on new tasks and learn new skills/systems
- Ability to work flexibly within a small team that covers a wide range of activities
- Willing and able to take a flexible approach to duties, including working some overtime during the year; must be available during the admissions period in December each year

Desirable

- Training in providing counselling/advisory services, particularly to students
- Experience of working in a College or University environment
- Experience of leading a small team

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. 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.
Salary	The pro-rata salary will be within the range £24,550 to £28,440 which is aligned to band 7 of the College's salary scale for support staff. The full time equivalent range is £30,688 to £35,550). 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.
Hours of Work	28 hours per week to be spread across the week and which must include Fridays. The actual hours of work will be mutually agreed with the successful candidate. 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.
Holiday Entitlement	The post holder will be entitled to 35 days of paid leave per annum (pro-rata for part-time), inclusive of eight public holidays. Agreed College closure days and bank holidays taken will be 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	Meals while on duty 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 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 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 Wednesday, 27 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 please quote vacancy reference **900305** 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 9 July 2018

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

Any enquiries relating to role should be directed in the first instance by email to senior.tutor@some.ox.ac.uk

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 2018 and the College's Data Protection Policy.

Security Checks

For some posts, successful candidates will be required to complete an enhanced Disclosure and Barring Service (DBS) check. The appointee will be advised whether this applies to their role when they are offered the post.

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.

June 2018