



Student Access and Opportunities Officer 1-year fixed-term

(Ref 900436)

In keeping with the Somerville's strategic plan and our commitment to equality of opportunity, we have created a role for an individual with recent experience of student life at a high-demand University and with a passion for supporting others to provide support for students from disadvantaged and/or minority backgrounds.

The Student Access and Opportunities Officer is intended to be a development opportunity for an individual with very recent experience and understanding of the pressures and challenges for students from disadvantaged and/or minority backgrounds at Oxford. You will use your skills and experience to work closely with our student representatives and College colleagues to enhance opportunities and experiences for our current and incoming students. You will have the chance to gain work and administrative experience in a student-facing role, help plan initiatives and events that can have a tangible, positive impact on our students and assist us in assessing the quality of our provision for those students. It is a newly created role, subject to funding, and the needs and nature of the post and related duties may vary over time.

We are looking to fill the role from 1 October 2021 on a full-time basis. A part-time appointment may also be possible for the right candidate. Most of the duties will require you to be present on-site at Somerville, in Oxford, particularly during term, but certain aspects of the role, such as report preparation and some meeting attendance, may be carried out remotely.

You will join our friendly Academic Office who provide support and administrative services for approximately 600 undergraduate and graduate students and be part of a warm and welcoming community. 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. The College's ethos of tolerance, friendliness, diversity and enabling access to research and learning for all underpins the pursuit of excellence in all that we do. For more information please visit www.some.ox.ac.uk

Main duties

- Work closely with student representatives to plan and launch initiatives aimed at enhancing opportunities for current and incoming students.
- Participate in student committees and meetings, as appropriate, to maintain an 'ear to the ground' insight into current issues and challenges facing students.
- Assist in providing 'a voice' students by representing them at College committees, such as the Equality and Diversity Working Group.
- Help with the planning and implementation of relevant student-led and College-led events.
- Evaluate the provision for student support and outcomes of events and initiatives.
- Compile and provide regular reports to the Senior Tutor and other College Officers as required relating to initiatives planned, activities/events held and areas of continuing need.
- Work with the Communications Office to actively promote initiatives and activities.
- Where required, assist the Development Office with any fundraising activities related to student event/initiatives/programmes.
- Work closely with the Access and Outreach Office to promote access to Somerville for students who would not otherwise consider applying to Oxford.
- Take an active role in preparations for Freshers' Week and induction programmes.
- Assist student Officers and the Academic Office with the planning and roll-out of awareness training for all students (e.g. Unconscious Bias, Equality and Diversity training)
- Provide regular communications to students on relevant events, support available, sources of advice and University-wide schemes.
- Undertake training and personal development to enhance own knowledge and awareness of the relevant issues.

**in the above the term 'students' should be understood to focus on those from disadvantaged or minority backgrounds. They will be identified through self-reporting and the relevant College data.*

Selection Criteria

Essential

- In order to achieve the aims of the role, candidates should be able to demonstrate that they have very recent experience of student-life (preferably at Somerville or a very similar high-demand institution) with a deep understanding of the particular challenges and issues faced by students from disadvantaged and/or minority backgrounds.
- Extremely well organised.
- Excellent written and verbal communication skills in English.
- Ability to collate information and present it in a clear and efficient manner.
- Good IT literacy, able to use standard MS Office packages.
- High levels of tact, sensitivity and discretion and the ability to maintain confidentiality.
- Willing and able to be flexible with duties as the role evolves.
- Right to work in the UK.

Desirable

- Experience of having supported students in a comparable role.
- Knowledge of GDPR regulations (training will be provided).
- Knowledge of Equality law/regulations in a student context.

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 full-time, fixed-term post tenable for 1 year from 1 October 2021 to 30 September 2022 and is subject to funding and continuing need. Applications for those wishing to work part-time will also be considered. Please state clearly when applying if you wish to be considered for part-time working and for how many hours per week. Appointment will be dependent on (i) satisfactory employment checks as detailed below within under 'Pre-Employment Screening'; and (ii) satisfactory completion of a three-month probationary period
Salary	The salary will be in the range £21,236 to £23,067. This equates to an hourly rate of pay of £11.67 to 12.67 and is aligned to Band 4 of the Somerville College pay spine for Support Staff.
Location	Most duties will be carried out on-site at Somerville's main premises on the Woodstock Road in Oxford. Some remote working may be possible out of term and/or for certain tasks. This will be agreed with the appointee.
Hours of Work	Normal hours of work will be 7 hours per day, Monday to Friday. Some flexibility will be needed in order to assist with events.
Holiday Entitlement	The post holder will be entitled to 38 days holiday a year inclusive of 8 public holidays. Agreed College closure days will be deducted from the leave
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 on duty will be provided free of charge.
Sickness Benefit	A maximum of (pro-rata) 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.
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 or vaping 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.

How to apply

The closing date is 10 a.m. Wednesday, 28 July 2021

Your application should comprise

- A letter of application explaining how you meet the criteria for the post
- A curriculum vitae
- 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 900436 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 will be held as soon as possible after the closing date.

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

Equal Opportunities

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 General Data Protection Regulations 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. **You must hold proof of 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 preexisting 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.