The College

Hertford is one of the larger Oxford colleges, with around 650 students, two-thirds of whom are undergraduates. It traces its roots back to the late thirteenth century as Hart Hall, through several incarnations and a period as Magdalen Hall, to the present day Hertford College which was refounded in 1874.

The Fellowship, which has responsibility for the governance of the college, currently consists of forty-three Governing Body fellows, the majority of whom are involved in undergraduate teaching. In addition, over thirty lecturers supplement teaching provision, and around 100 members of administrative and domestic staff coordinate and support key activities. Fellows, lecturers and students are drawn from a range of disciplines across the four Divisions (Humanities, Social Sciences, MPLS, and Medical Sciences). Academic and administrative offices are on the main site, as is accommodation for many students, complemented by further accommodation for both graduates and undergraduates at various other sites around Oxford.

The college has a reputation for being both progressive and friendly. It was one of the first colleges to go mixed, and the ratio of female students to male remains comparatively high. For over fifty years, Hertford has championed access for students from backgrounds under-represented at Oxford, and this continues to be the focus of our outreach work.

The Role

The HR Officer will be responsible for managing all core HR processes and functions, ensuring that these are effective and meet the needs of the College and its members. This will involve, inter alia, determining and evolving processes as required, ensuring compliance with all relevant standards, guidelines and legal requirements, ensuring a consistent level of adoption, and providing administrative support for their usage. The HR Officer will also assist the Bursar and other College Officers in setting and maintaining HR policies. The incumbent will be expected to combine strong administrative and organisational skills with demonstrable HR experience, technical knowledge and expertise.
Specific Responsibilities

1. General Human Resources Administration

- Provide support to the Bursar, other College Officers and Line Managers across all Human Resources matters.

- Deal with general HR enquiries from members of staff in a friendly, positive manner. They will need to be able to explain the College’s policies and procedures to staff, fellows and students who are non-specialists. They will also need to be able to take the initiative in resolving non-routine problems.

- Maintain up-to-date knowledge of employment issues, and contribute to the development of policies and procedures, in consultation with the Bursar.

- Provide advice as required to the Bursar, Principal and Senior Tutor in matters relating to employment regulations and practices.

2. Recruitment

- Provide the administrative framework for all recruitment processes undertaken, and ensure that recruiting managers are aware of the processes to be followed.

- Liaise with recruiting managers to produce timetables for all aspects of the recruitment process for individual posts, including:
  - Production of job descriptions, ensuring these comply with relevant legislation
  - Placement of advertisements, in consultation with the Bursar.
  - Ensuring job descriptions are graded, approved and given the necessary post and sequence numbers before advertisements are placed.
  - Liaise with recruitment agencies as required.
  - Organise the short-listing and interview process.
  - Circulate applications, send out rejection letters, invite candidates to interview, request references, book rooms and refreshments, prepare tests for the candidates and make provision of any special requirements.
  - Welcome and induct candidates when they arrive for their interviews, perform and record Right-to-Work checks on them, and issue them with Equal Opportunities Monitoring Forms. The HR Officer is expected to keep a record of this information, and make this available for inspection at any time.
  - Prepare, send out and record job offers, contracts and pre-employment checks.
  - Organise University card applications.
  - Record all staff registration information.
Create induction timetables for new starters and welcome new members of staff as their first point of contact. In liaison with the Bursar and line managers, the HR Manager will record probation periods and issue end of probation period letters.

- Deal with all recruitment enquiries, in person, by telephone and by e-mail.

3. During Employment

- Maintain accurate personnel records, through liaison with the Bursar, Deputy Bursar, Home Bursar and Payroll Officer.
- Calculate annual leave entitlements and issue members of staff with their annual leave forms each year.
- Record all annual leave, sickness and other absences.
- Establish a staff training records system, booking training courses to ensure compliance with government legislation.
- Oversee and record capability and disciplinary issues and administration, including minutes of meetings.
- Represent the College at the Conference of Colleges’ HR meetings, and report back on matters of note to the Bursar or other College Officers as required.
- Provide administrative support / cover for payroll processes.
- Undertake analysis and provide reporting on HR matters to support functional management needs, regulatory submissions etc.

4. Ending Employment

- Generate end-of-contract correspondence and assist with all administration relating to the ending of contracts.
- Administrative support for the Bursar and other College Officers in matters relating to reorganisation, redundancy and dismissal.

NB: The duties outlined above are not exhaustive.
The Person

Selection criteria

**Essential**

- A relevant degree, postgraduate qualification, or professional accreditation demonstrating the specialist knowledge required to perform the role.
- The ability to understand and advise on Human Resources issues, and to contribute to policy discussions and decisions.
- Excellent interpersonal skills at all levels, with the demonstrable ability to express orally and in writing concepts and procedures to those unfamiliar with the issues.
- Tact and the utmost discretion when dealing with sensitive and confidential information.
- The ability to organise, prioritise and complete a wide variety of tasks, often with tight deadlines and under pressure.
- A high level of initiative, with a pro-active attitude and the ability to work without close supervision, yet to consult and collaborate as appropriate.
- Accuracy and attention to detail, especially in presenting written information.
- Robust IT and numerical skills (e.g. to check leave and associated pay calculations).
- The ability to learn quickly and to assimilate complex information.
- A proven ability to contribute as a team member in a busy office environment and to assist in different areas as required.

**Desirable**

- Experience in a University, College or similar environment, and empathy for its operations and practices.
Conditions of Appointment

This is a permanent, full-time post (37.5 hours per week). The appointment will be conditional on receipt of satisfactory references. There will be an initial probationary period of 6 months.

Grade and Salary

Equivalent to University Grade 6 (£28,660 to £34,189 per annum), depending upon experience and qualifications.

Pension

The post-holder will be entitled to join, or remain a member of, the USS pension scheme.

Meals

The post-holder will be entitled to take meals in College free of charge whilst on duty, when the kitchens are open.

Staff Development

The post-holder will be encouraged to undertake supplemental professional training. Additional training will be available where required or where reasonably requested.

Transport

The College operates a bus pass scheme.

Sports Facilities

The post-holder will have access to the College’s gym.

Holiday

The holiday year begins on 1 October. The post-holder will receive a paid entitlement of 28 working days during the holiday year (5 of these days are taken around Christmas and New Year) in addition to public holidays.

Please note that the College reserves the right to require staff to work on Bank Holidays, receiving a day off in lieu of each such day worked. Bank Holidays within term time will be expected to be working days. Leave must be taken in a manner sympathetic to the College calendar of events. The Bursar must approve all leave.
Application and Appointment Procedure

Those wishing to apply for the post should email the following documents to hr@hertford.ox.ac.uk by **12 noon on 12 February 2019**.

1. CV (maximum three sides of A4, to include the names and contact details of two referees);

2. A covering letter detailing how your experience, skills and qualifications meet the criteria for the post;

3. A completed Employment Application Form (available from www.hertford.ox.ac.uk/and-more/vacancies).

Applicants are also asked to complete and return a Recruitment Monitoring Form (available from the college website). The monitoring information collected does **not** form part of the selection process and will **not** be circulated to the selection panel. It will be used solely to monitor the effectiveness of the college’s equality policy.

Interviews will be held during the **week commencing 18 February**.

The College reserves the right to seek a report from the Disclosure and Barring Service (DBS). Candidates must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences. Regrettably, the college is not able to sponsor applicants for a Tier 2 visa for this post.

The position may be discussed further with the Bursar. To arrange, please contact the Bursar’s PA, Sue Geddes, on 01865 289141 (sue.geddes@hertford.ox.ac.uk).

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice which explains the types of data we will process about you as part of the application process. We also include within this notice the reasons for this, how long we keep your data for, and your rights regarding your data. This Privacy Notice can be found on our website at this address: https://www.hertford.ox.ac.uk/privacy.

**Hertford College is an Equal Opportunities Employer**