Academic Projects Officer
Further Particulars

Job Title: Academic Projects Officer
Department: Academic Office
Salary: £26,000 to £30,000 pa (depending upon experience)
Contract Type: Fixed term for one year
Hours: 37.5 hours per week (willing to consider min 60%)
Responsible to: Academic Services Manager (line manager); Registrar & Director of Admissions
Working with: Academic Officer, Academic & Admissions Assistant

The College

Hertford College (“the one with the bridge”) is a constituent college of The University of Oxford, and a registered charity. Hertford is one of the larger Oxford colleges, with roughly 700 students, two-thirds of whom are undergraduates. The main site lies in the heart of Oxford, occupied from the later thirteenth century by Hart Hall and, from 1740 until 1816, by the first Hertford College; and then, from 1822, by Magdalen Hall which was refounded in 1874 as the second Hertford College.

The Fellowship, which has responsibility for the governance of the college, currently consists of forty fellows, the majority of whom are involved in undergraduate teaching. In addition, thirty lecturers supplement teaching provision, and around 125 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 50 years, Hertford has championed access for students from backgrounds under-represented at Oxford, and this continues to be the focus of our outreach work.

Further information about the college is available at http://www.hertford.ox.ac.uk

Academic Office

The Academic Office is a small, busy, and friendly office, responsible for all aspects of the college’s academic functions, from pre-admissions outreach activities to graduation. The members of the Academic Office work under the overall direction of the Senior Tutor, an academic fellow who exercises oversight of the college’s academic business. The Senior Tutor works closely with the Registrar & Director of Admissions, who manages both academic and admissions operations and the Academic Office team. The team currently comprises
• Academic Services Manager – on-course undergraduate and tuition administration, coordination of disability support, deputises for Registrar
• Academic Officer – on-course graduate and all visiting student administration, Academic Office project work
• Admissions Officer – undergraduate and graduate admissions, graduate scholarships, college open days and offer-holder support
• Outreach Officer – outreach strategy and delivery, focus on work with link regions and widening participation outreach with prospective applicants
• STEM Outreach Officer – outreach strategy and delivery, focus on STEM projects
• Academic & Admissions Assistant – first point of contact, supporting key academic processes and activities
• Director of the Visiting Student Programme – overall direction of the programme, with focus on academic curriculum and partnership liaison.

The academic year runs from the start of October, when all undergraduates, most graduates, and many visiting students commence their studies. A small number of graduate and visiting students arrive at the start of the two other academic terms, in mid-January and late April. The undergraduate admissions process runs in the autumn term, and the process for graduate admissions runs over the spring and summer terms. Visiting student admissions run in the spring term, and the college runs a separate seminar programme for visiting students over the month of September. On occasion, the college also receives students on exchange schemes from other (EU or international) institutions. Access and outreach events take place year-round, with large-scale open days at the end of the summer term and start of the autumn term. Most of the college’s degree days take place over the summer term and long vacation.

The Academic Projects Officer Role

The advertised role provides the incumbent with an excellent opportunity to gain valuable experience across the wide range of activities undertaken by the Academic Office within an Oxford college. It is a temporary role, offered on a one-year, fixed-term basis, created primarily to support the existing on-course student team with key academic administrative processes and activities. The additional support is in response to an increase in workload for the Academic Office team arising from factors including the introduction of a new online teaching management system, a backlog of events and other work resulting from the Covid pandemic, and the development and implementation of a new college academic strategy. The post-holder will also work closely with the Registrar & Director of Admissions on discrete project work, including on student records management and digitisation, and Academic Office data management.

Main duties of the role

Academic Office project work
Working with the Registrar & Director of Admissions on discrete projects, including
• compiling information and data for reports and data sets for college committees and ad-hoc working parties;
• contributing to ad-hoc reviews of the team’s administrative processes, making recommendations on streamlining and improving quality of student experience;
• taking the lead on ongoing records management projects, records digitisation and reviewing protocols and schedules in accordance with data protection legislation and the college’s data protection policy;
• reviewing and updating the information on the academic sections of the college intranet for students and academic staff;
• working with the college IT department on migration of the Academic Office pages of the current college intranet to the cloud-based version of SharePoint.

**Tutorial and academic-related administration**

*This academic year, the University launched a new Teaching Management System (TMS) for administering reports and payments for undergraduate tutorial teaching provided by, or on behalf of, colleges.*

**Teaching Management System**

Supporting the Academic Services Manager in
- performing start and end of term/year processes, including the initial setting-up of course and tutorial arrangements;
- assisting Hertford tutors in using the new system and answering ad-hoc queries;
- processing reports on teaching provided to Hertford undergraduates, liaising with other college and University teams, where required;
- responding to queries in relation to payments and non-standard arrangements.

**Visa monitoring and compliance**

Ensuring compliance with right to work legislation for teaching and other Academic Office activities,
- undertaking right to work checks for all teaching and other Academic Office activities, including examination invigilators, graduate and undergraduate student ambassadors;
- helping to maintain the college’s right to work records, and sharing relevant information with other constituent parts of the University as required;
- attending training and ensuring that knowledge of relevant legislation is kept up to date.

**On-course student administration**

Supporting the Academic Services Manager and Academic Officer in
- maintaining the academic records (electronic and paper copy) for undergraduates, graduates and visiting students;
- supporting the Academic Services Manager and the Academic Officer with student casework;
- processing extension requests and mitigating circumstances notices;
- processing research graduate progression forms;
- alongside the Academic & Admissions Assistant, administering termly college collections (internal exams);
- supporting the administration of provision of alternative arrangements in college for university examinations.

**Other Academic Office business**

- serving as an authorised signatory for the University Card Office for students and academic staff;
- attending relevant briefings and training sessions held across the University.

**Other duties**

The post-holder may be required to undertake other duties at the direction of the Academic Services Manager or Registrar & Director of Admissions, and to provide cover for colleagues in the Academic Office in the event of absence.
Person Specification

**Essential**

The post-holder is expected to satisfy the following criteria:

- educated to degree level, or equivalent;
- excellent written and oral communication skills, with the ability to deal confidently and appropriately with a wide variety of people;
- clear-thinking, with a methodical, thorough, accurate, and efficient approach to the management of processes and record-keeping;
- IT-literate, with strong IT skills appropriate to a Windows-based office, particularly Microsoft Excel, and experience of data handling and manipulation;
- quick to learn new systems and processes, and able to assimilate, understand, and retain at times complex and detailed information;
- able to work resourcefully as a member of a small team;
- well-organised and able to multi-task, with the ability to prioritise activities and competing deadlines;
- able to build effective working relationships with other teams in the college to provide joined-up administrative support;
- flexible in their approach to work, with a co-operative attitude and an appreciation that roles in a busy office are not always clearly demarcated, and team members may need to help each other out in order to maintain excellent standards of service across the Academic Office as a whole.

**Desirable**

The post-holder will ideally possess:

- experience of working in academic administration within Higher Education;
- tact and discretion in dealing with confidential or sensitive matters;
- sympathy with the values, ethos, and objectives of a small, collegiate institution;
- familiarity with TMS, eVision, ADSS and/or other University IT systems.

**Terms and Conditions**

This is a one-year, fixed-term appointment, available for an immediate start.

The salary will be £26,000 to £29,000 pa, depending on skills, qualification and professional experience. The post is eligible for membership of the OSPS pension scheme.

The post is full-time, 37.5 hours per week, with ordinary hours being weekdays. The post-holder will need to have a flexible approach to working hours, as there will be particular periods of the year when longer working hours may be necessary (for which time off in lieu will be granted).

We would welcome part-time applications for this role, a minimum of 60%, and would be open to negotiate a working pattern. Please state as part of your covering letter your ideal working hours/arrangements.

**Benefits:**

**Annual leave:** The college offers an annual leave entitlement of 28 working days (five to be used for Christmas Closure), plus Bank Holidays, pro-rata for part-time employees. Bank holidays which fall within the full terms of the University of Oxford are normally worked, for which time off in lieu will be given. The holiday year runs from 1st October to 30th September.
Additional holiday days are awarded as longer services awards.

**Employee Benefits Platform:** Free access to thousands of discounts and savings via vouchers, reloadable cards, cashback and online voucher codes.

**Free Meal:** When on duty, a meal is provided free of charge when the kitchens are open.

**Pension:** The post is eligible for membership of the OSPS Pension Scheme, further details can be found at [https://finance.admin.ox.ac.uk/pensions](https://finance.admin.ox.ac.uk/pensions)

**Health and Welfare Support:** Employee Assistance Programme. Free annual flu jab.

**Travel Pass Loan:** A discounted travel scheme is available with monthly deductions from salary.

**Cycle to Work Scheme / Bike Loan:** Monthly deductions from salary. On site cycle repair service at discounted rates.

**Sports Facilities:** Access to the University Sport club.

**University Card:** for discounts in shops, cafes and restaurants and University Leisure facilities.

Other staff benefits are outlined on the HR section of the college website: [https://www.hertford.ox.ac.uk/and-more/vacancies](https://www.hertford.ox.ac.uk/and-more/vacancies)

The appointment is subject to a probationary period of six months. The college may initiate a DBS check during employment. You may also be required to submit to a medical assessment that is satisfactory to the College, a medical questionnaire will be provided if relevant to your employment.

**Application and Appointment Procedure**

Those wishing to apply for the post should email the following documents to hr@hertford.ox.ac.uk by 9am on the 19th of September 2022.

1. CV (maximum three sides of A4)
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/about/vacancies](https://www.hertford.ox.ac.uk/about/vacancies)).

Applicants are also asked to complete and return an Equal Opportunities Monitoring Form (available from the college website [www.hertford.ox.ac.uk/about/vacancies](https://www.hertford.ox.ac.uk/about/vacancies)). The information collected on the Equal Opportunities Monitoring form 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. Completed forms should therefore be sent to hr@hertford.ox.ac.uk as a separate document, and not contained in the same string as the other application materials.

**Interviews will take place the week commencing 26th September 2022.** References will only be taken up for the successful candidates.

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 UK work visa for this post.

The position may be discussed further with the Academic Services Manager (julia.howe@hertford.ox.ac.uk).

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice to inform you, as a prospective employee of our college, of the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, 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](https://www.hertford.ox.ac.uk/privacy).

Hertford College is an Equal Opportunities Employer