



CHRIST CHURCH
UNIVERSITY OF OXFORD

FURTHER PARTICULARS

Job title	Human Resources Administrator
Location	Christ Church
Department	Human Resources
Salary	University Scale Grade 4 (currently £26,444 with a discretionary range up to £31,396)
Hours	37.5 hours per week
Contract type	Permanent
Responsible to	Human Resources Manager
Application deadline	On-going Review of Applications
Vacancy reference	HRA
Additional information	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Human Resources Director. This post is subject to a six-month probationary period

Christ Church

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant and mutually supportive environment. The head of Christ Church is the Dean, while the College's academic functions are overseen by the Senior Censor. More general information about the College may be obtained at www.chch.ox.ac.uk.

The College now invites applications from suitably experienced candidates to join the Human Resources team.

Role of HR Administrator

The Human Resources team is a newly created one and the position of Human Resources (HR) Administrator will be key to the team's long-term success. The HR Administrator will support the HR Team in providing a professional and excellent service across the whole of Christ Church.

Recruitment

- Support Christ Church's objective to recruit high calibre staff, ensuring that recruitment and employment practices are conducted in compliance with employment legislation, and College policy.
- Provide effective support for recruiting managers, actively contributing to, and taking appropriate ownership for recruitment.
- Prepare job advertisements and place the job adverts.
- Ensure that recruitment packs are produced accurately and in a timely fashion and maintain effective communication with the recruiting manager.
- Monitor the recruitment and HR inboxes, dealing effectively with correspondence.
- Monitor and manage applications and update the electronic recruitment system throughout the process.
- Correspond with candidates and with the recruiting manager effectively throughout the process.



CHRIST CHURCH
UNIVERSITY OF OXFORD

- Provide shortlisting guidance and make the necessary arrangements in a timely and effective manner.
- Assist with the interview process by efficiently organizing panels and inviting candidates, including preparing timetables for interviews and other selection activities, setting up equipment, booking interview rooms, accommodation and catering as necessary.
- Act as the first point of contact for interview candidates, greeting on arrival and responding to general enquiries.
- Ensure that all completed recruitment documentation is stored in line with the correct protocol and deleted in accordance with the retention schedules.
- Maintain and update recruitment training registers.

New starter checks and induction

- Ensure all mandatory pre-employment checks are carried out promptly including references, qualifications and occupational health checks.
- Undertake right to work (RTW) checks for employees and casual staff, updating as necessary. Maintaining clear and compliant records of the checks.
- Liaise with managers to ensure that the appropriate arrangements for the new member of staff are in place.
- Meet with all new starters to provide an induction to Christ Church, including coordinating new University Card applications, fobs (where appropriate), IT inductions and any relevant training and a health and safety induction.
- Record-keeping and reporting
- Maintain and improve as appropriate electronic record keeping and filing systems, ensuring they are accurate and legally compliant.
- Working closely with line managers, monitor the probationary process sending out timely reminders to managers together with the relevant paperwork.
- Manage the electronic and paper filing so that all employees' files contain the necessary and appropriate documentation, they are weeded for retention compliance and files for leavers are archived, as appropriate.
- Collate data from members of staff and recruitment monitoring forms and produce statistics to ensure compliance with the College's Public Sector Equality Duty
- Facilitate the leavers process for fixed-term staff
- Maintain the records for annual Performance Review process.

Payroll

- Assist the HR Managers with the payroll process, assisting with the completion of necessary paperwork, monitoring the spreadsheets and chasing up missing documentation as required.

Training

- Maintenance of staff training records
- Arrange and manage mandatory health and safety training

Other

- General HR admin, including sending letters, meeting invites, room booking.
- Act as note-taker in HR related meetings.

Person Specification (selection criteria)

Essential

- A demonstrably good standard of English and Mathematics.
- Experience of administrative processes within an HR environment.
- An ability to maintain confidentiality and act with tact and discretion.
- Awareness of data protection and information security guidelines, and appropriate discretion when dealing with confidential information.
- The ability to manage and prioritise a varied and busy workload to deadlines.
- The ability to clearly and accurately communicate both orally and in writing.
- Excellent interpersonal skills, and the ability to establish and develop relationships with a wide range of colleagues.
- A flexible approach to work, with a cooperative and collaborative attitude.
- Ability to remain calm under pressure and adaptable to competing and immediate deadlines.
- Experience in using standard IT packages (Microsoft Office), the maintenance and use of databases and the capacity to pick up other software packages quickly.

Desirable

- Experience of note-taking
- Experience of working in HE or in an education environment
- Studying for, or interested in studying for, a CIPD qualification

Terms and Conditions

This position is offered on a full-time basis. The standard working week is 37.5 hours, generally 9.00 am to 5.00 pm, Monday to Friday, with 30 minutes for lunch (unpaid)

The salary range for the post is £26,444 with a discretionary range up to £31,396 per annum. Salaries for new employees will usually start at the bottom of the range

Pension – The successful applicant is eligible to join the Oxford Staff Pension Scheme and will be entered into this scheme automatically on joining, but on-going membership of the scheme is optional

Annual leave – 25 days annual leave, rising to 30 days after two years, plus statutory Bank Holidays. The holiday year runs from 1 January to 31 December

Meals - Employees are entitled to take lunch free of charge each day they work when the kitchen is open

Employee Assistance Programme – free confidential telephone support service is available to all staff

Sports Facilities – Access to the University Sports club

University Card - for discounts in shops, cafes and restaurants and University Leisure facilities

Smoking – Smoking is not permitted in the workplace



Pre-employment screening

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right to work in the UK; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which appropriate adjustments are necessary. For some posts, such as those involving 'regulated activities' with children and other vulnerable groups in the course of normal duties, a Disclosure and Barring Service (DBS) check will also be required.

How to Apply

To apply for this position please complete provide the documentation listed below. We are keen to have someone start as soon as possible and will review applications as they are received. The recruitment campaign will close when we have appointed to the role.

Application documents should include:

- A letter of application addressed to the Director of Human Resources stating your interest in the role, and explaining how you meet the criteria in the Person Specification, set out above, using examples of your skills and experience; and
- A completed application form, including the names and contact details of two referees. References will only be taken up for the successful candidate.
- The Equal Opportunities Monitoring Form

Applications should be emailed to recruitment@chch.ox.ac.uk

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of the selection panel will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

If you need help

If you have any questions regarding the application process, please contact recruitment@chch.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Important Information for Candidates

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

[Christ Church's policy on retirement](#)



CHRIST CHURCH
UNIVERSITY OF OXFORD

There is no normal or fixed age at which staff in non-academic posts have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex or sexual orientation.