

# Harris Manchester College & Linacre College

## HR Officer Further Particulars

|                        |   |
|------------------------|---|
| <b>Job Title:</b>      | HR Officer  |
| <b>Hours:</b>          | 37.5 hours per week; 22.5 hours at HMC (0.6 FTE), 15 hours at Linacre (0.4 FTE) |
| <b>Salary:</b>         | £32,982 pa (University grade 6)   |
| <b>Contract type:</b>  | Fixed Term, initially for 12 months   |
| <b>Responsible to:</b> | The Bursar and College Accountant (HMC)<br>The Bursar (Linacre)                 |

### Harris Manchester College (HMC)

Harris Manchester is a college of the University of Oxford, with a radical tradition which it continues in the present day. Originally founded in 1786 in Manchester as a dissenting academy, it came to Oxford in 1889, and became a college of the University in 1996, changing its name from Manchester College to Harris Manchester College at that time. From the start, the College was distinctive in offering higher education to those who were excluded from the established English universities (at that time restricted to Anglicans) or other dissenting academies (often restricted to members of a particular denomination). Women were admitted from 1876, with the result that it was uniquely coeducational on its arrival in Oxford.

The College continues its tradition of radical inclusion today through a unique mission: it is the only college in the University of Oxford dedicated exclusively to admitting and supporting mature students (aged 21 years or over) at both undergraduate and postgraduate level.

The College is committed to breaking down the barrier of age in higher education. It provides a friendly, welcoming atmosphere and inclusive ethos, and pursues the highest standard of academic teaching, learning, and research in an environment which is fully supportive of Fellows, staff and students.

There are approximately 250 undergraduate and postgraduate students altogether, studying a wide range of subjects in the Humanities, Social Sciences, Engineering and Medical Sciences.

For further information on Harris Manchester, please visit the College website at <http://www.hmc.ox.ac.uk>

## Linacre College

Linacre College was established by the University in 1962 to provide a home for graduate students coming to Oxford to read for postgraduate degrees. The College accepts students for all full-time and many part-time post-graduate qualifications offered by the University. There are currently over 600 graduate students at Linacre, with approximately 350 studying for doctorates and the remainder taking post-graduate taught courses. More than 70% of Linacre students are from outside the UK, representing over 80 different countries and most have not studied in Oxford or the UK before.

Linacre is a friendly and informal community that offers a mature environment suitable for post-graduate study. It has a single Common Room, shared by Fellows, staff and student members alike. The College currently has over 50 Governing Body Fellows. Most of these are Professors, Associate Professors and Lecturers in a wide range of subjects. Students are attracted to Linacre by its multi-disciplinary and international character, and by the fact that it is strongly committed to reducing its impact on the environment.

Linacre College welcomes diversity amongst its students, staff and visitors, recognising the contributions to the achievement of the College's mission that can be made by people from a wide range of backgrounds and experiences. The College is committed to the principle of equality of opportunity in the conduct of the recruitment and selection process for all advertised posts.

## Overview of the Post

Both Harris Manchester and Linacre are seeking to consolidate and formalise their HR processes, and are seeking an experienced HR Officer to assist with this project. The post-holder will assist with reviewing the monthly and weekly payroll process, along with other aspects of contract management. They will also review and improve other HR processes including on-boarding, induction, right-to-work checking, absence management. Finally they will help the colleges to introduce additional HR elements such as formal training records, an appraisal process, gender pay-gap reporting, more developed payroll reporting and budgeting, and better support for periodic management accounting.

## Key Responsibilities & Duties

### **Payroll & Contract Management**

- Assist with collating the monthly payroll and ensuring information is processed accurately and to deadline.
- Review the current HR files and support any action required to ensure they are complete.
- Migrate paper HR files into electronic format.
- Assist the Bursar and College Accountant to develop better payroll reporting and budgeting processes.

**At HMC only:**

- Assist with processing the monthly and weekly payroll on Sage, ensuring information is processed accurately and to deadline
- Help to investigate the process by which the two payrolls can be combined
- Process payments for external tutors with support of the Academic Office.

**Onboarding, Offboarding & Induction**

- Assist with formalising the process for advertising, shortlisting and interviewing new staff, as well as obtaining references and providing feedback to candidates where required. This will include identifying any training required by those sitting on interview panels.
- Develop and implement a checklist for onboarding new staff, including meeting the necessary right to work checks.
- Help develop a standard induction process covering core information relevant to all appointments.
- Develop “training cards” setting out mandatory training for all staff, as well as training required by colleagues working in specific areas of the college.
- Help develop a training record to monitor and record the completion of required training.
- Update the staff handbook, and ensure that it is available to colleagues online along with all relevant policies.
- Develop a process for offboarding including a pre-departure checklist for managers, and a formal approach to exit interviews.

**Absence Management**

- Act as lead administrator for the Edays system (HMC) and Orange CRM (Linacre) used to monitor and record staff absence.
- Ensure sick leave is reported in the respective system.
- Assist with the application of the revised AL, TOIL and sickness policies in practice.
- Monitor levels of absence and report these to line managers and HR leads for further action where required.

**Reporting & Staff Development**

- Help develop formal gender pay gap reports.
- Help to investigate and implement an annual Professional Development Review (PDR) Process.

## Selection criteria

### Essential selection criteria

1. Experience of working in an HR team/role and advising on HR processes and policies and ability to work with minimal supervision.
2. Proactive in using your initiative to design and implement solutions to HR administrative challenges.
3. Demonstrable ability to prioritise workload and produce accurate, detailed work within deadlines.
4. Outstanding interpersonal skills, a 'can do' attitude and a strong focus on customer service
5. Sensitivity, discretion and the ability to inspire the trust of colleagues when dealing with confidential matters.
6. Strong IT literacy, and the ability to use technology to maximise efficiency in an administrative/ office setting.
7. Ability to clearly and accurately communicate HR processes and procedures verbally and in writing to a range of stakeholders including senior academics.
8. An understanding of GDPR with respect to the processing of personal data.

### Desirable selection criteria

1. Qualified or working toward CIPD graduate level, or have equivalent experience.
2. Sound knowledge and experience of the application of UK employment law and Home Office regulations for visas.
3. HR experience within the University of Oxford or other higher education institutions

### Appointment Procedure

To apply please submit a CV (maximum 3 sides of A4) and a covering letter which details how your skills, experience and qualifications meet the criteria for the post. Please also provide the details of two referees.

The above should be submitted by email to [kate.wilson@hmc.ox.ac.uk](mailto:kate.wilson@hmc.ox.ac.uk) by 12 noon on the application deadline of Friday 19<sup>th</sup> January. Interviews are expected to take place on Monday 29<sup>th</sup> or Tuesday 30<sup>th</sup> January 2024.

## Benefits and conditions

1. Salary of £32,982 pa (University grade 6)
2. Working hours are 37.5 hours per week, with standard hours being worked Monday to Friday. Time will be divided equally between both colleges, with flexibility required during busy periods at a particular site. Occasional weekend working may be required for which time off in lieu will be granted.
3. Free meals when on duty
4. Pension: You will have the option of joining a contributory staff pension scheme (Pensions Trust).
5. Annual leave: 30 days plus bank holidays, normally to include the days when the Colleges are closed at Christmas and Easter, the remainder to be taken at a mutually agreed time, but normally outside of term.

## Important information for candidates

### **Data Privacy**

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the College's data protection policy here [harris-manchester-collegepolicy-data-protectionpdf \(ox.ac.uk\)](#).

### **Equal Opportunity**

Harris Manchester and Linacre Colleges are Equal Opportunity Employers. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.

### **Right to work in the UK**

The appointment will be subject to the satisfactory completion of provision of proof of the right to work in the UK.