

## JOB DESCRIPTION

### Summary

<b>Job title</b>	HR Projects Officer (Maternity leave cover)
<b>Division</b>	Social Sciences Division
<b>Department</b>	Economics
<b>Location</b>	Manor Road Building, 10 Manor Road, Oxford
<b>Grade and salary</b>	Grade 6: £29,614- £35,326 per annum
<b>Hours</b>	Full time (37.5 hours/week FTE)
<b>Contract type</b>	<p>Fixed-term covering period of Maternity leave, available immediately and until the <b>end of September 2023</b>.</p> <p>This post would also be suitable as a secondment opportunity, applicants are asked to please discuss this with their line managers before applying.</p> <p>Informal enquiries can also be made to the HR Manager: Megan.whitley@economics.ox.ac.uk</p>
<b>Reporting to</b>	HR Manager
<b>Vacancy reference</b>	<b>158063</b>
<b>Additional information</b>	<i>Secondments considered</i>

### The role

The HR Projects Officer (HRPO) is an established role in the Department, the HRPO works closely with the the HR Manager (HRM) to support the Department's research and teaching activities; the team also work closely with the Head of Administration and Finance (HoAF), EDI Officer, Associate Head of Resourcing, Associate Head of People. The post requires flexibility and encompasses a range of HR administrative duties and project work including playing a key role in supporting the furthering of the Department's equality and diversity agenda. There is the expectation that the post holder will play a key role in assisting with the planning and coordination of future departmental work to help improve and streamline its operations. The role holder will receive training and mentoring from the HRM.

#### Maternity leave cover post

This post is to cover the absence of the substantive postholder, who is taking a period of maternity leave. The post is available until the **end of September 2023** or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.



## Responsibilities

### General HR duties and service delivery

- Support the HRM day to day with providing a full, efficient, effective and professional HR service to the department, ensuring compliance with statutory and University legislation and policy; supporting the undertaking of periodic reviews of departmental HR processes and compliance (e.g. GDPR), acting with initiative and a can-do attitude
- Build and maintain strong working relationships across the department, including with senior academics as well as with key contacts across the University and external contacts.
- Advise line managers and staff on HR matters, using judgement to refer queries to the HRM and in their absence, referring queries to the Head of Administration and HR Business Partner where necessary.
- Organising recruitment campaigns, as well as commencing and inducting new starters
- Liaise with the Communications team to ensure that HR information is relayed on Sharepoint (the Department's intranet) and that the website is up to date. Ensuring that the Department's HR and Who's Who pages are up to on the intranet.
- Interrogate the HR system to run regular reports for the Head of Department, HoAF and HRM, analysing complex data to assess priorities.
- Organise the department space planning, working closely with the Head of Administration and liaising with stakeholders in the building to allocate and optimise use of space.
- Provide cover for the HRM.

### Casual payroll process

- Oversee the casual payroll process, supporting with any necessary training and providing ongoing ad-hoc advice to the Research Projects Officer (RPO) and answering any HR specific questions, the RPO leads on setting up new casual engagements with PIs and processing timesheets, and liaising with finance to deliver a timely and accurate monthly submission. Providing cover to RPO on casual payroll in their absence.
- Co-ordinating the Graduate Teaching Assistant (GTA) scheme each year with the Associate Head of Resourcing (annual allocation exercise in the spring/summer) and Graduate Operations Manager
- Co-ordinating the new casual appointments setup on Core and processing as necessary, HR paperwork compiled by the RPO.
- Reviewing the RPO's monthly casual submission for accuracy on behalf of HR before it reaches the Department's Finance team, cross checking that the payment schedules are followed for the GTA scheme, and buy-outs in the Department, ensuring compliance with university policies
- Use systems and reports to ensure compliance and identify and resolve potential errors as well as regular reviews of processes to improve efficiency.
- Manage the monitoring of hours process and spreadsheet for the GTA scheme, and casual workers, taking early action to flag up potential issues, especially in relation to visa holders.

### Academic visitor, associate members, and emeritus senior research fellow schemes

- Manage the academic visitor, associate member and emeritus research fellow processes annually (post application and approval), co-ordinating with the HoAF and Research Grants Manager and liaising with the scheme's beneficiaries, and organise the forms, induction, and allocate space.

### Probations and Career Development Schemes

- Monitor probationary time frames for new research and support staff, issue reminders and offer advice to managers, ensuring that processes are carried out in accordance with University, Divisional and Departmental procedures.
- Coordinate the organisation of annual Career Development Reviews for all support and Research staff, liaising with and acting as a point of advice for line managers. Collating responses/response rates and themes for the HRM

### Absence management

- Coordinate annual leave/absence tracking for all staff, escalating any concerns to the HRM
- Monitor spreadsheet for tier 2 academic and academic-related staff, raising any concerns with the HRM, particularly in relation to visa holders, and sending responsibility letters as required.

### Right to work and visa

- Maintain an up to date working knowledge to ensure compliance across the roles areas of responsibility including UK Visa and Immigration regulations and right to work requirements to ensure procedures are compliant with University policies and procedures
- Manage the right to work check process for all staff, taking appropriate action, and working closely with the HRM to ensure that the Department is compliant.
- Apply for sponsorship of visas (liaising with Staff Immigration and Staff including Global Talent, Tier 2 and Tier 5 visas for new recruits and academic visitors, monitor the process, and work closely with the HR Manager to meet rigorous recording and reporting requirements.
- Liaise with the Staff Immigration Team to resolve complex cases and communicate immigration changes effectively.

### Equality, Diversity and Inclusion (EDI)

- Working closely with the Department's EDI lead, the EDI Officer to service the Department's Equality, Diversity and Inclusion Committee, preparing the agenda and papers, reporting progress on the Athena Swan action plan.
- Working directly with the EDIC chair, Officer and Head of Administration to help take forward actions and initiatives on behalf of the Committee, through to implementation including;
- Organise surveys and focus groups, analysing data to ascertain progress against the Athena Swan action plan and identify new areas for action.
- Devise processes for implementing and monitoring change relating to Athena Swan findings and recommendations.
- Draft reports and papers to be tabled at the Equality and Diversity Committee and for the Department's governing committees such as GPC.

- Assist in the preparation of the Department's Athena Swan application, collating and presenting the documentation, attending meetings and taking part in collaborative decision making on the application which will ultimately affect the wider department.
- On behalf of the EDIC, assist with the formulation and implementation of the race equality agenda, including policy and guidance.
- Work closely with EDI Officer and communications team to communicate and promote Athena Swan and EDI activities across the Department via emails, Microsoft Teams, and the Department newsletter, and to keep the EDI page on Sharepoint and the Embracing Diversity page on the website updated.
- Any other duties as deemed appropriate by the Head of Administration and Finance that are commensurate with the grade of this role.

## Selection criteria

### Essential selection criteria

1. Experience of successfully working in a HR role within a busy team;
2. The ability to handle HR issues with sensitivity and tact;
3. Proven working experience of keeping up-to-date with HR policy and legislation developments to ensure compliance within areas of responsibility;
4. Excellent communication skills, with the ability to write concise and clear reports involving complex information;
5. Ability to communicate effectively and network across a Department and University with evidence of successfully building collaborative and strong working relationships with a wide range of people;
6. Experience of implementing and managing administrative processes and demonstrable project management skills;
7. Strong numeracy skills;
8. The ability to follow procedures in meticulous detail and work with a high degree of accuracy;
9. The ability to work independently and proactively, with minimum supervision, to resolve situations and deliver projects to deadline;
10. The ability to contribute to decisions which impact on the work of a department/organisation;
11. The ability to use standard computer programs (Outlook, Word, Excel) (*staff have access to courses via IT Services*)

### Desirable selection criteria

1. Working experience of the University of Oxford HR policies, processes and systems, including PeopleXD HRIS system (*training will be given*);
2. CIPD or part CIPD qualified;
3. An interest in the field of equality, diversity and inclusion;
4. Experience of collecting, manipulating, analysing and presenting quantitative and/or qualitative data;
5. Previous experience of working servicing committees and supporting working groups;

## Pre-employment screening

### Standard checks

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; proof of your identity; 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 you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:  
<https://www.jobs.ox.ac.uk/pre-employment-checks>

## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

## Department of Economics

Oxford Economics is one of the largest and most diverse groups of academic economists in Europe with a permanent faculty of nearly 45 including 8 statutory (established) professors, and around 15 early career researchers on fixed-term appointments of 3 or 4 years. Our members include some of the world's most distinguished academic economists.

We aim to produce first-class research across the range of the discipline, organised within nine Research Groups, covering all the major sub-fields as well as more specialist areas such as Economic History and Behavioural Economics. The Research Groups promote and support high-quality research and interaction, and provide an active and supportive research environment for faculty and research students in their field, including regular seminars/workshops. The Department is also home to several specialised economics research centres, including the world-renowned *Centre for the Study of African Economies*. In the most recent assessment of the research output of UK universities, REF 2014, Oxford had more research in economics and econometrics graded world-leading in terms of its originality, rigour and significance than any other UK institution.

Members of the Department provide economics teaching for three undergraduate programmes (including Oxford's flagship *Philosophy, Politics and Economics* degree) and five graduate programmes including the *MPhil* and *DPhil in Economics*, with a total of around 1000 undergraduate and 330 graduate students.

For more information please visit: [www.economics.ox.ac.uk](http://www.economics.ox.ac.uk).

The Department of Economics holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

## Social Science Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of

their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,000 academic and research staff working across fifteen departments, faculties and schools. The Head of the Social Sciences Division is Professor Tim Power.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings placed the University of Oxford as number one in the world for Social Sciences in 2018 and 2019. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, accounting for more 4\* research than any other institution. Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance and justice. As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year. As part of our commitment to equality of opportunity, eight of our departments have achieved bronze Athena SWAN awards: the Blavatnik School of Government, Economics, Education, International Development, Law, Geography & the Environment, Anthropology & Museum Ethnography and the Saïd Business School, with all our other departments either in the process of applying or scheduled to do so shortly.

The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally-oriented provision in areas such as business, law and education. The Division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

For more information, please visit: [www.socsci.ox.ac.uk](http://www.socsci.ox.ac.uk).

## How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a **CV and a supporting statement**. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents as **PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

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## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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## If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly to [personnel@economics.ox.ac.uk](mailto:personnel@economics.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## 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 University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at **grades 1–7** 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

Entry into employment with the University 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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

### Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).