



Candidate Information

Head of Human Resources

Oriel College

University of Oxford

Closing date for applications: Monday 2nd October 2023 (09.00 UK time)

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About Oriel

Introduction

We are the 5th oldest Oxford College of the 39 self-governing and independent colleges within the University of Oxford and the oldest Royal Foundation; in 2026 we will be celebrating our 700th birthday. Described by our students as 'the perfect size', with around 600 students we're slightly smaller than the average Oxford college, and our community is tight knit and friendly. Oriel brings together a world-class academic community of leading academics and researchers with high achieving and motivated students, underpinned by around 120 people working in the professional support teams. We like working together.

Located right in the middle of Oxford in beautiful buildings, the College has a rich history and has been home to Saint John Henry Newman, Saint Thomas More, Sir Walter Raleigh and two Noble Laureates, amongst many other influential thinkers. We are currently upgrading our kitchens having completed a refurbishment of our beautiful dining hall and are just commencing working on our scholarly jewel of a Senior Library, designed by Henry Wyatt to house the gift of a library collection from Edward, fifth Baron Leigh (1742-1786).

Governance

The College's 48 elected Fellows operate as a Governing Body, supported by a number of specialist committees and sub-committees. Chaired by the Provost (acting as first among equals), the Governing Body is responsible for the strategic direction of the College together with its overall administrative and financial management.

The College is a registered charity and therefore subject to scrutiny by the Charity Commissioners. Fellows are keenly aware of their responsibilities as Trustees and of the need to negotiate increasingly complex compliance issues, not least in the field of employment law and staff management.

Additional information about the College can be found on its website.

<https://www.oriel.ox.ac.uk> .

The Role

This role is a critical element in the ongoing delivery of a professional and satisfying experience of employment for our College community. Working as coach, technical lead and HR innovator, the College's Head of HR has an important part to play within the wider and ongoing change programmes. Whether it be ensuring our organisation design and resources continue to fit the requirements of the College or improving our HRIS and related IT systems, our Head of HR will be both technically robust and a professional problem solver. The Head of HR will be joining at a time of change and will have the opportunity to shape the future of HR delivery within the College, ensuring the College continues to match best-practice employment policies, as well as complying with relevant regulation and legislation in modern and efficient ways.

The post provides leadership and support in the areas of both Academic and Non-Academic employment practice at Oriel College, covering a wide range of employment matters and employee relations, providing a professional, compassionate and efficient HR service. It involves close and regular collaboration with Fellows and others holding leadership roles within the College, and requires a high level of initiative, empathy, and expertise in the field of human resources, compliance, and employment best practice.

The Head of HR is supported by external employment law advisors and is the line manager of the HR Officer. Academic HR administration is delivered within the Academic Office which reports to the Senior Tutor; the Head of HR acts as coach and technical lead on employment matters to the Academic Office and its staff.

This is an outstanding opportunity for an experienced and committed HR professional to work in a dynamic and complex, yet highly collegial, higher-education environment.

Overview of the post

Reporting to the Treasurer, the Head of HR will work as part of the Treasurer's Senior Management team which includes the Domestic Bursar, Master of Works, Financial Controller, Head of IT, Commercial Estates Manager and Governance Officer. The Head of HR will also collaborate with the Senior Tutor, coaching and supporting the Academic Registrar and specifically the Academic Staff Officer in ensuring best practice in personnel matters across the College.

MAIN DUTIES

A. Leadership of HR

HR Policy, legal and regulatory compliance

The Head of HR takes overall responsibility for best practice and compliance in regulatory matters concerning staff HR, including those related to GDPR where they will work closely with the DPO/Treasurer. They will maintain an up-to-date knowledge of relevant employment law, ensuring personnel

The Role

policies and the staff handbook are current, and that managers and staff are aware and familiar with their rights and responsibilities.

Organisational design

Higher education is facing challenging times, with pressures on funding, increases in regulatory compliance and changing community needs. The Head of HR will make sure that our College support teams continue to evolve to address these changes, supporting our senior managers as they shape and develop their teams and resources.

Training

Oriel College is fundamentally a learning organisation. The Head of HR will lead in the creation of learning programmes which reflect the requirements of the organisation, ensuring that Personal Development Review process outcomes are reflected in our training programmes. Through this we aim to ensure that our compliance obligations are met along with the aspirations of our teams, so they can make personal as well as organisational progress in deepening and expanding their knowledge and understanding of their work.

Recruitment

Attracting the best people to work with us is key to achieving our ambitions for the College and there is a wide range of roles and expertise needed on an ongoing basis. The Head of HR will support managers in scoping and running recruitment efforts, ensuring that all compliance requirements are met, and that recruitment is done in a fair, robust way which is enjoyable for those involved and effective in attracting the people the College needs.

Pay and benefits

Oriel operates under its own broad band salary scheme for support staff with a range of benefits. The Head of HR will work with the Treasurer to ensure this supports our ability to attract and retain staff.

Employee relations

Creating the environment where all are working to their potential, where the Employee Voice is properly heard and included in our planning, and where, when things aren't working so well, people are treated with dignity and respect, takes skill. Our Head of HR will lead on the holistic work in employee relations by coaching the Senior Management Team and taking prime responsibility for managing casework, handling complaints, any arising investigations, record-keeping and case-presentation to the Treasurer for adjudication.

The Role

Information systems

The College looks to benefit from the efficiencies and increased effectiveness that can be obtained through the use of IT. A new HRIS system will be required in the next 18 months, with scoping currently underway but needing the clear direction of a Head of HR who knows both the power and difficulties that systemised processes can bring. Just as importantly, the personnel impact of systems being implemented in other departments needs to be clearly understood and considered, and the Head of HR will be an important part of any team looking to implement new systems.

B – Support for Academic Staff HR

The administration of Academic HR is done within the Academic Office by the Academic Staff Officer. That role does not require HR qualifications and therefore looks to the Head of HR for technical coaching and guidance on HR matters. Academic HR is a complex area of employment requiring an understanding of the University and College policies for engaging academics, as well as current and emerging employment law.

The Person

Success in this role will naturally require strong and up-to-date human resources experience, but strong communications and relationship building skills, with a genuine interest in people, will be essential to work effectively across the breadth of the College community. The role also requires personal flexibility and sensitivity to the College's values and mission, within the context of a leading higher-education institution.

Selection Criteria

Against this background, applications will be judged only against the criteria which are set out below. Applicants should make sure that their application shows very clearly how they believe that their skills and experience meet these criteria. Applicants should demonstrate most, if not all, of the following competences.

Essential experience and knowledge

- Proven experience of leadership, strategy, and practice across the full range of staffing issues typical in a complex and dynamic working environment, encompassing administrative and professional, as well as ancillary, functions.
- Excellent knowledge of employment good practice and employment law.
- Experience of implementing HRIS systems.

Desirable experience and qualifications

- Chartered Member or Fellow of CIPD.
- Experience in an HR capacity at an academic institution.
- Experience of line-managing HR, administrative or other professional staff.

Personal qualities

- Evidence of sound judgement, empathy, and an appreciation of the complexities of an academic environment.
- Professional, pro-active, and situation-aware attitude towards the application and maintenance of HR policies.
- A genuine, enabling interest in training and experience of managing training and staff development.
- Demonstrated ability to work flexibly and constructively with people in many different roles.
- High levels of competence in written and verbal communication, with a particular sensitivity to tone and nuance.
- The ability to practise strategic and analytical thought and problem-solving, equivalent to the skills derived from holding a good honours degree/professional qualification as appropriate.
- Excellent administrative and organisational skills, demonstrating a high-level ability to prioritise tasks and manage demanding workloads.

The Person

- An interest in, and demonstrated commitment to, continuous professional improvement and training, and to the principles of equality and diversity.

Terms & Conditions

A formal contract, detailing terms, and conditions, will be drawn up on appointment. The following notes provide guidance, without prejudice, on the likely main provisions.

Job Title	Head of HR
Department	HR Department
Location	Oriel College, Oriel Square, Oxford, OX1 4EW
Grade and Salary	Salary in the region of £65,000 per year by negotiation
Hours	Full-time 36.5 hours per week
Contract type	Permanent
Reporting to	Treasurer
Working with	Domestic Bursar, Master of Works, Financial Controller, Head of IT, Commercial Estates Manager and Governance Officer Senior Tutor and Academic Office team including the Academic Staff Officer
Line Manager to	HR Officer

Date of appointment. The appointment will be made with a start date in January 2024, or as soon as possible thereafter.

Benefits. The following benefits will be available.

- Free lunch when on duty and the kitchen is open.
- A season ticket (rail or bus) loan on completion of the probation period (see below).
- Membership of Senior Common Room.

Holidays. There is a paid holiday entitlement of 30 days, which includes a period to be taken during the Christmas/New Year period, as advised, plus Bank Holidays. (The holiday year begins on 1st October and ends on 30th September). Entitlements are pro-rata for part-time employees. In the first holiday year entitlement will be proportionate to the amount of time left in the holiday year.

Other paid leave. The postholder is entitled to the following types of paid leave subject to any qualifying criteria and notification requirements: maternity, paternity, adoption, shared parental leave, and parental bereavement leave, all attracting enhanced pay, in line with Oxford University policies.

Pension Scheme. This post is pensionable under the (Oxford Staff Pension Scheme) details can be found at <https://finance.admin.ox.ac.uk/osps>. As a Grade-

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8 staff member the Head of HR may alternatively elect for the USS (University Superannuation Scheme).

Health Insurance. The College will pay the appointee's membership fee of their medical insurance plan, currently PHC (this is a taxable benefit). The appointee will also be able, on a fee-paying basis, to procure cover for their dependants.

Probation. The appointment will be offered with a probationary period of six months, subject to satisfactory references and proof of the right to work in the UK.

Notice. During the probationary period either party may give the other one month's Notice of Termination. After the appointment is confirmed three months' notice in writing will be required from either party.

Equality of opportunity. The policy and practice of the College requires that all staff are offered equal opportunities within employment. Entry into employment with the College 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. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

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

Special arrangements The College welcomes applications from candidates who have a disability. These documents will be made available in large print, audio, or other formats on request. Applicants invited for interview will be asked whether they require any particular arrangements to make the interview more convenient and effective for them.

Data protection. All data supplied by candidates will be used only for the purposes of determining their suitability for the post¹ and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy (available on the website at <http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml>).

¹ But NB if the person appointed to the post is a migrant sponsored under the UK's points-based migration system, we are required to retain the applications of all shortlisted candidates for one year or until a UK Border Agency compliance officer has examined and approved them, whichever is the longer period.

How to Apply & Appointment Process

APPLICATIONS

Please apply by email to our retained consultant, David Richards of OCT Associates (david@oct-associates.co.uk).

If you would like to learn more about this opportunity before deciding whether to apply, you are strongly encouraged to contact David to arrange a time for a phone conversation.

Applications should comprise a detailed CV together with a short covering letter (no more than two pages in normal font). This should explain your interest in the role, and particularly highlight what might make you stand out from others as a strong candidate (why you **should** get the job, rather than merely why you **could** do it.) You are requested also to give details of your current remuneration.

In your covering letter, please give details of any days on which you would not be available for interview within the periods set out below.

Though not mandatory, we also ask you to complete and return the Equal Opportunities Monitoring Form, available for download separately. This form is for monitoring purposes only. It will be kept separately from the rest of your application and will not be seen by the panel involved in short-listing or selection decisions.

Since we will correspond with you by email and phone, please ensure that you provide us with an email address and phone numbers that you are happy for us to use for this purpose. Please provide a mobile phone contact if possible.

CLOSING DATE

The closing date for applications will be **Monday 2nd October 2023 (09.00 UK time)**. Late applications may not be considered.

Since we reserve the right to start discussions with strong candidates ahead of the closing date you are encouraged to submit your application as early as possible. We also reserve the right to approach further candidates after the closing date should this be necessary to broaden the field for selection.

SELECTION PROCESS

Applications will be acknowledged by OCT Associates shortly after receipt.

After the Selection Panel has reviewed applications, all candidates will be informed by email or phone of the outcome of their applications. Those who most closely match the requirement will be invited to an initial interview with OCT Associates. These interviews will be held remotely during the second week of October.

How to Apply & Appointment Process

Following these initial interviews, the best-qualified candidates will be invited to attend a panel interview with the Selection Panel in the College, likely to be in the week beginning 6th November. One or more candidates may then be invited back for a second interview, probably in the week beginning 13th November. Meetings with other Fellows, and members of College staff may also be arranged.

TRAVEL EXPENSES

Reasonable travel expenses will be reimbursed to candidates required to attend for interview, by application to OCT Associates. Rail travel should be Standard Class, and mileage claims will be reimbursed at the College's standard rate. Please discuss any significant expenses with David Richards before incurring the expense.