



Oriel College

UNIVERSITY OF OXFORD

Academic Staff Officer

Hours: 36.5 hours per week

Salary: Band 5

Works closely with: Academic Registrar, Senior Tutor and Provost

Supervised by: Academic Registrar

Job Contribution:

The Academic Staff Officer is responsible for administration pertaining to the employment of Academic Staff at Oriel College.

Responsibilities:

- Work closely with the Provost and Senior Tutor to ensure that Academic Staff of the highest quality are recruited for the College.
- Leading and advising on the administration process for recruitment of Academic Staff, including: advertising new roles, organising the interview process, production of contracts and welcome letters.
- Advise Tutors on recruitment matters, and liaise with HR / wider College on recruitment when necessary.
- Arrange 'Welcome Packs' and Bod Cards for new postholders.
- Welcome new tutors and organise their induction.
- Undertake background checks for Academic Staff: conduct checks for right to work in the UK; prevent illegal working by ensuring that sufficient documentation is in place; conduct DBS checks for College eligible positions.
- Deal with applications for personal leave or flexible working; monitor sick leave; write to Academic Staff accordingly.
- Advise upon and implement cover arrangements when Fellows take sabbatical leave.
- Produce and maintain lists and reports as required by the Academic Registrar (e.g. equal opportunities monitoring, running lists of sabbatical entitlement).

- Take overall responsibility for the recruitment and payment of casual academic employees (invigilators, mentors, admissions interviewers and helpers etc.) including Right to Work checks.
- Attend the College's Education Committee (act as Joint Secretary for Academic Staff requests).
- Act as Secretary to Research Committee.
- Liaise with the HR Manager and Treasurer concerning any employment matters or retirements.
- Assist the Senior Tutor with performance management of academic staff, including Faculty review requests and subject dialogues.
- Aiding with succession planning for key roles; monitoring Academic Staff on fixed term contracts and ensuring that processes are followed in relation to ongoing employment.

General duties:

- Liaise with Fellows and Lecturers, staff in other College departments, students, University central administration, subject departments and other colleges.
- Provide administrative support to the other members of the Academic Office, and to Fellows and Lecturers as and when it is required.

These responsibilities may be varied from time to time without changing the essential character of the post.

Qualities, Experience and Qualifications

- Appropriate experience in an administrative role. Experience of university or academic administration is desirable.
 - An extremely high level of personal organisation
 - A high level of accuracy and attention to detail, with an organised, systematic, and methodical approach to work.
 - Excellent analytical and problem-solving skills.
 - Excellent IT skills, including a high level of competence in database work (in particular using Microsoft Access), together with word-processing using MS Word, and use of MS Excel and MS Outlook.
 - Excellent oral and written communication skills.
 - The ability to work under pressure.
 - The ability to prioritise effectively, and to meet deadlines.
 - The ability to work well in a small team.
 - The ability to work with minimal supervision.
-
- A good standard of education (A Levels and a first degree or equivalent)
 - Candidates should have a minimum of 2 year's previous HR experience preferably within an academic environment.
 - A CIPD qualification is desirable.