



# Oriel College

UNIVERSITY OF OXFORD

## HR OFFICER

**Hours:** 36.5 hours per week

**Salary:** £30,145 - £36,337 per annum (Grade 5) depending on experience

**Supervised by:** Head of HR

**Job Contribution:** Ensuring the smooth running of HR processes for Non-Academic staff within the College.

### Responsibilities:

- Recruitment and Selection – taking ownership of some of the recruitment campaigns, including: creating and placing job adverts, response handling to the applicants, choosing selection criteria, shortlisting of candidates, setting up interviews, interviewing, taking up references, making job offers, producing contracts of employment.
- Background Checks - maintaining Right to Work in the UK checks, preventing illegal working by ensuring that the sufficient evidentiary documentation is in place; conducting DBS checks on behalf of the College for eligible positions.
- Training and Development – assisting with identifying training needs, finding suitable external courses, setting up in-house trainings. Maintaining Staff Benefits (i.e. bus passes, cycle loans); providing information on pension scheme eligibility; coordinating pension consultations for staff with the Pension Adviser.
- Maintaining an accurate HR database of employee information (Sage HR and ERM systems).
- Employee Relations – providing support at various meetings regarding employee relations, i.e. disciplinary and grievance hearings, flexible working, performance issues etc.
- Taking part in ad-hoc HR related projects.
- Providing general HR advice and support to the staff and line managers.
- Undertaking other duties as requested by the Head of HR.

## **Qualities and Experience**

- A minimum of 2-3 year's HR experience within an academic environment is preferred.
- An extremely high level of personal organisation.
- The ability to work with minimal supervision.
- A high level of accuracy and attention to detail, with an organised, systematic, and methodical approach to work.
- Excellent IT skills, including a high level of competence in database work, together with word-processing using MS Word, and use of MS Excel and MS Outlook. Experience of working with a database (SAGE 50 HR) would be ideal.
- Excellent oral and written communication skills.
- Personally credible, handling confidential information in a sensitive and professional manner.
- The ability to work successfully with a wide range of people including applicants, employees, suppliers, managers, academics etc.
- The ability to work well in a small team.

## **Qualifications**

- A good standard of education (graduate calibre). CIPD qualified.