



## **JOB DESCRIPTION**

<b>Job title</b>	Human Resources Officer (full-time – 36.5 hours per week)
<b>Department</b>	Human Resources
<b>Location</b>	Oriel College, Oriel Square, Oxford OX1 4EW
<b>Salary</b>	£34,000 - £38,000 per annum
<b>Hours of work</b>	36.5 hours per week
<b>Contract type</b>	Full-time, permanent
<b>Reporting to</b>	Head of Human Resources

### **Job summary:**

Working to support the Head of HR within the College's Central HR function, the HR Officer will provide a professional HR support service and will assist in shaping 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 support in the areas of Non-Academic employment practice at Oriel College, covering a wide range of employment matters in providing a professional, compassionate and efficient HR service. It involves close and regular collaboration with all members of the College community, and requires a high level of initiative, empathy, and experience in the field of human resources, compliance, and employment best practice.

### **Key relationships:**

The HR Officer will work closely with non-academic Heads of department, employees and will also work closely with the Academic Staff Officer in ensuring best practice in human resources matters across the College.

### **Responsibilities:**

#### **Recruitment**

- Take ownership of the recruitment process for all non-academic recruitment and assist the Academic Staff Officer as required, during busy periods.
- Organise the administration of all recruitment exercises, including: placing advertisements, communicating with candidates, preparing short-listing materials, arranging interviews, liaising with panel members, making offers of employment, requesting references and providing feedback for unsuccessful applicants.
- Meet, greet and undertake tours of the College for interview candidates and take part on interview panels as required.

- Prepare letters of appointment, contracts of employment and associated paperwork to be sent to appointed candidates.
- Pursue outstanding paperwork and references for new starters.

### **Checking Proof of Eligibility to Work in the UK**

- Undertake Right to Work checks for all employees prior to their start dates.
- Attend University immigration updates and training sessions related to right to work checks.
- Check the central Right to Work hub for tier 4 student visa holders for graduate students, as necessary.
- Monitor those employees who have time restricted visas and take action accordingly.
- Coordinate the process for skilled worker visa applications and extensions for new and existing employees.
- Liaise with the Academic Staff Officer as appropriate with Academic staffing collaboration and sharing of best practice.

### **Absence Management**

- Manage and log self-certificates and Doctors certificates on the College HRIS.
- Produce periodic reports for Health & Safety Committee.
- Identify employees who reach the sickness absence trigger points, inform the Head of Human Resources and Heads of Department and take action in line with the relevant absence management policies and procedures

### **HR Written Correspondence**

- Compose and send routine contractual documents to staff regarding terms and condition, probation, maternity/paternity/parental leave, unpaid leave, end of fixed term contracts, sickness absence arrangements etc.
- Update policies and procedures with changes in legislation, in conjunction with the Head of HR and Governance Officer.
- Attend and take notes at HR meetings, as required.

### **HR Processes**

- Support the Head of HR and Heads of Department in respect of standard HR processes by advising staff on policy procedures, terms and conditions of employment and content of the employee handbook.
- Maintain employee records and electronic filing systems and act as Administrator for the College's Human Resources Information System (SageHR).
- Lead on tasks associated with the College's annual review process, probation process, induction process, and regular update of the Employee Handbook, in conjunction with the Head of HR.
- Lead on training and development administration and support for the termly Staff Forums, including, booking courses, rooms, refreshments and IT requirements.
- Ensure up to date knowledge of employment law processes and changes to immigration regulations.
- Maintain EDI records for employees and job applicants and work with the Head of HR and Equality Committee to ensure Equality of Opportunity and that College Equality Objectives are proactively achieved and maintained.
- Advise staff and managers on non-urgent employee relations and employment matters when required on behalf of the Head of HR.

## **SELECTION CRITERIA:**

### **Essential experience and knowledge**

- Educated to degree level, or equivalent.
- Possession of CIPD qualification (minimum Level 5)
- Experience of working in an HR environment and undertaking HR administrative duties.
- A confident and friendly approach, and the ability to build relationships with people at all levels, both internally (Fellows, staff and students) and externally (candidates for jobs).
- The ability to deal confidently with complex processes and procedures and use good judgement of when to use initiative to solve problems and when to seek advice or assistance.
- An ability to work calmly under pressure, to manage several projects at any one time, to prioritise work and meet tight deadlines.
- Experience of working in an environment where confidentiality and discretion are key.
- Excellent organisational skills and scrupulous attention to detail.
- Excellent IT skills appropriate to a Windows-based office, including word-processing, manipulating spreadsheets, handling databases, and preparedness to learn new applications as required.
- Excellent written and oral communication skills, and a good level of numeracy.
- Experience and ability to work independently and flexibly as a member of a small team.
- Experience of Right to Work administration and compliance procedures
- Experience of producing contractual documentation.
- Experience of working with Human Resources Information Systems

### **Desirable experience and qualifications**

- Experience of working within the higher education sector in a similar HR related role
- Experience of working within a Collegiate environment
- Experience of undertaking HR project work
- Experience of deputising for more senior HR Colleagues

## **About Oriel**

Oriel College is the 5<sup>th</sup> 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 700<sup>th</sup> 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.

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.

For more information about Oriel College, please visit <https://www.oriel.ox.ac.uk/>

## **Pre-Employment Screening**

All appointments are subject to proof of the candidate's legal right to work in the UK and receipt of satisfactory references.

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.

## **Data Protection**

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation.

*The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.*

## **Employee Benefits\***

- 38 days holiday (including bank holidays)
- Pension scheme
- Life Assurance
- Employee Assistance Programme
- Free lunch on each day worked (when the kitchen is open)
- Travel loan scheme (bus, train and bike)
- Salary Sacrifice Car Scheme
- Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users)
- Flu jab
- Staff social events
- Free entrance to The University of Oxford Botanic Gardens
- Free entrance to Harcourt Arboretum
- Free membership (via application) to Wytham Woods
- Free access to visit the 45 Colleges that make up Oxford University plus University Libraries
- Free membership of the University Club (social, sporting and hospitality club)
- Free entrance to University museums

## **Retail**

- 10% discount at Ashmolean Museum Café and shop
- 10% discount at Bodleian Library shop
- 10% discount at OUP bookshop
- 15% off at Blackwell's bookshop in Oxford
- Discounts online and in local shops via following the link <https://hr.admin.ox.ac.uk/discount-codes>
- Discounts on over 100 national brands by applying for a FREE TOTUM Discount card
- Discount on retail, food and fitness via applying for a UNiDAYS account
- Discount on retail, food and fitness via applying for a Student Beans account
- Discount at Howdens Oxford quoting Oxford University

## **Fitness**

- Discounted membership to University sports facilities, Iffley Road
- Discounted membership to the University Club, Mansfield Road (social, sporting and hospitality club)
- Up to 30% discount at various gyms via student membership app UNiDAYS

## **Healthcare**

Discounted private healthcare via Eduhealth <https://www.eduhealth.co.uk/oxford-university>

## **IT Software**

- Free Office 365 software download on up to 5 devices
- Free antivirus software

## **Training and Development**

- Free access to hundreds of online training courses

\*Please note that with the exception of holidays and pension provision, the benefits listed are non-contractual and may be subject to change or withdrawn.