

HR OFFICER

FURTHER PARTICULARS OF THE JOB

JOB DESCRIPTION

Job Title: HR Officer

Department: Human Resources

Line manager: HR Manager

Main Purpose of Job: The HR Officer provides support and works alongside the HR Manager to provide a professional HR service to the College, ensuring compliance with the employment law, other relevant laws and regulations, and best practice. They are the first point of contact for internal and external HR enquiries.

Specific duties:

Recruitment, selection and induction

- The HR Officer will lead, advise on and deliver the administration process for recruitment and selection for non-academic and academic posts, and casual workers;
- They will work with managers to design effective job adverts and job descriptions, organise the advertising, shortlisting and interview process, participate in the interviews where required, carry out all relevant pre-employment checks, and manage the induction process professionally and confidently from start to finish;
- They will advise and guide managers on recruitment matters;
- Where required, they will deal with Certificates of Sponsorship and visa applications in liaison with the University's staff immigration team.

Administration

A vital part of the HR Officer's work will be providing a professional, efficient, diligent and confidential administrative HR service. This will involve among other duties:

- working closely with the payroll function to ensure that new starters, leavers and payroll changes are implemented on time and accurately with full record of changes;
- administration of employee benefits, such as bicycle, bus ticket or healthcare insurance loans, arranging onsite flu vaccinations, parental leave etc;
- monitoring right to work expiry dates and fixed-term contract end dates and liaise with the HR Manager well in advance to take appropriate action;
- maintaining and improving records-keeping, filing and administrative systems, disposing of HR documents in line with statutory retention dates ensuring their confidentiality at all times;
- producing reports and lists as required;
- producing and disseminating information and documents for the annual appraisal process, keeping relevant records, liaising with managers, responding to queries, and reporting progress.

Support and advice to managers and staff

The HR Officer will be the first point of contact for internal and external HR enquiries, by email, phone, Teams or in person, and will deal with routine HR issues providing staff and managers with professional advice on College policies, procedures and best practices.

The HR Officer will provide advice and support to managers regarding all employee relations matters and will provide efficient and confidential administrative support, including note taking, drafting documentation and managing the schedule of meetings.

Learning and development

The HR Officer will assist in identifying training needs and appropriate learning interventions, arranging suitable external or in-house courses. There will be an opportunity to deliver in-person training to staff and managers.

Other duties

- Attend the College’s Health and Safety sub-committee, report back to and liaise with the HR Manager regarding H&S matters relevant to the HR function;
- Attend the College’s Equality and Welfare Committee in the event of the HR Manager’s absence, report back to the HR Manager;
- Attend the inter-collegiate HR Forum;
- Provide support in HR projects as required;
- Attend appropriate training as required;
- Deputise for the HR Manager in their absence;
- Ensure that all personal, sensitive and confidential information and documentation to which the post holder has access and for which he/she has responsibility is safeguarded and updated in line with the requirements of the General Data Protection Regulation (GDPR) and the College’s Data Protection Policy, and to ensure that such information is not disclosed to any unauthorized person.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - Good general education (A-levels or equivalent) - CIPD part-qualified or equivalent experience 	<ul style="list-style-type: none"> University degree or CIPD level 3
Knowledge	<ul style="list-style-type: none"> - Up-to-date knowledge of employment law and statutory requirements, and ability to find relevant and correct information in established sources in an efficient and timely manner; - Sufficient awareness of best practice and relevant codes of conduct (CIPD, ACAS); - Good working knowledge of relevant Data Protection regulations; - Good working knowledge of relevant Health and Safety regulations; - Good working knowledge of relevant Immigration regulations. 	<ul style="list-style-type: none"> - Awareness of mental health conditions in the workplace - Awareness of the HR policies and practices at the University of Oxford
Skills	<ul style="list-style-type: none"> - Ability to handle confidential and sensitive matters in a tactful and discreet manner; - Organisational skills with the ability to prioritise and meet deadlines; - Excellent command of the English language and the ability to communicate clearly, coherently and tactfully both verbally and in writing; - Excellent IT skills, and a high competence in database work; - Excellent attention to detail; - Excellent numeracy skills and the ability to apply them in the HR context; - Excellent interpersonal skills and the ability to develop and maintain good working relationships. 	

Work Experience	<ul style="list-style-type: none"> - Sufficient experience in HR administrative and/or advisory role; - Sufficient experience in running the recruitment and induction process from start to finish; - Sufficient experience in advising managers on HR policies, processes and practices, and in helping managers to solve problems. 	<ul style="list-style-type: none"> - Experience in a HR Generalist role in a higher education or charity sector; - Experience in taking minutes and notes of meetings.
Personal characteristics	<ul style="list-style-type: none"> - A self-starter able to take initiative in their own learning, but confident to seek guidance when necessary; - Drive to complete tasks in the most efficient manner; - Willingness and readiness to learn and develop; - Collaborative approach and flexible attitude towards duties; - Friendly, courteous and calm under pressure. 	

TERMS AND CONDITIONS:

Appointment:	The post is available from 1 August 2026. It is full-time and permanent with 4 months' probation.
Hours:	Working hours are 36.5 hours per week, normally worked from Monday to Friday between 09:00am and 17:00. There is an unpaid 30 minutes' lunch break.
Annual Leave Entitlement:	39 days <i>pa</i> including Bank Holidays for full time positions. The holiday year runs from 1 October to 30 September.
Salary and Benefits:	<p>The role is Wolfson Grade 4 and new appointments are normally offered the first increment in the grade.</p> <p>The starting salary is therefore £35,318 per annum for full time work. This includes a basic salary of £33,588 per annum and the Oxford Weighting of £1,730 per annum.</p> <p>The Oxford Weighting element is not subject to any general increases to base salaries implemented on 1 August each year. Instead, the Oxford Weighting is reviewed regularly through an internal process. Following a review, the Oxford Weighting may be increased, reduced, cancelled, or may remain unchanged.</p> <p>Benefits include an attractive pension scheme, free lunch within allowance when on duty, free parking subject to availability, interest free loans to purchase annual bus tickets, bicycles and private health insurance.</p>
Notice period:	1 week during probation, 3 months thereafter.
Other conditions	The post is subject to obtaining satisfactory references, a satisfactory completion of the health questionnaire, satisfactory completion of the right to work check, and signing a contract of employment.

Equality of opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant 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.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the UK GDPR and Data Protection Act 2018, and the College's Data Protection Policy which can be found on the College's website:

<https://www.wolfson.ox.ac.uk/data-protection-statement/> .

APPLICATION:

Applications should be sent by post to HR Department at recruitment@wolfson.ox.ac.uk and should include:

- an application form completed in full
- a Curriculum vitae.
- a covering letter which explains why you are interested in this post, why you are a suitable candidate and why you are leaving your current job

Your application should be sent as an attachment in a Word or PDF format.

We will contact your referees at the shortlisting stage unless you make it clear in your application that you do not wish us to do so.

The closing date is Friday 17th April 2026. Interviews will be held on 28 April 2026.