



## Job Description

<b>Job title</b>	HR Manager
<b>Division</b>	Social Sciences
<b>Department</b>	Politics and International Relations
<b>Location</b>	Manor Road Building, Manor Road, Oxford, OX1 3UQ
<b>Grade and salary</b>	Grade 7: £37,524 - £45,763 per annum
<b>Hours</b>	Full time (37.5 hours per week)
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Head of Administration and Finance
<b>Vacancy reference</b>	175176
<b>Additional information</b>	Closing date: midday (UK time) on Friday 27 September 2024 Interviews are planned to be held on Monday 21 October 2024

## The role

This is an exciting opportunity for an experienced HR professional to shape the HR function in a busy academic department within the University of Oxford. The HR Manager will lead and manage the HR function of the Department of Politics & International Relations (DPIR), overseeing the provision of an effective HR service and ensuring good practice across the Department. The role will include recruitment and selection, dealing with contracts, staff induction, training & development, grading and remuneration, managing changes including in relation to diversity, providing advice to managers and dealing with general issues relating to employment law and immigration regulations. Reporting to and working closely with the Head of Administration & Finance, and the Head of Department, the HR Manager will line manage the Senior HR Officer and the HR Officer and work closely and collaboratively with the professional services team in the Department. They will also work with the Social Sciences





Divisional HR team, and central University teams that cover areas such as rewards, staff immigration and global mobility.

## Responsibilities

- Deliver an effective and comprehensive HR service to the Department, including staff recruitment, induction, training and development, performance and reward, monitoring leave and sickness absence, and managing employment and consultancy contracts;
- Overseeing all aspects of staff recruitment, including drafting business cases for posts, ensuring job descriptions and adverts are well presented and attract a wide and diverse audience, working with the HR Officers to manage the shortlisting and interview process, through to overseeing Right-to-Work checks, visas, drafting offer letters and contracts;
- Co-ordinate the induction and on-boarding processes for new starters, making full use of feedback and evaluation to continuously improve induction across staff groups;
- Be a first point of contact and provide specialist advice and guidance to DPIR managers and staff on all aspects of people management and employment such as recruitment, performance management, absence and stress management, family leave, disciplinary and grievance, and immigration issues, liaising with divisional or central teams for further advice, as needed;
- Maintain oversight of monthly payroll changes, ensuring that the correct funds are utilised, highlighting any funding issues, and adhering to the University's deadlines. Investigate queries regarding salary, for example, through monthly payroll changes;
- Manage the end of Fixed Term Contract procedure for the department, liaising with the Research team and Principal Investigators with regard to externally-funded projects where relevant, meeting with staff to provide advice and support in line with their length of service, identifying priority candidates and supporting them with available redeployment opportunities, issuing of letters, advising staff on outstanding annual leave and calculating redundancy pay (if eligible);
- Support managers and staff in managing change within the department, providing advice to help develop staff and teams, drafting new procedures as relevant and handling individual employee relations cases when needed, ensuring compliance with University policy and working with central HR where appropriate;
- Monitor legislative and University policy developments (including attending appropriate briefing or training sessions) and make relevant recommendations to inform the strategic planning of the Department, communicating clearly on key HR policy changes, using the intranet or briefings to staff as appropriate, and implementing relevant new procedures and policies;
- Liaise with HR colleagues across the University, including the HR Business Partner, the Social Sciences Division HR Manager, Staff Immigration Team, Central Reward Team; attending Divisional working groups or committees to build effective working relationships and share best practice;



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- Manage departmental HR projects and initiatives, contributing to the Department's strategic activity, working collaboratively with management team colleagues as appropriate;
- Support departmental and university initiatives, projects and priorities e.g. Athena Swan (on gender equality), immigration audits and compliance checking, managing HR projects as they arise;
- Lead on identifying opportunities for improvement and implementation of department HR policies, procedures and operational effectiveness, ensuring processes are efficient, fit for purpose and compliant;
- Line manage the HR Officers, allocating tasks to ensure the HR service provides a full, effective and professional service to the department; supporting their training and development; conducting annual Personal Development Review; dealing with inductions and recruitment as necessary; and generally managing personnel matters in the team as they arise;
- Play a key role in the management of change, specifically currently in relation to Equality and Diversity and wellbeing;
- With respect to data:
  - Provide reports to the Senior Management Group to include updates on staffing, legislation changes and key developments in HR;
  - Ensure that absence/leave documentation and records (sick leave, annual leave, family leave, unpaid leave, sabbatical leave and other types of planned and unplanned leave) are correctly stored and maintained;
  - Maintain confidentiality and integrity of data in accordance with the General Data Protection Regulations and University Codes of Practice;
  - Oversee data quality reports from PXD, correcting errors to ensure data accuracy for HESA returns, liaising with the HRIS Data Services Team regarding complex cases/anomalies;
  - Collect data from staff leaving the department, conducting exit interviews where required. Analyse the data to identify themes and areas for improvement, making relevant proposals for further action;
- Maintain currency of professional practice by attending relevant HR briefings, participating in relevant HR initiatives and events to build relationships and share best practice and work collaboratively with other HR professionals;
- Under the direction of the Head of Administration & Finance, undertake other duties as required that are commensurate with the role.

## Selection criteria

### Essential

- Educated to degree level or equivalent.
- Demonstratable HR experience, with the ability to manage an efficient Human Resources operation in a complex organisation.
- Thorough and up-to-date knowledge of employment law allied with a keen awareness of the wider implications of specific HR matters in an academic environment context. This includes an ability to understand relevant University policies in detail, and to provide accurate, flexible and constructive advice in response to specific problems.
- Demonstrable sound judgement in HR matters, with the ability to evaluate risks and provide HR advice that is prompt, persuasive, and effective.
- Demonstratable ability to be professional, tactful, discreet and approachable when faced with sensitive or difficult people problems.
- Excellent IT skills, including ability to use HR information systems and spreadsheets (e.g. Excel) to analyse data and efficiently produce clear and informative management information reports.
- Excellent organisational and time management skills, planning and prioritising tasks and meeting deadlines, working to a high level of accuracy and with a good attention to detail.
- Ability to clearly and accurately communicate processes and procedures verbally and in writing, and the ability to influence and persuade managers both verbally and in writing.
- Collaborative approach, with the ability to develop professional and effective working relationships with key stakeholders.
- Experience of coordinating the workload of a busy office, ensuring quality of service delivery, supervising and allocating work amongst team members.
- Committed to advancing diversity and inclusion.

### Desirable

- Working towards or qualified to CIPD graduate level or above.
- HR experience within the Higher Education sector.
- Experience of delivering HR briefing/training sessions.
- An understanding of the principles of Athena SWAN or experience of working towards the charter.



## Pre-employment screening

### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. 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.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

## About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).



## Social Sciences Division

Oxford is a world-leading centre for research across the disciplines of the social sciences. Characterised by a wide range of methodologies, themes and fields of scholarship, multi-disciplinary research and innovative ideas thrive in an environment underpinned by excellence across the disciplines of the social sciences.

Our approach to supporting research across the Social Sciences Division has been highly successful in the last ten years, with the volume of research awards continuing to rise and the development of a large number of research centres and groupings. Researchers at Oxford receive significant support and guidance in the development of their research, including career development, research and impact funding, research project design and management, and research outputs from academic and administrative colleagues across the University, division and departments.

More information please visit: [www.socsci.ox.ac.uk](http://www.socsci.ox.ac.uk).

## Department of Politics and International Relations

Politics and International Relations at Oxford University have a long and distinguished history in the education of leading figures in academia, politics, the media and public life, both in the UK and internationally. Teaching and research activities in this area were combined in 2000 to create a Department of Politics and International Relations. With around 90 academic staff, the Department is one of the largest departments internationally and consistently ranks first in The Times and The Guardian university guides for the subject. It is home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral researchers, supported by highly competitive research fellowships, working in the full range of disciplinary sub-fields.

The department attracts some of the best academics in the field to work here as permanent faculty, as part of major research projects or as academic visitors. There is a strong post-doctoral group supported by highly competitive research fellowships and working across a broad range of fields.

The Department is located in the Social Sciences building at Manor Road, along with the Department of Economics, the Centres for Criminology and Socio-Legal Studies, and the integrated Social Science Library. The building provides excellent facilities including a lecture theatre, a large computer laboratory and a range of seminar rooms as well as a cafeteria and common room for use by both staff and students. The Manor Road Building is served by a shared IT and web team.



An experienced Professional Services function supports the department's research and teaching activities. The department's core Professional Service is grouped into teams that provide dedicated support for: Courses, Research, Finance, HR, and Communications & Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, in particular with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

For further information, please visit: <https://www.politics.ox.ac.uk>

## How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

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### Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>



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Non-technical questions about this job should be addressed to the recruiting department directly: [vacancies@politics.ox.ac.uk](mailto:vacancies@politics.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.





## Important information for candidates

### Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Entry into employment with the University and progression within employment 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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.



## Benefits of working at the University

### Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

### University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

### Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

### Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>



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## Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

## The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).