

Job Description

Human Resources Officer

Up to £30k (25-30 hours per week)

Lady Margaret Hall is a constituent College of the University of Oxford and is located in spacious gardens beside the University Parks. Alan Rusbridger, former editor of the Guardian, is its Principal. The College was founded in 1878 with a dual passion for learning and for equality, making it possible for the first time for women to study at Oxford. Today, the College continues to draw inspiration from this great pioneering vision. It is now a co-educational academic community of 400 undergraduate and 180 postgraduate students, utterly committed to research and scholarship and to effective, highly personalised teaching and learning for students from all backgrounds. The College prepares its students to live and work in a fast-moving, complex, and global society that is hungry for knowledge, communication, and integrity.

LMH combines a consistently high academic standard with a long tradition of being a welcoming, stimulating and inclusive environment. For more information visit the College website: www.lmh.ox.ac.uk/

Main Purpose of Job:

The jobholder will work in a small close knit team, supporting all aspects of a busy HR department. Initial areas of focus will be to work on completing the Human Resource Information Systems (HRIS) project and introduce a computerised resourcing system, reviewing policies and processes as appropriate. The jobholder will also act as HR Business Partner for academic employees.

Relationships:

Responsible to: HR Manager

Liaison with: HR Administrator, People Managers, Support Staff, Payroll Officer, Accountant, Academic Office staff, external HR systems providers, and staff of other Colleges concerned with HR matters.

Main Tasks:

HRIS

- To complete the set-up of our new HRIS – CINTRA – ensuring that the training module is implemented, process flows are in place for information to be disseminated to key personnel, routine reports are automatically run, appropriate access controls are in place and HR portal is further developed as appropriate.

Resourcing

- In conjunction with the HR Manager and Administrator map out the requirements for a computerised recruitment system and lead on the selection and implementation of system – mapping out recruitment procedures.
- Review recruitment policy and procedures against best practice and to maximise our ability to recruit right person, right time against College values and to diversify the workforce.
- Review all resourcing templates and information supplied to new starters, making recommendations for improvements and streamlining processes.

Reward and Recognition

- Act as system administrator for the peer to peer recognition system – Bonusly and develop further as appropriate.
- Administer the recognition of Long Service process.
- Secretary to the Support Staff Recognition Panel.
- Additional development of reward and recognition projects/processes as required.

HR Business Partner

- Provide a generalist HR service to c75 employees throughout the entire employee life cycle.

GDPR

- Ensure that all HR activities both written and automated are GDPR compliant.

In addition to the above the jobholder will be expected to cover for the work of colleagues and take on additional HR related work as required.

Person Specification

Essential

- Minimum of 2 years work experience within HR.
- Good track record of working with and developing computerised information systems.
- Ability to handle confidential and sensitive matters with tact and diplomacy.
- Accuracy and attention to detail.
- Excellent numeracy skills and the ability to apply them in the HR context (i.e. calculation of working hours, holiday entitlements etc)
- Ability to develop and maintain good working relationships.
- Self-starter and able to take initiative in his or her own learning, but confident to seek guidance when necessary.
- Proven organisational skills with ability to prioritise and meet deadlines.
- Part or full CIPD qualified

Desirable

- Project management skills
- Previous work experience in the education sector.

Contract Type

Working pattern is flexible between 4 long days or 5 shorter ones. Ideally the jobholder will be in the office on Mondays and Fridays.

Terms and Conditions

The salary will be up to £30,000 pro rata. This role is to be filled as soon as possible. Benefits of working for the College include 36 days holiday (including bank holidays), pro rata for part time appointments, the option to join a University pension scheme and one free meal whilst on duty and the kitchens are open, when the kitchens are closed a meal allowance will be paid.

There will be an initial probationary period of six months. Applicants must be eligible to work in the UK.

To apply for this position, please complete an application form and equal opportunities monitoring form, available from <http://www.lmh.ox.ac.uk/about-lmh/jobs> and send this by email to recruitment@lmh.ox.ac.uk, or post to the HR Office, LMH, Norham Gardens, Oxford, OX2 6QA.

A principal aim of this College's Equal Opportunities Policy is to ensure that in the recruitment, selection, training, appraisal, development and promotion of employees, the only consideration must be that the individual best meets, or is likely to meet, the requirements of the programme or course or post.

Lady Margaret Hall is committed to provide a learning, working and social environment in which the rights and dignity of all its members are respected, and which is free from prejudice, intimidation and all forms of harassment, including bullying. We seek to ensure that no-one suffers, either directly or indirectly, as a result of discrimination.

Lady Margaret Hall has a range of family friendly policies.

The closing date for receipt of applications is noon on 29 January 2020.

Please note that any personal data submitted to Lady Margaret Hall 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 LMH Privacy Notice at: <https://www.lmh.ox.ac.uk/privacy-notice>

Issued by the HR Office
January 2020