The Role

An exciting opportunity to be involved in the HR department in a progressive and friendly college, providing administrative support to the Head of HR and managing operational day-to-day HR responsibilities. A great opportunity to develop and grow within a new role to support the implementation of HR best practice.

The post is full-time, though part-time working of at least 80% FTE would be considered.

Your responsibilities will cover the full employee lifecycle, including recruitment, administration of new starters (cassuals and permanent), management of end of fixed-term contracts, assistance with Certificate of Sponsorship and visa applications, management of mid-period and end of period reviews for academic staff and probations for staff members. You will also have finance responsibilities, which include preparing, checking and submitting the four-weekly and monthly payroll and resolving any issues, and in liaison with accounts, preparing and submitting payments for external tutors. As part of a small HR team, you will undertake other duties as required to support the team.

You will hold a good first degree, or equivalent experience, with relevant HR administration experience. You will have strong numeracy and organisational skills and attention to detail and effective interpersonal skills at all levels. You will demonstrate the ability to work on your own initiative, without close supervision, but know when to consult and collaborate as appropriate. You will evidence the ability to work accurately, particularly when under pressure, and to meet tight deadlines. It’s desirable that you hold, or are working towards, CIPD Level 3 and above, with experience of working in higher education, but this is not essential.
The Head of HR will provide continued support and guidance and lead on strategic implementation of projects, systems, policies and procedures. The role holder will be able to work independently on day-to-day operational HR tasks, acting as first point of call for those internal and external to the College.

This role is an excellent opportunity to understand the depth and breadth of HR within a College and be a part of establishing HR in a newly formed team. The role is offered on a permanent basis.

About Mansfield College

Mansfield College is one of the 39 constituent colleges of the University of Oxford. Its membership comprises approximately 40 governing body fellows, 240 undergraduates, 180 graduates and 40 visiting students. This small size engenders friendly and close relationships not only amongst undergraduates, but also between Junior (undergraduate), Middle (graduate) and Senior (tutors) Common Rooms.

Our Principal since September 2018 is Helen Mountfield KC, a prominent specialist in administrative, human rights and education law.

Mansfield’s roots are in the nonconformist tradition, and since the 1880s Mansfield has prided itself on offering previously excluded constituencies access to an Oxford education. This history is reflected in our current diverse and inclusive culture. We provide a respectful, progressive and collaborative environment, in which tutors and students work together to achieve academic excellence and sustain a supportive and lively community. Mansfield is also well known for its pioneering work on widening access to Oxford and its plural and diverse student body. You can read more about this here: https://www.theguardian.com/education/2020/mar/24/one-oxford-college-has-96-of-students-from-state-schools-how-did-they-do-it

Mansfield’s ethos of inclusivity and valuing the contributions of diverse voices, is one shared by academics, students and staff alike, and forms a culture of welcome from which we are growing initiatives that target the specific challenges involved in welcoming all. In 2020 we were extremely proud to become a College of Sanctuary within the University of Sanctuary scheme. Detailed information about Mansfield College may be found at www.mansfield.ox.ac.uk

Responsibilities/duties

Support

- Act as first point of contact for enquiries from employees, line managers and the general public by telephone, email and face to face, answering straightforward questions on the administration of HR processes or recruitment campaigns or redirecting queries as appropriate.
Maintenance of all personnel records in an accurate and confidential manner.

Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc).

Recruitment: writing job descriptions and adverts, organising grading, advertising posts, organising applications and references; setting up selection panels and interviews.

Administration of new starters: preparation of offer letters and contracts; induction; probation.

Arrangement of college facilities for academics, which may include university card application, IT access and building access. Induct visitors to the College.

Management of end of contracts, retirements and resignations.

Assist in responding to grievances and disciplinary procedures.

Coordinate communication with candidates and schedule interviews.

Conduct initial induction for newly hired employees.

Identify, source and book training courses and manage recertifications.

Transactional

Implement College HR policies and procedures, maintaining data within the HR database and running reports for the Head of HR.

Coordinate HR projects (meetings, training, surveys etc) and take minutes.

Deal with employee requests regarding human resources issues, rules, and regulations.

Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)

Record staff sickness leave, annual leave, end of probationary periods and annual PDR dates and highlight any issues to the Head of HR.

Manage the administration of recruitment exercises which will include: editing job advertisements and job descriptions to ensure that they comply with College guidance and best practice, placing advertisements, gathering information for visa applications where necessary, generating letters to applicants from College templates, and preparing short listing packs with oversight and guidance from the Head of HR.

Conduct new starter checks, prepare standard letters of appointment, contracts, and visitor agreements.
Completion of all monthly payroll changes adhering to the Accounts deadlines, ensuring that the correct approval processes have been met and checked by the Head of HR.

**Compliance**

- Accurately maintain all confidential personnel files in accordance with GDPR and Information Security policies.
- Carry out right to work checks; collect and maintain data on sponsored visa holders.
- Ensure compliance with payroll procedures awareness of statutory pay and monitor working hours.
- Prepare, check and accurately submit the monthly and four-weekly payroll to accounts resolve any issues regarding incorrect payments.
- Organise and submit TMS payments for external teaching in a timely manner.
- Process expense claims, ensuring adherence to the college’s expenses and benefits guidance
- Compile and update employee records (hard and soft copies).
- Attend appropriate training on HR systems and procedures and be apart of the College HR network, keeping ahead of changes in general policies and procedures as guided by the Head of HR.

**Selection criteria**

**Essential**

- Good first degree, or equivalent experience.
- Experience of Academic HR administration.
- Strong numeracy skills and attention to detail.
- Effective interpersonal skills at all levels, with the demonstrable ability to communicate complex information and procedures, both orally and in writing, to a wide variety of audiences.
- Competency in a wide array of IT systems, including use of Microsoft Office.
- The ability to work on own initiative, without close supervision, yet to consult and collaborate as appropriate.
- The ability to work accurately, particularly when under pressure, and to meet tight deadlines.
- Ability to respect confidentiality and exercise tact and discretion when required.
- Interest and willingness to understand the needs of the HR function and to contribute to improving processes.
- A commitment to promoting equality, diversity and inclusion.
- Ability to work independently and part of a multi-faceted HR team.
- Understanding of HR administrative processes, e.g. Starters/Leavers, writing employee contracts.
- Experience of providing a high level of customer service with accuracy and attention to detail.
- Awareness of Data protection and information security guidelines, and appropriate discretion when dealing with confidential information.
- Willingness to undertake professional development and training.

Desirable

- Experience of working in an HR team within an academic environment.
- Awareness of current employment law.
- Experience of working with an electronic HR system.

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.

How to apply

If you would like to apply please submit a cover letter, stating why you are interested in, and suitable for this role and a CV to Mansfield Head of HR at vacancies@mansfield.ox.ac.uk

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.
We highly recommend uploading all documents as PDF files with your name and the document type in the filename.

All applications must be received by 12pm UK time on the closing date stated in the online advertisement.

If you need help
For general support enquiries on how to apply for the role, please email human.resources@mansfield.ox.ac.uk. Please note that correspondence on application progress will be via email. Please check your spam/junk mail if you do not receive an email.

Important information for candidates

Equal Opportunities
Mansfield College and the University of Oxford are equal opportunities employers and welcome applications from all suitably qualified candidates. Mansfield actively welcomes diversity amongst its staff and students and all reasonable adjustments will be made to the recruitment process, working arrangements and/or environment to accommodate applicants with any form of disability.

Applications are particularly welcome from Black, Asian, and Minority Ethnic candidates, who are currently under-represented in college posts at Mansfield.

Please let us know if you believe there are any reasonable adjustments we should be making to assist you with your application. If you feel that you have a disability which may affect your application, please let us know. Please also let us know of any reasonable adjustments that we would need to make for you to attend an interview.

To comply with UK employment legislation the successful candidate will be required to provide documentary evidence of his or her eligibility for employment before starting work with the College. Potential applicants should note that this advertisement does not satisfy the requirements of the UK Home Office in relation to a sponsorship for a visa.

Data Privacy
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. For further information, please see: GDPR Framework | Mansfield College, Oxford

Benefits of working at Mansfield College

Annual Leave
College employees enjoy a generous annual leave package of 25 days, pro rata in year of joining in addition to the College closed period (5 days at Christmas) plus Bank Holidays.
Staff Meals
College employees benefit from a free meal while on duty and when the kitchens are open. Meal times are always a welcoming opportunity to meet fellow staff.

Pension Scheme
We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). Further details will be provided on appointment. This post is pensionable in OSPS.

Family-friendly benefits
The College follows the University of Oxford's family leave schemes. 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. https://hr.admin.ox.ac.uk/family-leave/#/