MANSFIELD COLLEGE
University of Oxford, Mansfield Road, Oxford OX1 3TF
Tel: +44(0)1865 270982
human.resources@mansfield.ox.ac.uk
www.mansfield.ox.ac.uk/

Principal: Helen Mountfield, QC

<table>
<thead>
<tr>
<th>Job title</th>
<th>Head of HR</th>
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<tbody>
<tr>
<td>Department</td>
<td>HR Department - Bursary</td>
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<tr>
<td>Location</td>
<td>Mansfield College, Mansfield Road, Oxford, OX1 3TF</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 8: £42,149 -£50,296 per annum</td>
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<tr>
<td>Hours</td>
<td>Full time 36.5 hours per week</td>
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<tr>
<td>Contract type</td>
<td>Permanent</td>
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<td>Reporting to</td>
<td>Bursar</td>
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<td>Additional information</td>
<td>Working on site with some flexibility to work from home. Please apply via Allen Associates ‘Head of HR’ Jobs in Oxford - Allen Associates (allen-associates.co.uk) Ref 21354</td>
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The role

Mansfield College seeks to appoint a capable and professional Human Resources Manager on a full-time permanent basis. The College is committed to the effective management of its staff.

As such, this is an exciting opportunity to play a major role in the review and development of human resources policy and practice in the College, covering all College employees including Fellows and academic staff.

The regulatory obligations of colleges have increased substantially in recent years and this post offers the opportunity to combine strategic and operational HR responsibilities. The College is a self-governing institution. The authority for all decisions rest with the Principal and Fellows. The Governing Body, which meets three times a term, is serviced by a structure of committees, including the Finance and Resources Committee and Academic Policy Committee. There is also an external Remuneration Committee.

The post-holder will report to the Bursar, working closely with the Senior Tutor on academic contracting matters. This role is full-time at 36.5 hours per week although the ability and willingness to adopt a flexible approach to working hours and duties is expected, and you may be required to work additional hours from time to time in order to fulfil the requirements of your role and the needs of the College.
About Mansfield College

Mansfield College is one of the 39 constituent colleges of the University of Oxford. It has around 250 undergraduates, 170 graduates and 30 visiting students. This relatively small size engenders friendly and close relationships not only among students and tutors, but across the whole community at the College. Mansfield is one of Oxford University’s most open and forward-thinking Colleges. Proud of its non-conformist history – the College was founded to provide theological training for ‘dissenting’ ministers of the church – today the College is model for access to higher education, and exemplifies how social and intellectual diversity enriches an academic community.

We think that Mansfield is everything an Oxford college should be in the twenty-first century: historic, beautiful, centrally located in the city, and a leading light on widening access to Oxford University. After two decades of pioneering outreach work, the College today has the highest intake of undergraduates from state-funded schools in the UK; from disadvantaged backgrounds; and one of the most diverse communities of all the Oxford colleges in terms of the social, educational and ethnic backgrounds of its students. At the same time as remaining true to its founding principles of freedom of conscience and educational access, the College is rightly proud of its strong academic results (top 5 of all the Oxford colleges in 2018/19).

The College is also home to the Bonavero Institute of Human Rights, within Oxford University’s Law Faculty, which was opened by the late Secretary-General of the United Nations, Kofi Annan, in 2018. The Institute is a perfect reflection of the spirit of the College: plural, broad-minded, and respectful of the dignity and worth of all.

Mansfield’s Principal, Helen Mountfield QC, is an internationally renowned human rights law specialist. As one of the UK’s leading equality law specialists, she has argued cases in the Supreme Court and European Court of Human Rights.

In 2021, Mansfield was recognised as a university College of Sanctuary by the UK charity City of Sanctuary, after demonstrating an ongoing commitment to nurturing a culture of inclusivity and awareness on campus for those seeking sanctuary (which includes refugees and asylum seekers), as well as in the wider community.

Detailed information about Mansfield College may be found at www.mansfield.ox.ac.uk

Responsibilities
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- Develop, implement and update personnel policies and procedures in accordance with statutory requirements, best practice and decisions taken by Governing Body and College committees. Maintain and update the College Staff Handbook.
- Submit recommendations to Finance and Resources Committee and Governing Body for new personnel policies or changes to personnel policies and practices.
- Advise, assist and support Heads of Department and line managers to ensure that personnel policies are applied in a fair and consistent manner.
- Provide advice, research and help as necessary to support line managers and Heads of Department with the development and application of effective and compliant employment policies and procedures in line with legislation and statutory requirements, Governing Body decisions, and best practice in a Higher Education Institution.
- Support line managers and Heads of Department on absence management, ill health or other staff welfare matters, managing referrals to occupational health services in consultation with relevant staff.
- Support line managers and Heads of Department in disciplinary, grievances and harassment cases, on capability procedures and deal with performance issues.
- Ensure that accurate and reliable staff records are maintained (on employee attendance, absence and sickness) and that information is stored and retained in compliance with the Data Protection Act.
- Produce and revise employment contracts as and when required.
- Advise the Principal, Bursar and Senior Tutor on compliance with regulatory requirements and good practice in promoting equality.
- Act as College Equal Opportunities Adviser for all staff at Mansfield, and maintain compliance systems.
- Act as contact with the College’s legal advisers regarding all employment matters as needed.
- Establish and maintain effective relationships with key contacts in the collegiate University and with external partners.
- Develop and maintain knowledge of regulations and legislation for core areas of work and be willing to develop knowledge in new areas as determined by the College’s evolving needs.
- Line Manage and provide guidance and support to the HR assistant.

Recruitment

- Oversee all aspects of the recruitment and selection of permanent, temporary and casual non-academic staff, ensuring compliance with statutory requirements and College policy.
- Take steps to attract a diverse pool of applicants for College posts and to oversee equitable, inclusive hiring processes.
- Ensure efficient pre-employment administration is undertaken, including record maintenance, compliance checks (e.g. references, right-to-work, DBS) and dealing with Certificates of Sponsorships and visas (including academic staff, in support of the College office)
Training and Development

- Co-ordinate staff training and development, and the induction and probationary periods of new staff.
- Oversee and champion full implementation of the College’s new Personal Development Review system.

Pay and Benefits

- In liaison with the Principal, Bursar and Senior Tutor, advise and agree salaries on appointment and salary increases recommended by the Senior Tutor or Heads of Departments, and submit for approval to the Bursar, and where necessary the College’s external Remuneration Committee.
- Submit salary and benefits recommendations to Finance and Resources Committee in line with the College’s Financial Regulations.
- Monitor and analyse salaries, and terms and conditions of employment on an ongoing basis to ensure fairness and consistency.
- Ensure that payroll and pensions matters are processed efficiently (via close liaison with the College Accountant).

Employee Relations

- Act as facilitator for employee grievances or disciplinary cases when required. Take appropriate action ensuring that appropriate procedures are followed.
- Lead on internal communications for non-academic staff, ensuring effective communication and engagement through regular briefings at All Staff meetings and via email.
- Be available for discussions on Human Resources matters with line managers and any other staff.
Selection criteria

Essential selection criteria

- Strong generalist HR experience in a relevant setting.
- Educated to degree level or equivalent competence gained through qualifications or relevant experience.
- Hold an appropriate professional qualification (CIPD Chartered Member level or equivalent).
- Detailed working knowledge of current UK employment legislation and current issues in personnel.
- Excellent organisational skills evidenced by previous experience.
- Experience of equality assurance and application of fairness at work protocols.
- Effective communicator with experience of communicating with people at all levels within an organisation.
- The knowledge, confidence, intellectual authority and presence to command respect from Fellows and senior College officers as a subject-matter expert.
- The ability to act with tact, diplomacy and discretion and to deal appropriately with confidential and sensitive information.
- Good influencing, persuading, coaching and negotiating skills.
- Experience of supporting line managers to effectively manage their teams by offering advice and providing coaching when necessary.
- Data-conscious, with good IT skills, particularly in using Microsoft Office.
- Thorough knowledge of the Data Protection Act and its application in the workplace.
- Ability to work under pressure and to deadlines, and prioritise a busy and varied workload.
- Self-starting and with strong practical problem-solving skills.
- Interest in the aims and values of a progressive educational institution.

Desirable selection criteria

- Experience of HR management in the higher education sector.
- We warmly welcome candidates with strong and diverse experiences to the post. No previous experience of working with Oxford University is required, although familiarity with the institution could be an asset.
- Experience of working with and supporting the career progression of a diverse pool of personnel from a range of backgrounds.
**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 supporting cover letter, stating why you are interested in, and suitable for this role and a CV to Allen Associates 'Head of HR' Jobs in Oxford - Allen Associates (allen-associates.co.uk) Ref 21354.

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.

The **supporting cover letter** 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).

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 midday 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 Allen Associates 'Head of HR' Jobs in Oxford - Allen Associates (allen-associates.co.uk) REF 21354 Joanne Scholes Joanne@allen-associates.co.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 can benefit from a free meal while on duty during normal operations. Meal times are always a welcoming opportunity to meet fellow staff. Some posts come with specific dining rights which will be outlined in the contract of employment main terms and conditions.

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 USS.

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/