

## **St Hugh's College – Job Description**

### **October 2015**

**Job title:** HR Advisor

#### **The College:**

St Hugh's was founded in 1886 by Elizabeth Wordsworth, the great niece of the poet. Using money left to her by her father, a bishop of Lincoln, she named it after one of his twelfth century predecessors, Hugh of Avalon, who was canonised in 1220, and in whose diocese Oxford had been. Elizabeth Wordsworth was a champion of the cause of women's education, and her foundation was intended to enable poorer women to gain an Oxford education. The first male Fellow was elected in 1978, and the first male undergraduates were admitted in 1986.

The College has some 420 undergraduates and around 300 graduates, a fellowship of 75, 30 college lecturers, and a non-academic staff of 120. From its beautiful site in North Oxford, the College promotes a thriving culture of research and intellectual engagement.

St Hugh's College is a self-governing institution. The ultimate authority for all decisions rests with the Principal and Fellows. The Governing Body is serviced by a structure of committees, chiefly the Academic Committee, concerned with academic policy and administration, the Finance Committee, and the Infrastructure Committee, concerned with other aspects of the management of the College. Administration of the College is divided between the Principal (overall leadership and operational oversight of external relationships, development and alumni matters), the Bursar (financial, domestic and commercial, internal operations) and the Senior Tutor (academic matters and outreach). Within this structure, the HR Advisor will report into the Bursar's team.

#### **Overall Objectives:**

To provide efficient and timely HR advice and support, being mindful of relevant legislation and best practice. The post-holder must be able to work independently, providing expert advice and support to all colleagues and must be able to think strategically while getting the job done. The College is in the process of implementing a new HR database with manager and self-service access, so general database maintenance such as annual leave entitlements and work patterns, as well as keeping accurate and up to date employee and recruitment records, will be a significant part of the role.

#### **Key relationships:**

Fellows, College Staff and Students

#### **Key responsibilities:**

Reporting appropriately to the Bursar and Senior Managers, the post-holder will:

- Oversee recruitment (including Right to Work checks) of both academic and non-academic staff, liaising closely in each case with the relevant stakeholders.
- Plan and implement welcome procedures, ensuring that appropriate induction packs are available and passed to Managers (where relevant) for their new starters.
- Set up and maintain the personnel files (both electronic and paper) of College employees, including employment contracts, probation arrangements, performance management documentation. Conduct periodic reviews of records held, ensuring relevance and lack of duplication.

- Undertake pensions registration for new starters, leaver forms for staff leavers and other pensions administrative tasks.
- Advise Managers on personnel issues, particularly associated with performance management and disciplinary issues.
- Assist the Finance team to monitor staff attendance records and implement the Bradford Factor scoring method to help manage staff sickness.
- Oversee Managers' delivery of the performance management process.
- Act as the main point of contact and liaison with College's external HR advisors.
- Administer and take oversight of staff disciplinary matters, ensuring the Bursar and Principal are kept informed as appropriate.
- Assist the Communications team with distribution, collection and analysis of the staff survey.
- Carry out such other reasonable duties as directed by the Bursar.

Flexible working will be considered for the right candidate. If full time is appropriate, the post-holder will be expected to offer administrative support to other departments, as appropriate.

#### **Selection Criteria:**

**Previous Experience:** Minimum of five years' experience in an HR related role or equivalent.  
Experience of a similar role in a Higher Education establishment an advantage.

#### **Essential Skills:**

- Excellent inter-personal skills needed.
- Mature attitude, trustworthy and discreet to ensure confidentiality is maintained at all times.
- Ability to think and act with confidence.
- Must be articulate with an excellent telephone manner.
- Excellent typing skills required.
- Must be very competent with Microsoft Office programmes.
- Excellent customer service skills.

#### **Terms and Conditions:**

- Salary £24,999 - £27,553 per annum
- 37.5 hours per week, although flexible working would be considered for the right candidate
- Six months' probationary period
- Free lunch at all times of the year when College meals are available
- 38 days holiday per year, including public holidays and Christmas closure period
- University Pension Scheme, after satisfactory completion of probationary period

#### **Equal Opportunities:**

St Hugh's College is committed to the principle of equality of opportunity in employment, and operates an Equal Opportunities Policy and Code of Practice. We would particularly welcome applications from under-represented groups, those with childcare or other caring responsibilities, or candidates from a BME background.