



Head of Human Resources

Full Time:	40 hours including lunch breaks
Grade and Salary:	Within the University of Oxford Grade 8 range, according to experience.
Location:	All Souls College, Oxford
Reporting to:	Domestic Bursar
Contract Type:	Permanent
Closing Date:	Friday, 14 April 2023

Introduction

All Souls is a strongly research-focused College with over 70 members of staff and some 80 Fellows; many research-active Emeritus Fellows; and up to ten Visiting Fellows in any term. As well as the large number of weekly lectures and seminars held at the College during term, the College hosts many academic conferences and special lectures. The College also has an active cultural and social life, involving colloquia, concerts, and other special events.

The Post

All Souls is looking to appoint its first dedicated Head of HR. Reporting to the Domestic Bursar, the Head of Human Resources will be a key member of the College's management team, responsible for all aspects of HR, people strategy and organisational development. This position will play an active role in the College's equality, diversity and inclusion mission as well as supporting wellbeing schemes for the College members.

Applicants should be CIPD qualified and have previous proven experience in an HR role within a commercial or higher education setting. You will have sound knowledge and experience of the application of UK employment law and regulations, together with comprehensive knowledge of general HR practices.

The post holder will work closely with the College Accountant and the Finance Team on payroll and pensions, with the Domestic Bursar and the Manciple regarding HR matters affecting their areas of responsibility, and will be supported by the Domestic Bursar's Secretary and the Manciple's Secretary in their capacities as HR Officers.

Principal Duties and Responsibilities:

With the support of the HR Officers (1FTE), to:

- Develop and implement the College's HR Strategy, including recruitment and retention; organisational development; equality, diversity, and inclusivity; employee benefits; and training, across non-academic staff and, where applicable, for the academic members of the College (Fellows).
- Ensure that all HR policies and procedures are fit for purpose, legally compliant, and reflect current best practice.

- Advise the Warden, Governing Body and Senior Officers on all aspects of HR, employment and HR-related organisational development.
- Ensure the delivery of timely and accurate HR services to managers and colleagues, including recruitment, employee relations, performance management, onboarding, and support for line-managers.
- As a member of the management team in the Bursary, contribute to the leadership and strategic direction for the College's non-academic teams and operations.
- Develop and consolidate the existing welfare support system for staff and Fellows.
- Offer welfare support to staff, in particular regarding mental wellbeing.
- Manage disciplinary and grievance cases and related investigations.
- Meet statutory and other reporting requirements including employees' data including for equality monitoring purposes and collegiate data compilations.
- Attend various meetings, College committees and Collegiate working groups.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Person Specification

Essential Skills & Knowledge

CIPD Level 7 or equivalent qualification with evidence of continuous professional development.

Significant senior HR experience in an organisation of equivalent or greater complexity.

Ability to problem solve and demonstrate operational and strategic skills.

Outstanding communication skills. Excellent written skills. Confidence to personally present reports at all levels within the College including committees.

A strong track record of managing and advising on complex and/or high-risk employee relations cases.

A solid knowledge of employment law with experience applying current legislation to real world situations. A strong commitment to equality and diversity and providing proactive support for colleagues at all levels of the organisation.

Evidence of having a passion for working with people and working beyond the confines of the job description.

Strong IT skills and a confident user of Microsoft Office applications.

Ability to produce accurate work with a high attention to detail.

Adaptable and flexible to manage a variable workload, to prioritise and undertake tasks in a logical and methodical manner.

Able to work co-operatively and productively with colleagues and staff from other departments.

Desirable Skills and Knowledge.

Experience advising at board/senior organisational level

Experience of setting up HR systems and/or databases.

Terms and Conditions

The normal working hours for this appointment are 9.00 a.m. to 5.00 p.m. (or similar) Monday to Friday (including one hour for lunch). Additional working hours may sometimes be required at busy periods (with time off in lieu in quieter periods) so some flexibility is required.

The starting salary will be on grade 8 of the University's salary scales, to be reviewed in August each year. The post-holder will be enrolled automatically in the Universities Superannuation Scheme (USS). USS is a qualifying pension scheme, which means it meets or exceeds the Government's new standards for pensions, and the College operates a salary sacrifice scheme in relation to the employee's contributions.

In addition to the basic salary, the post-holder will be entitled to receive free meals when on duty in College and the College Kitchen is open.

The appointment is subject to satisfactory completion of a six months' probation period, during which the notice period will be four weeks on either side. Once the appointment has been confirmed, the notice period will be 12 weeks on either side.

Subject to the satisfactory completion of six months' probation, the post-holder and their immediate family will also be entitled to be enrolled in the College medical insurance (PHC) scheme, for which the College will fund the premium. (This benefit is taxable.)

The post-holder will be entitled to 20 working days paid holiday in addition to the usual Bank holidays (or time off in lieu if required to work during bank holidays in term) plus paid holiday during the College closed periods during Christmas/New Year, and at Easter, when administrative staff are entitled to take an additional three days' leave.

Annual leave must normally be taken only outside Full Term and must be co-ordinated with colleagues in order to ensure appropriate staffing.

Applications

Candidates should submit applications by 12 noon, Friday, 14 April to staff.appointments@all-souls.ox.ac.uk, including:

- a covering letter explaining why you think you would be suitable for the post, including details of your experience and examples of how you have demonstrated the required skills and competences;
- a copy of your cv to include:
 - e-mail and telephone contact details as well as your address;
 - your availability, including any notice period with your current employer, if applicable;

- the names and contact details of two referees whom we can contact in case of your being shortlisted, who have good knowledge of your recent work and character; and
- the completed [Equality Monitoring questionnaire](#) which should be submitted in a separate envelope. It will play no part in the selection process and will not be seen by those involved in the selection process but enables the College to monitor the success of its [Equality Policy](#)

(Note: please see the [Privacy Notice](#) which explains how we use the data and how long we retain it.)

[Bursary Contact details:](#)

If you wish to contact the Bursary, to discuss any aspect of this post, please telephone Miss Anne-Laure Guillermain, the Domestic Bursar' Secretary/HR Officer, on 01865 279335, or email bursary@all-souls.ox.ac.uk.

[Interviews](#)

Shortlisted candidates will be invited to attend an interview in the week commencing 17 April.

All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds, including disabled candidates.