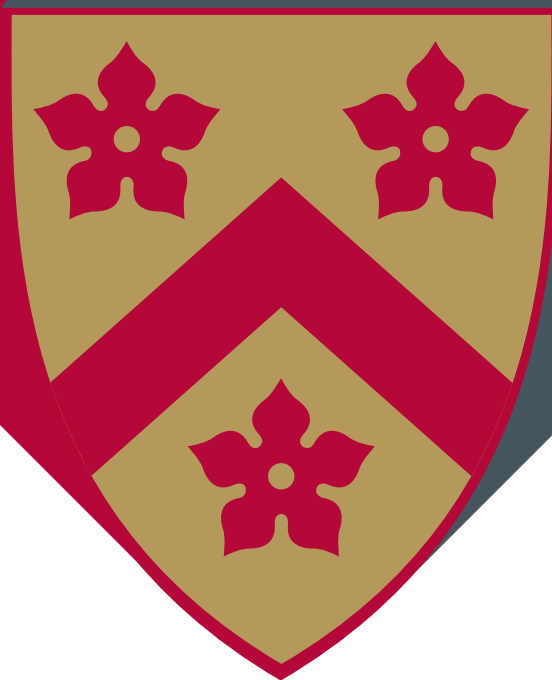


Candidate pack

# Head of Human Resources



All Souls College  
University of Oxford



[www.asc.ox.ac.uk](http://www.asc.ox.ac.uk)



All Souls College  
Oxford, OX1 4AL



+44 (0)1865 279379

The College environment is unique compared to other jobs. All Souls has a unique aura of a hidden away place and then when you come in it's amazing.

**Arjun Handa**  
Events Manager

# About All Souls College

A registered charity and one of the 39 constituent colleges of Oxford University, All Souls is renowned globally for its support of world class academic research, as well as intellectual engagement with the wider world.

We have a proud history too. Founded by King Henry VI and Henry Chichele, the Archbishop of Canterbury in 1438, to commemorate the victims of the Hundred Years' War, our past Fellows include some prominent figures, including Sir Christopher Wren, William Blackstone, William Gladstone, Lord Curzon and Lawrence of Arabia.

Today, nearly 600 years later, we are unique among Oxford colleges due to our distinct focus on supporting research and building connections between academia and public life. We have no undergraduate members but instead support a diverse community of academics ranging from those just starting their careers, mid-career postdoctoral researchers and those at the very top of their respective fields. Fellowships at All Souls are highly sought after and extremely competitive, with candidates undergoing a rigorous selection process.

The primary focus of the College is on promoting pure and applied research, as well as intellectual engagement with a wider world, with Fellows engaging in an array of academic disciplines, including history, literature, philosophy, law and science. We provide an intellectually stimulating environment where Fellows have the freedom to pursue their research interests independently while benefitting from interdisciplinary collaboration. While in the contemporary academic landscape, the College remains a beacon of excellence, attracting top scholars from around the globe.

With a rich history, distinguished Fellowship and unwavering commitment to academic rigour, the College continues to inspire and shape the minds of future generations of thinkers and leaders, making it a great place to work. As well as wonderful historical surroundings, our staff enjoy excellent benefits, including ongoing training and development. Together, they help to ensure the College remains a symbol of enduring scholarly tradition and innovation.

We look forward to receiving your application.







# Welcome from the Domestic Bursar

Thank you for your interest in the role of Head of HR at All Souls College, Oxford. We hope the information contained in this pack will make you keen to find out more. If you have the skills, qualities and experience it takes to be part of our team, we would very much like to hear from you.



Steve Evans, Domestic Bursar



# Why work for All Souls College?



When you join All Souls College, you don't just get to enjoy a competitive salary while working in historic surroundings.



**A contributory pension scheme**



**Private healthcare**



**An employee assistance programme**



**Meals while on duty**



**Bus ticket loan**



**Healthcare Cash Plan**



**Discounted fitness memberships**



**A generous holiday allowance**



**A staff team building day**



**Cycle to work scheme**



**An annual staff outing**



**Staff and Fellows' social events**

We also provide a comprehensive range of benefits, as well as ongoing training and development for every employee.



# Hear from our employees

Our employees talk about what makes All Souls College a great place to work.



“

All Souls College offer access to the university's training courses and provide a supportive environment for training and development.

**Matt Kirk**  
Academic Administrator

“

All Souls College offers a friendly, welcoming team environment full of interesting people working alongside the academic research of the Fellows. There is a lot of opportunity to develop within your role.

**Arjun Handa**  
Events Manager

“

You have time to develop thoughts and plans properly without excessive pressure. This cultivates the desire to provide your best work and the highest standards.

**Matt Kirk**  
Academic Administrator



# Head of HR

Grade 8 £48,235 - £57,255



## What you will be doing

At All Souls College, people are at the centre of everything we do. As a research-focused academic institution within the University of Oxford, we are home to a distinctive community of Fellows and dedicated support staff. The Head of Human Resources helps strengthen our working culture, drives positive change and provides expert guidance across all aspects of HR.

As Head of HR, you will be playing a pivotal role, supporting the Domestic Bursar and senior leadership on all HR matters, helping to ensure All Souls College remains a rewarding, inclusive, and professionally managed place to work.

You will work closely with colleagues across the College, including Academic Administration on researcher recruitment and onboarding, and with the Finance team on payroll and pensions. Reporting to the Domestic Bursar, you will advise on all aspects of HR and employment law, working with external legal advisors as needed. Additionally, you will collaborate with our Diversity Fellows to champion and advance equality, diversity and inclusion.

As a key member of the Bursary's management team, you will contribute to the wider leadership of college operations and help shape the strategic direction of the support functions. This is a varied and high-impact role that offers both strategic scope and hands-on involvement.

## What you will need

To succeed in this role, you will need to be a CIPD-qualified HR professional with significant senior experience in a complex organisation. A thorough understanding of UK employment law and HR best practice is also required, with a strong track record of managing high-risk or sensitive HR cases and supporting leaders through change.

You'll be a confident communicator with the credibility to advise senior stakeholders and the interpersonal skills to build trusted relationships at all levels. You should be able to balance strategic thinking with practical action, remain calm under pressure, and manage a diverse and sometimes unpredictable workload with confidence.

The successful candidate will have experience working closely with Finance on payroll and pensions, and demonstrate a deep commitment to equality, diversity, and inclusive support for colleagues across

the organisation.

Strong operational and strategic problem-solving skills, particularly in ambiguous or challenging situations, alongside excellent written and oral communication abilities, including the capability to present detailed reports to all levels of the organisation, including formal committees.

You will also have a genuine passion for working with people, going beyond the scope of the job description when needed, and will possess excellent IT skills, particularly in Microsoft Office applications. High attention to detail, accuracy, flexibility, and the ability to prioritise and manage a variable workload in a methodical way are critical.

Experience advising at board or senior leadership level, working within academic or diverse environments, and supporting organisations through periods of change is also desirable.



“There are excellent staff benefits. We are really well looked after.”

Helena Green, Catering



# How to apply

Applications for the Head of HR role should be submitted by email to [staff.appointments@all-souls.ox.ac.uk](mailto:staff.appointments@all-souls.ox.ac.uk) by Sunday 29th June 2025 and should include:

- ✓ **A covering letter.** Please ensure that your application clearly demonstrates how your skills and experience match the selection criteria listed in the job description as this will be used for shortlisting for this role.
- ✓ **A CV** including current salary details and contact details of two referees.
- ✓ Please complete the online **Equal Opportunities monitoring form** (optional) this will not be seen by those involved in the selection process and will play no part in the selection process, but the information provided enables the College to monitor the success of its equality policy.

If you would like an informal discussion about the post before applying, please contact the Domestic Bursar, Steve Evans: [steve.evans@all-souls.ox.ac.uk](mailto:steve.evans@all-souls.ox.ac.uk)

Interviews will take place at All Souls College on 9th July 2025.

Any offer of appointment will be subject to the receipt of satisfactory references and successful completion of the pre-employment checks including documentary evidence of eligibility to work in the UK



## Getting to All Souls College

Oxford, The City of Dreaming Spires, is a great city to work in, with world-class museums, scenic waterways and galleries filled with ancient treasures, Oxford offers a vibrant community with plenty to see and do.

All Souls College is right in the centre of Oxford and easily commutable by car, bus, and train.



Scan the QR link to find All Souls College on Google maps



### By Car

All Souls College is accessible via the M40, M4 and A34, with easy access by car from London, leaving the M40 at Junction 8.

Please note: due to our city centre location there is no parking on site, although the city's park and ride service provides regular bus services to the city centre (or a short ten minute walk).



### By Bus

Reaching the College is easiest by bus, with many of the main bus services available from the high street bus stops a 5 minute walk away.

We are close to or on all major bus routes including the main park and ride stops which are between a 15 to 30 minute bus ride away.



### By Train

If you are travelling by train, you can walk to the College from the station in approximately 15 minutes or take a 20 minute bus journey.

Regular direct train services operate to and from London Paddington, Birmingham New Street, Manchester Piccadilly, Didcot Parkway and Bournemouth.

All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

All applicants must be eligible to work in the UK and will be asked to provide evidence of this.

All personal data supplied by applicants will be held and used in accordance with the [College Data Protection Policy](#).