



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:	Sunday 29 June 2025

Introduction

All Souls is a constituent member of the University of Oxford. It is a primarily research-focused College and is a registered charity. The Governing Body is comprised of the Warden and 85 Fellows, over half of whom are also full or part-time employees of the College ('Researchers' and 'College Officers'). There are around 80 members of staff providing supporting services; many research-active Emeritus Fellows; and up to ten Visiting Fellows in any term. It has no undergraduate members, but Fellows of the College undertake graduate-level teaching for students of other colleges and for the wider University. 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

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. They will work to strengthen the existing HR framework for support staff and advise on the development of an emerging HR framework for College-employed Researchers (who are Fellows of the College).

The post holder will support the Domestic Bursar and his direct reports regarding HR matters affecting their areas of responsibility. They will work closely with Academic Administration on the recruitment, onboarding and support of College-employed Researchers, and with Finance on payroll and pensions. They will advise the Warden and Domestic Bursar on all aspects of HR and employment law (working with external advisors where necessary). Collaborating with the College's 'Diversity Fellows', they will play an active role in promoting equality, diversity and inclusion.

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

Principal Duties and Responsibilities:

With the support of the full-time HR Officer 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.
- Work with the University's Immigration Service to support the needs of Fellows requiring visas and ensure College compliance with immigration law.
- 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 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 confidently influence and engage with a wide range of internal and external stakeholders.
- Ability to problem solve and demonstrate operational and strategic skills in ambiguous situations.
- Outstanding written and oral communication skills and the Ability to present reports at all levels within the College including committees.
- Able to work independently with the ability to confidently take initiative and lead the HR function.
- 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.

- Experience of working closely with the Finance team on the administration of payroll and pensions.
- 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.

Desirable Skills and Knowledge.

- Experience advising at board/senior organisational level
- Experience of working in an academic environment
- Experience of working in a diverse organisation.
- Experience of supporting an organisation through a period of change.