



WORCESTER COLLEGE
UNIVERSITY OF OXFORD

Job Description & Person Specification

Job Title	HR Assistant
Department	Human Resources
Responsible to	HR Operations Manager
Grade	4
Date	October 2026

The Human Resources Department

The HR Department at Worcester College provides HR services for academic and professional staff matters whilst ensuring a consistent and efficient approach to people management across the College, supporting line managers and staff with generalist HR advice. The Department contributes to, and supports the delivery of the College's core activities and key strategic ambitions through HR activity throughout the employee life cycle.

The HR Department includes a HR Director, HR Operations Manager, HR Assistant and HR Apprentice.

Job Purpose and Responsibilities

To undertake the day-to-day administration of the College's HR function, reporting into the HR Operations Manager.

Key responsibilities:

- To ensure that information in the College's HR Information System, is kept accurate and up to date, taking account of GDPR requirements and confidentiality.
- Accurately completing all monthly payroll changes adhering to the College's deadlines, and liaising with the Finance team
- Recruitment administration and support from approval of a vacancy, through to advertising, shortlisting, interviewing, supporting with academic recruitment,

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managing the Talent Pool, attending events (such as job fairs), updating the website and liaising with agencies.

- Onboarding compliance such as producing contracts (including casual engagements and volunteer agreements), checking qualifications, ensuring staff have the right to work (and that this is verified), DBS requirements, University Cards and any other role requirements.
- Administer all employee benefits including supporting with the promotion and review of those benefits.
- Support with induction and probation processes to ensure compliance, accurate records and following up on training requirements.
- Ensure all visa applications and renewals are conducted in accordance with Home Office regulations, ensuring evidence trail is up to date and compliant.
- Support with administration of in-house training plans and course bookings.
- Support with off-boarding processes including carrying out exit interviews in a professional manner.
- Provide administrative support to staff health and safety requirements including health surveillance, reasonable adjustments, DSE requirements and Occupational Health referrals.
- Administer contract variations, approvals, correspondence and so on
- Monitor probations and appraisals, chasing managers and working with the HR Operations Manager to ensure compliance and training requests are reviewed.
- Administer family friendly leave requests and flexible working applications, with support from the HR Operations Manager, if required.
- Provide general administrative support to the HR Director and HR Operations Manager, as required.
- Respond to emails and Helpdesk calls within a timely, professional and accurate manner.

This list is not exhaustive. The post holder will also be expected to carry out such duties as befits the grade and responsibilities of the role.

On a personal basis you are expected to:

- a. take responsibility for your personal development and be willing to undertake training to improve your performance and knowledge
- b. provide the highest quality services and work to continually improve standards
- c. comply with the College's Equal Opportunities Policy and treat staff, students, colleagues, and potential employees with dignity and respect at all times

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- d. understand your responsibilities under Worcester College's policies and procedures and ensure that you comply with them
- e. perform duties not specifically identified in the job description but which are in line with the general responsibilities of the post

The job description may from time to time be amended by the College and in addition to the duties set out in it you may, from time to time, be required to undertake additional or other duties within your professional capabilities as are necessary to meet the needs of the College

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Person Specification

Candidates will be assessed based on the criteria set out below and should ensure that their application provides evidence of how they meet the criteria. Examples of relevant experience need not be just from work; candidates may wish to give examples from study, voluntary work or skills gained in other areas of their life.

	Area to be assessed:	How Measured:
	ESSENTIAL	
1	Educated to Level 3 (A-Level or equivalent)	Application Form
2	CIPD Qualification at Level 3 (or willing to qualify)	Application Form
3	Experience of administration in an office environment	Application Form
4	Experience of working with data and an awareness of GDPR and confidentiality requirements	Application Form
5	Ability to clearly and accurately communicate processes and procedures verbally and in writing	Application Form
6	Demonstrable ability to prioritise workload and produce accurate, detailed work within deadlines	Application Form / Interview
7	Experience in providing a high level of customer service with accuracy and attention to detail	Application Form / Interview
8	Experience in relevant administrative work including the ability to use Microsoft Office packages	Application Form
9	Ability to work independently and as part of a team	Application Form / Interview
10	Willingness to undertake professional development and training	Application Form
11	Commitment to continuously improve service delivery	Application Form / Interview
	DESIRABLE	
1	Understanding of current UK employment law and best practice	Application Form
2	Previous experience in a HR role	Application Form
3	Previous experience in education, public or charity sector	Application Form
4	CIPD Qualification at Level 5	Application Form

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