

Recruitment Manager, Faculty

Hybrid (2 days per week onsite) / Onsite, Park End Street and Hayes House, Oxford
Grade 7: £40,178 - £48,700 per annum including the Oxford University Weighting of £1,730 per annum
Permanent - full time (37.5 hours)
Saïd Business School, Social Sciences Division, University of Oxford
Vacancy reference: 189434



The role

The Oxford Saïd HR and OD team provides a professional HR and OD service to approximately 650 employees and managers, covering the two organisations that form the Saïd Business School.

The team works collaboratively to provide an outstanding HR and OD Service to all faculty, researchers, and professional staff across the School. The Faculty recruitment team focuses on the attraction and retention of our valued faculty and researcher employees and works closely with other HR and OD functions including, HR Business Partners, HR Shared Services, Organisational Development, EDI and the Schools Professional services Recruitment Team.

The postholder will have a close working relationship with the Associate Dean, Faculty Development HR, and Deputy Dean Research and will also work alongside other senior Academics. Led by the Director of HR and Organisational Development, we deliver all aspects of the employee lifecycle and strive to provide excellent service to all employees of the School by pro-actively anticipating future workforce requirements, keeping abreast of new developments and trends, and providing innovative solutions.

The Recruitment Manager (Faculty) is responsible for all activities relating to the attraction and recruitment of world class faculty in alignment with the School's strategic objectives. Working in partnership with a range of hiring managers including the Dean, Deputy Dean for Research, Associate Dean for Faculty Development and HR, Academic Area Heads. The Recruitment Manager (Faculty) will provide tailored solutions to ensure that the School can maximise faculty potential and secure the required research and teaching talent. The Recruitment Manager (Faculty) will report directly to the Faculty HR Business Partner and is accountable to the Director of People and Organisational Development.
They will be responsible for maximising the candidate experience and for promoting both the Oxford and Oxford Saïd brand.

As a subject matter expert, the Recruitment Manager (Faculty) will provide direction and guidance in relation to all aspects of faculty recruitment activities. They will be conversant with the global business school recruitment market, and they will advise the key internal stakeholders to ensure they are kept up to date with changes and challenges in the market.

In addition to ensuring recruitment activity is carried out according to market requirements, they will also ensure that all recruitment activity is in line with University of Oxford policies and is legally compliant. They will provide expert advice and practical guidance to faculty leaders on recruitment matters.

They will ensure compliance, consistency and an outstanding recruitment experience for all candidates. They will support panels, where required, in providing impartial advice and insight.

The Recruitment Manager (Faculty) will work closely with the senior faculty leads and the faculty HR team within the wider HROD Team at Oxford Saïd contributing to achieving its objectives, of providing a world class candidate and employee experience.

They will act as a senior mentor to other team members, providing guidance, advice and direction on faculty recruitment matters as required and work closely with other parts of the wider HROD team.



They have line management responsibility for a Recruitment Partner (Faculty), and are responsible for setting, managing, and reporting on team service standards and timescales as required by the Director.

The Recruitment Manager (Faculty) will work collaboratively with the academic leads, the Director of HR & Organisational Development, HR Business Partner (Faculty and Research), HR Shared Services team, Schools Recruitment Team collectively, to ensure the Oxford Saïd HROD team produces integrated business solutions that are aligned with the School's strategy and HR best practice in faculty recruitment.

Responsibilities

- Provide advice on recruitment practice, policy and processes drawing upon relevant professional best practice, current techniques, and methods. Monitor and review the efficacy of approaches used, maintain awareness of new innovative recruitment approaches making costed recommendations for improvements.
- Work collaboratively with others define and communicate the end-to-end recruitment process, ensuring a high level of professionalism and candidate experience throughout. Provide advice and guidance to recruitment panels to ensure selection decisions are made within University legal, and Equality and Diversity regulations.
- Understand and maintain standards of legal compliance across the activities of the recruitment function, such as right to work checks, contract law, data protection, equality rights, health and safety law, work permits and immigration. Keep up to date with legislative changes and when necessary, communicate change and amend processes and procedures in collaboration with the Director of HR and OD.
- Actively collaborate with the Social Sciences Division Academic HR Team and Senior Appointments Office, as appropriate, to ensure that faculty recruitment activity is at a consistently high level within the School, and to liaise as necessary on relevant recruitment campaigns.
- Be self-motivated and ensure that sound decisions are taken in relation to recruitment activity
- Work with the Dean, Deputy Dean for Research, Associate Dean for Faculty Development and HR, Director of HR and OD, Recruitment Team, HR Business Partner and Academic Area Heads as well as other senior Professional Services Staff (PSS) to articulate the School's faculty recruitment strategy
- Build, develop and maintain a network of contacts and candidates in order to build the reputation of the School and University as a potential destination for prospective faculty
- Support the Deputy Dean for Faculty and Research, in collaboration with the HR Business Partner, in negotiating employment offers with candidates and providing support and information to candidates during the negotiation process.
- Provide advice and guidance, in collaboration with the HR Business Partner, to the Dean and Deputy Dean for Faculty and Research in relation to salary and benefit packages, market rates and the School's agreed salary policy via Remuneration Committee and the Senior Appointments Panel seeking relevant approvals as required under the School's functional autonomy.



- Collaborating with the Director of Academic Services, be responsible for forecasting, managing and reviewing the faculty recruitment budget circa £2.5M.
- Work collaboratively with the HR Business Partner, alongside Academic Services and Learning and OD to design and deliver on-boarding and inductions for faculty. Continuously seeking to improve the efficiency of these interventions, through the collection and analysis of feedback.
- Own and lead cross functional project teams as appropriate that contribute to delivering the recruitment agenda.
- Line management of Recruitment Partner (Faculty), including management of workload and priorities, setting personal development goals, ensuring department standards and timescales are met, conducting PDR's, setting personal objectives and reviewing performance.
- Build and maintain strong relationships with key internal and external stakeholders including the Dean, Deputy Dean for Research, Associate Dean for Faculty Development and HR, Academic Area Heads and other PSS, Staff Immigration Team, Social Sciences Division Academic HR Office, the Senior Appointments Office and the Policy Team, and other externals as appropriate.
- Work collaboratively with the HR Business Partner and key internal stakeholders to anticipate future workforce requirements and produce a Recruitment Strategy which embeds Equality Diversity and Inclusion to ensure that the School attracts a varied applicant pool.
- Develop excellent working relationships to facilitate good lines of communication and a collegiate working environment.
- Own and continuously develop key recruitment performance data and provide analytics. Collate, Analyse and present recruitment and market trend data for board level reporting including recruitment metrics.
- The Recruitment Manager will have accountability for the end-to-end recruitment process, including communication and ensuring understanding across the School, including;
- Prepare, as required, any relevant cases for new faculty recruitment for the Social Sciences Division and/or the University's Senior Appointments Panel seeking any necessary approvals for faculty posts. As appropriate, liaise with the Conference of Colleges and Joint Appointments Office to prepare and agree relevant College affiliations for posts
- Assist in the preparation, in consultation with relevant faculty leaders, Division and any associate College, the further particulars/role description for the post.
- Identifying appropriate advertising media and managing all adverts.
- Work in collaboration with Academic leads and Area Heads to oversee recruitment campaigns related seminars and job talks alongside other prospective faculty candidate visits
- Ensure that the School's interview and selection process for faculty is professional and consistent.
- Ensure that members taking part in recruitment have the skills and knowledge to deliver a consistently high level of professionalism and candidate experience throughout the recruitment process.
- Ensure all recruitment activity is co-ordinated and organised to ensure all key milestones are met optimally

- Keep up to date with Immigration rules and ensuring appropriate advice is provided to candidates and recruiting managers, in conjunction with colleagues in the Staff Immigration Team
- Issue offer letters and contracts, including joining instructions
- Fully utilise HR systems to ensure that recruitment and appointment details are entered
- Ensure that all new starters have all required documentation before their start date, including right to work checks, University Cards, occupational health clearance, offer letters, contracts etc
- Employer Brand Awareness – through engaging with faculty and in delivery of the faculty recruitment strategy, increase the awareness of Oxford Saïd's Employer Brand to attract candidates and interest from prospective faculty

Essential selection criteria

- Expert providing professional Recruitment services in a complex academic organisation.
- Ability to develop and maintain excellent professional working relationships with a wide range of internal and external stakeholders including senior academic and professional services colleagues; to present a credible profile with the ability to influence and guide the decisions and actions at a senior level.
- The ability to solve complex problems, think on your feet and manage multiple conflicting priorities with tact and discretion; to work independently, set priorities, meet deadlines, work flexibly using own initiative.
- Up to date knowledge of current employment legislation and current trends and best practice techniques in the field of HR
- Excellent oral and written communication skills. The ability to explain complex information simply, present a credible argument and influence others. Previous experience of making presentations and speaking to large groups.
- Competent IT user with good command of Microsoft office. Experience of using HRIS systems for employee data management and assessment programmes.
- Experience of team management, with the ability to motivate and lead by example to meet business objectives.
- Experience of managing budgets
- Ability to think strategically, see the bigger picture and make decisions that have wider impact.

Desirable selection criteria

- Knowledge or experience of work within the Higher Education sector.
- CIPD Qualification or equivalent.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at Pre-employment checks (https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/pre-employment-screening).



About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit About the University of Oxford (https://www.ox.ac.uk/about).

Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business school, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate people for successful business careers, and as a community seek to tackle world-scale problems.

We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom and open programmes and accredited diplomas for executives, and we undertake ground-breaking research that transform individuals, organisations, business practice and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.

We seek to be a world-class business school community, embedded in a world-class University, tackling world-scale problems.

Sustainability

Saïd Business School is committed to the highest standards of environmental sustainability, preserving the planet for future generations and acting in a socially sustainable manner. As an employee you are expected to uphold these commitments in accordance with our Environmental Policy. You can learn more about our organisation's sustainability efforts at Sustainability | Saïd Business School (https://www.sbs.oxford.edu/about-us/school/sustainability).

Diversity and Inclusion

Oxford Saïd is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish.

Oxford Saïd holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.



Our Values

To better understand our Values, what behaviours demonstrate them and how they are involved in your everyday work we have created the below descriptors.

Transformational

We challenge constructively, provoke thought, and influence and inspire others to develop.

Respectful

We are caring, supportive, appreciative, embrace difference and value each other's opinions.

Entrepreneurial

We embrace and encourage change and innovation. We are creative, flexible and brave.

Collaborative

We are stronger together. We are inclusive, approachable, listen to others and value good communication.

Purposeful

We are a community who believe in sustainable growth, and are responsible, principled and transparent.

Excellence

We are professional, focused and aligned, and have a responsibility to do the very best we can.

Wellbeing

Saïd Business School acknowledge the importance of wellbeing, in enabling people to thrive at work and ensure a work-life balance. It provides a number of initiatives to help support wellbeing and would encourage you to participate. At an individual level, wellbeing means recognising what helps us remain resilient and taking appropriate steps. If we experience difficulties, doing our best to rectify them and making our line manager aware of aspects that they could support us with.
Further information about Saïd Business School is available at Saïd Business School (www.sbs.oxford.edu).

Social Sciences

Oxford Saïd is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit Social Sciences Division (https://www.socsci.ox.ac.uk).



How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website at How to apply (https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application, you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education or during career breaks (such as time out to care for dependants).

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for internal candidates

If you currently work for the University please note that:

- As part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving.

- Although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full-time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other post(s) before starting work in the new post.

- Before applying for this post, you are advised to read the Internal Mobility Principles (https://unioxfordnexus.sharepoint.com/sites/OXINTRANET-working-here/SitePages/internal-mobility-principles.aspx). The principles promote good practice for moving into professional services roles and are designed to provide clarity on expectations for managers and individuals.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at Support with online applications (https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/support-with-online-applications).

Non-technical questions about this job should be addressed to HR.Recruitment@sbs.ox.ac.uk.

To return to the online application at any stage, please go to How to apply (https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply).

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.



Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at Job applicant privacy policy (https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy).

The University's Policy on Data Protection is available at Data protection policy (https://compliance.admin.ox.ac.uk/data-protection-policy).

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures. Please see The EJRA (https://unioxfordnexus.sharepoint.com/sites/OXINTRANET-working-here/SitePages/the-ejra.aspx).

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

The University of Oxford is committed to equal opportunity and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those underrepresented within higher education. No applicant or member of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.



Oxford Saïd Exclusive Benefits

Wellbeing initiatives

Oxford Saïd runs a fortnightly Wellbeing Wednesday when staff are encouraged to take time (one hour for full-time staff and half an hour for part-time staff) during the working day to focus on their wellbeing in addition to their lunch break. We also have excellent catering facilities that provide a high standard of food, including healthy eating and vegetarian options at a subsidised cost.

Staff Summer and Christmas parties

Oxford Saïd like to reward all of their staff for their great work and their Christmas and Summer parties are our way of saying thank you. The Christmas party is for all staff, and the summer party is for staff and their immediate family members, because we know how important family is to all of us.

Employee Assistance provider

Spectrum Life is an employee assistance and wellbeing consultancy that works in partnership with the Business School to provide staff and their immediate family with a free 24-hour per day helpline providing confidential information and counselling services on personal issues.

University of Oxford Benefits

Annual leave

38 days (inc. public holidays). Long service additional annual leave – up to 5 days per annum, pro rata for part time employees. Previous service within higher education sector can be recognised. An additional scheme enables staff to request to purchase up to 10 additional days in each holiday year.

Salary and salary sacrifice schemes

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic. Additionally, there are salary sacrifice schemes for bicycles and electric cars. See Working here (https://www.ox.ac.uk/about/jobs/working-here).

Pension

If you are on an academic or academic related pay scale (grade 6 or above), you are automatically a member of USS. Employer contribution is 14.5% and Employee contribution is 6.1%.

If you are on a pay scale other than academic or academic related (grade 1-5) you are automatically a member of OSPS. Employee contribution can be between 4%- 8% and Employer contribution 10%-14%.

University discounts

All University staff can purchase a TOTUM discount card for £14.99 for 12 months (£24.99 for 2 years, £34.99 for 3 years) which gives access to numerous exclusive offers and discounts from many popular retailers. There are a wide range of other discounts from external companies available using a university card.

University Club

Membership of the University Club is free for all University staff. The University Club offers social, sporting and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room and swimming pool. See The University Club (www.club.ox.ac.uk) and Oxford University Sport (https://www.sport.ox.ac.uk).

Access to Oxford buildings

Free access to a number of Oxford colleges, Botanic Gardens, Harcourt Arboretum, Wytham Woods and discount at numerous restaurants/shops.

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www.sbs.oxford.edu

All information is correct at the time of going to press.

Please check our website for the most up-to-date information.

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