

JOB DESCRIPTION

UAS
University Administration and Services

People Administrative Officer

Estates Services, UAS

Summary

Job title	People Administrative Officer
Division	University Administration and Services
Department	Estates Services, Business Administration
Location	The Malthouse, Tidmarsh Lane, OX1 1NQ *(Hybrid working considered once established in post, with a minimum of 3 days on site)*
Grade and salary	Grade 4: £28,971 - £32,716 per annum
Hours	Full Time
Contract type	Permanent
Reporting to	Administration Manager
Vacancy reference	189096

The role

The postholder will provide high-quality support for the people operations of Estates Services, ensuring key people processes are administered accurately, efficiently and consistently.

Working closely with managers and relevant University teams, the postholder will support activities across the employee lifecycle, maintain accurate and confidential records and systems, monitor key actions and deadlines, and provide a first point of contact for routine enquiries. The postholder will work flexibly across Estates Services, referring specialist or complex matters to the appropriate colleagues.

Responsibilities

- Act as a first point of contact for routine people-related enquiries, providing information on established processes and referring specialist or complex matters as appropriate.
- Coordinate the administration of recruitment and appointment processes, liaising with recruiting managers and relevant University teams and ensuring required documentation and actions are completed accurately and promptly.
- Support the administration of the employee lifecycle, including onboarding, induction, changes during employment and leaving processes.
- Maintain accurate and confidential staff records and systems, including recording and monitoring absence, leave, probation and other key people information, and processing routine staff changes with relevant University teams.
- Follow and apply relevant University policies, processes and procedures, ensuring activities are completed accurately, consistently and within required timescales, with appropriate regard to confidentiality, data protection and information security requirements.
- Collate information, monitor key dates and actions, produce routine reports and support improvements to administrative systems and processes.

Selection criteria

Essential selection criteria

- Experience of managing administrative processes and reception or customer facing work
- Ability to interpret, apply and communicate regulations and procedures
- The ability to work independently, with minimum supervision, and a willingness to resolve situations, as well as knowing when to refer issues to others
- The ability to organise own workload and to work to deadlines, evidenced by formal qualifications at (for example BTEC ND, NVQ Level 3 or equivalent) and/or significant work experience at a similar level
- Ability to use standard computer programs (Outlook, Word, Excel) and have experience of using a database
- Previous experience of working as part of a team in an office environment

Desirable selection criteria

- Experience of working within an HE institution or within a service industry environment.
- Some experience of HR administration

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. These include:

- **right to work and identity checks -** you will be asked to provide proof of your right-to-work in the UK and proof of your identity;
- **references, -** if we have not already done so, we will contact the referees you have nominated;
- **previous University employment -** if you have previously worked for the University, we will verify key employment information with the relevant department or unit, including your dates of employment and reason for leaving and;
- **health declaration -** you will 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.

For more information about the University's pre-employment screening, please read the candidate guidance https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/pre-employment-screening

About the University of Oxford

We are the University of Oxford, the world's oldest and top-ranked university, sitting in the heart of one of the UK's most dynamic and diverse cities. 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.

Our people are central to our success, and we are committed to fostering an inclusive environment where everyone can thrive. We recognise that diversity is a strength and is vital for innovation and creativity. We aspire to build a truly diverse community which values and respects every individual's unique contribution.

Join us and you will become part of a unique, democratic and international community, with a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. Further information regarding the staff benefits can be found on the final page.

For more information, please visit https://www.ox.ac.uk/about.

Estates Services Department

Estates Services is responsible for the management and strategic direction of Oxford University's functional and commercial estate within Oxfordshire. This comprises some 450 buildings and the infrastructure associated with them. Estates Services has a broad and diverse remit covering:

- Development of the University's Estate Strategy
- Management of the University's functional estate (which includes laboratory and teaching facilities, offices, museums, and libraries) and housing for our students and staff;
- Facilities Management for a growing number of University buildings
- Management of the University Parks and Wytham Woods
- Management of the University's commercial, agricultural and residential land and property assets
- The development of all capital building projects, running at around £60m - £90m per annum
- Repairs and maintenance of buildings and infrastructure (except IT and Telecoms)
- Programmes of refurbishment, replacement and minor works
- Reactive maintenance via the Helpdesk
- Environmental sustainability
- Space management and maintenance of space and property records
- Maintenance of a safe and secure physical environment for staff, students and visitors by Personal safety | Oxford University.

For more information please visit: Building our future | Oxford University

The Department of Estates Services holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

UAS Division

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: Professional services and University administration | Oxford University

How to apply

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

Your application will be assessed solely on the basis of your ability to meet the selection criteria stated in the job description.

As part of your application, you will be asked to provide:

- your CV;
- a supporting statement explaining how you meet each of the selection criteria, 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); and
- details of two referees, including whether we may contact them at this stage.

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

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

Additional information for applicants

If you currently work at the University

If you are a current University employee, please note that:

- as part of the referencing process, we will contact an appropriately senior member of your current department to confirm basic employment details, including your 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 posts(s) before starting work in the new post.

Internal Mobility Principles

- Before applying for Professional Services posts, internal candidates are advised to read the Internal Mobility Principles.
- The principles support the movement of colleagues across Professional Services and provide clarity on the expectations of both managers and individuals.

- In line with Principle 2, current members of staff are encouraged to apply for this post.

If you currently work at the University and are a priority candidate:

- Please 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

For application FAQs and technical support, visit: https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/support-with-online-applications

You can return to your online application at any time via: https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply

You will receive an automated email confirming receipt of your application. If you do not receive this, please check your spam or junk folder.

Important information for candidates

Data privacy

Personal data submitted 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: https://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/policy-hub/job-applicant-privacy-policy.

The University's Policy on Data Protection is available at: https://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/policy-hub/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 on these grades, any employment beyond the retirement age is subject to approval.

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

Equal 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 under-represented within higher education. No applicant or members 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.

Appointment and progression are based on personal merit and the application of criteria relevant to the duties and requirements 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.

Working at Oxford - Benefits

Join an international community where you can do meaningful work, develop your career and be supported to do your best.

38 days	24/7	6 nurseries
paid holiday	confidential wellbeing support	plus 380+ full-time places

Work-life balance

We recognise the importance of balancing work with your personal life and offer a variety of flexible working options.

Staff benefits at the University of Oxford | Oxford University

Your wellbeing

Free, confidential Employee Assistance Programme available 24 hours a day, 365 days a year, alongside wider health and wellbeing support. We are also committed to supporting colleagues with disabilities or long-term health conditions.

Health and wellbeing

Family-friendly benefits

Extensive family leave and childcare support, including six University nurseries, more than 450 full-time nursery places and salary-sacrifice childcare.

Family benefits and childcare

Belonging and community

Be part of a welcoming and inclusive community, with staff networks, recognised trade unions, opportunities to connect across the University, and the Newcomers' Club for partners of new staff.

Trade unions and employee representation | Oxford University

Pension and financial benefits

If eligible, you will be automatically enrolled into an appropriate pension scheme. Other financial benefits include access to a relocation scheme for eligible new staff, and a Give As You Earn charitable giving scheme.

Staff benefits at the University of Oxford | Oxford University

Travel and commuting

The University offers a range of travel discounts and schemes for University staff.

Transport | Oxford University

Life in Oxford

Free University Club membership, discounted access to the University Sports Centre, and practical support for relocating and settling into Oxford, including a visa loan scheme to help cover UK visa application costs for staff and their dependants.

Life in Oxford

Grow your career

The University offers many opportunities for training and career development. Find out more and access personal and professional development opportunities.

Learning & Organisational Development

For researchers on fixed-term contracts, the Researcher Hub supports career development, connections and next steps.

Researcher Hub

Discover more

Find out more about working at Oxford, our benefits and life in the city: Staff benefits at the University of Oxford | Oxford University