Job title	Recruitment Co-ordinator
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	NDM HR Centres of Excellence, located within the Centre for Human Genetics, Roosevelt Drive, Headington, Oxford, OX3 7BN
Grade and salary	Grade 4: Salary in range £28,791 - £32,716 per annum. This is inclusive of a pensionable Oxford University Weighting of £1,750 per year.
Hours	Full time
Contract type	Permanent
Reporting to	Recruitment Partner
Vacancy reference	189736

Hybrid working arrangements	**The successful person will need to work on site for a minimum of 4 days per week**
About us	• University of Oxford - www.ox.ac.uk/about/organisation • Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk
What we offer	https://hr.admin.ox.ac.uk/staff-benefits • An excellent contributory pension scheme • 38 days annual leave • A pensionable Oxford University Weighting allowance of £1,730 per annum (pro rata) • A comprehensive range of childcare services • Family leave schemes • Cycle loan scheme • Discounted bus travel and Season Ticket travel loans • Membership to a variety of social and sports clubs • A welcoming and diverse community

The role

The NDM HR Centres of Excellence provides comprehensive HR support to the Old Road Campus Units, Centres, Institutes, and Major International Programmes (Africa and Asia Programmes – MIPs). By consolidating professional HR staff into specialised centres, we ensure close collaboration with managers to advance our strategic goal of attracting, recruiting, and retaining top talent. Our key objectives include delivering an exceptional candidate experience, coaching hiring managers in modern recruitment practices, and enhancing service efficiency through streamlined, standardised processes.

Our HR Team consists of 6 specialist areas: HR Operations, Employee Relations, Recruitment and Onboarding, Analytics and Reporting, Learning and Development, and Equality, Diversity, and Inclusion (EDI).

Reporting to the Recruitment Partner, this role provides essential support to Advisors, Partner and Manager in their daily responsibilities. This includes supporting with advertising, co-ordinating shortlisting and interviews, as well as general administration support including reporting on various parts of the recruitment process. This is a unique opportunity to develop your recruitment and HR skills within a well-supported environment.

Responsibilities

You will:

- Act as a first point of contact for recruitment queries by telephone, email and face to face, answering straightforward questions or redirecting queries as appropriate.
- Manage the recruitment administration processes including creating and editing job adverts and job descriptions to ensure they adhere to University best practice and guidance, advertising vacancies, responding to applicants, preparing short listing packs, and inviting candidates to interview all in a timely and effective manner.
- Conduct new starter checks, completing the mandatory pre-employment checks, including right to work, security screening and occupational health checks.
- Co-ordinate and apply for work permits for new starters, working closely with the Universiy's Staff Immigration Team, reporting the arrivals of new starters to the Staff Immigration Team.
- Support with the set up of University cards and IT, including new staff cards and card extensions, and support with building access.
- Produce associated letters/paperwork to a high standard, including offer letters and contracts.
- Support montly payroll processing, adhering to the University's deadlines.
- Accurately maintain all confidential personnel files in accordance with GDPR and Information Security policies.
- Attend appropriate training on HR systems and procedures.
- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.
- Undertake mandatory training as required by the University, Division and Department. The specific list of training courses may change from time-to-time, in response to both legal and internal University requirements.

Selection criteria

Essential

- CIPD level 3 (Certificate or Diploma) and Associate CIPD membership (or be studying towards this, and have CIPD Student membership).

- Some previous HR experience.
- Ability to demonstrate accuracy with figures together with attention to detail.
- Ability and willingness to work effectively using own initiative with minimum supervision, as well as to work effectively in a team supporting others.
- Evidence of effective problem solving skills.
- Ability to deal with confidential information and sensitive situations in a tactful and professional manner.
- Previous experience of working effectively under pressure within a very busy customer-focused environment, with a demonstrable ability to be highly organised, prioritise accordingly and produce accurate outputs.
- Excellent communication and interpersonal skills.
- Strong IT skills, with experience using Microsoft Office including Outlook, Word and Excel.
- Willingness to commit to continuous professional development and training.

Desirable

- Basic understanding of data protection and information security processes.
- Experience of working with an electronic HR System.
- Basic understanding of immigration regulations, employment law, and recruitment/HR best practice.

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. 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: https://www.jobs.ox.ac.uk/pre-employment-checks

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

If you would like to apply, **click on the Apply Now button** on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

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

Please upload all documents **as PDF files** with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

- http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/

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

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: https://staff.web.ox.ac.uk/recruitment-support-faqs. Non-technical questions about this job should be addressed to the recruiting department directly recruitment@ndm.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

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: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: 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**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-ejra.

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 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.

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.