Magdalen College, founded by William Waynflete in 1458, is one of the largest of the thirty-nine Colleges of the University of Oxford and one of the most beautiful, with a 120 acre site of ancient and modern buildings including the landmark Great Tower beside Magdalen Bridge. The College has over 600 student members, both graduate and undergraduate. There are 75 Fellows who form the Governing Body, and approximately 160 non-academic College staff.

Information about the College is available on our website at www.magd.ox.ac.uk

The Human Resources Department reports to the Bursar but is managed by the Human Resources Manager with the support of the HR Assistant and Payroll Manager. The newly created post of Academic HR and Immigration Assistant will report to the HR Manager and will deal with all aspects of Academic recruitment, right to work (including Visa administration) and other employment matters.

The duties of the Academic HR and Immigration Assistant are listed below should not be regarded as exhaustive. The postholder will be expected to work flexibly and closely with the HR Manager, and to perform other duties relevant and appropriate to this post, as instructed by the HR Manager.

Duties of the Academic HR and Immigration Assistant will include:

**Academic HR Administration**
- Place advertisements for academic vacancies on the College and University websites and in other appropriate publications.
- Record recruitment monitoring information from academic vacancies and provide reports when required.
- Send for medical clearance for academic appointments.
- Prepare all letters of appointment for Fellows and Lecturers on instruction from the Tutorial Office. Keep The Payroll Manager informed for payroll purposes.
Liaise with payroll about P45 and pension paperwork for Academic staff.

Maintain personnel database and personnel files for Academic staff.

Inform the President’s PA of new starters’ dates of birth so that the President’s birthday card list can be kept up to date.

Inform the Computer Office of any new academic starters who will be using a computer.

Inform the University Card Office of all staff leavers.

Activate new starters’ University cards for swipe access on the College’s card security system and ensure that replacement cards are requested for all academic staff before their current cards expire. Ensure that new University card details are passed to the Business Systems Manager so that cards can be activated for the UPay meal system.

Update HR and Payroll system with changes of address and other changes of employment details.

Prepare letters of reference for academic staff confirming that they are employed by the College.

Take notes as required at investigations, disciplinary meetings, grievance meetings and appeals.

**Staff Immigration Administration**

Check eligibility to work in the UK and carry out any further checks required to ensure that permits are still valid for staff.

Manage the process for application and renewal of work visas and Certificates of Sponsorship, liaising with the University Staff Immigration Team SIT as required.

Attend training courses for immigration purposes and keep up to date with the latest regulations for visas and right to work.

Provide information to (SIT) for certificates of sponsorship for Skilled Worker and Tier 5 visas. Ensuring that the data supplied, including the resident labour market test documentation, complies with Home Office rules.

Respond to Academic Office/HR Manager about applications for certificates of sponsorship for example over restricted and in country applications. Act as main contact in College with the University Staff Immigration Team.

Provide advice in response to queries from members of College about sponsoring individuals under the points based system, the various visitor routes for research and academic visitors right to work for all staff. This includes interpreting Home Office rules within the University context and
responding to queries about changes to the Home Office rules, which are updated/changed several times each year.

Plan ahead to anticipate issues in the longer term, for example planning for any future visa extension requirements at the time of first application.

Make judgements about when to refer immigration questions to a more senior level. Present the facts of individual cases clearly and succinctly to others in College and SIT contribute to finding solutions to complex situations.

Provide a ‘full service’ immigration advice and visa support to staff, prospective employees and their families. This includes advising on sponsored and non-sponsored visa routes (including Global Talent and ILR), EEA immigration and international visitors.

Provide right to work advice in order to ensure right to work compliance.

**Person Specification**

Candidates will be assessed on the basis of the following selection criteria. Candidates should address these in their applications.

**Essential skills and abilities**

1. Excellent organising skills. The ability to organise and prioritise a complex diary and
2. Experience of working within immigration service or working for HR at a HEI;
3. Experience of interpreting Immigration Rules;
4. Ability to solve problems and provide solutions in a timely manner;
5. Strong analytical skills, attention to detail, and ability to work to a high level of accuracy;
6. Excellent communication skills and a high standard of literacy, with an ability to communicate appropriately and effectively with a range of stakeholders both within and external to the College;
7. Excellent organisation skills with a flexible and positive attitude, able to prioritise a varied and busy workload and to work to deadlines;
8. Self-motivated, proactive and able to organise and prioritise own work without regular supervision or detailed instructions;
9. Computer literate, including familiarity with MS Office Suite;
10. Experience of providing a high level of customer service.

**Desirable experience**

1. Educated to degree level or equivalent;
2. Experience of working within a higher education environment;
3. Immigration Law experience;
4. Knowledge of the right to work process;
5. Experience of the Points-Based System and the Immigration Rules within a university setting;

Applications are particularly welcome from women and from Black, Asian, and Minority Ethnic candidates, who are under-represented in senior posts in Oxford.

Salary
The salary range will be on grade 5 of the University Pay Scale £15,636 to 20,371 (£25,941 to £33,797 FTE).

Hours of Work
The hours of work will be part time 22 hours per week (36.5 FTE)

Location of Work
This role is based at Magdalen College, Oxford, OX1 4AU.

Holiday
The holiday entitlement is 38 days per annum including bank holidays. Some bank holidays are regarded as normal working days and may need to be taken at a later date. Some set days’ holiday must be taken when the College is closed.

Other Benefits
- Membership of contributory pension scheme
- Free lunch will be provided (when Magdalen College kitchens are open)
- Use of sports facilities
- Optional contributory Healthcare Scheme
- Bus pass purchase scheme
- Cycle to work scheme
- Car parking may be available

The College provides for maternity leave on a basis that exceeds the statutory provisions. This is a day one entitlement and there is no qualifying period, women are eligible for 26 weeks’ maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave. Arrangements are available for Adoption Leave, Shared Parental Leave, and Paternity Leave. Magdalen College has a priority claim on places in the University nurseries.

Applications
Please complete the College application form and send it, together with the recruitment monitoring form, to either human.resources@magd.ox.ac.uk or Human Resources, Magdalen College, Oxford, OX1 4AU. If you do not wish the College to contact your referees at this stage please make this clear in your application. The closing date for receipt of applications is 12 noon
on Friday 16 July 2021. Should you have any questions about the application procedure please call 01865 276033. Late or incomplete applications will not be accepted.

Data Protection
All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 2018 and the College’s Data Protection Policy, which can be found at https://www.magd.ox.ac.uk/other-policies/data-protection/.