



## MAGDALEN COLLEGE, OXFORD

### FURTHER PARTICULARS HUMAN RESOURCES INFORMATION SYSTEM (HRIS) ASISTANT

(REFERENCE NUMBER: HR23001)

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](http://www.magd.ox.ac.uk)

The Human Resources Team consists of the HR Manager and two HR Assistants, one full time and one part-time. The responsibilities for Staff and Academic HR are split between the two Assistants with overall responsibility sitting with the HR Manager. The newly created role of HRIS Assistant will support the existing three team members but report directly to the HR Manager.

#### **Duties and Responsibilities**

**The role of the HRIS Assistant is: (1) ensure accurate records are maintained on the Cintra HR database and that any changes relating to payroll are processed in a timely way for execution of the payroll by the Finance team twice monthly; (2) provide administrative support to the Human Resources Team.**

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

Duties of the HRIS Assistant will include:

#### **Job Specification**

- Update Cintra all contractual changes to staff Terms and Conditions including but not limited to; New Joiners including Tax and Student Loan Information; Leavers; Salary Increases; Change of Hours/Pay; Sickness; Holiday; Salary Sacrifice Arrangements and Pensions.
- Pensions – ensure accurate processing of new staff membership of Universities Superannuation Scheme (USS), Oxford Staff Pensions Scheme (OSPS), National Employee Savings Trust (NEST) and AVCs and be responsible for initiating retirement process for staff retirements. Responsibility for Re-enrolment.
- Assisting all employees with the self-service system, creating new users.

- Absence – enter holidays, SSP, maternity and paternity pay via Cintra absence system. Reconcile staff holiday records annually.
- Provide a payroll advice service to staff as requested, issue letters supporting financial information for mortgage, self-assessments etc.
- Process starter details OCT using starter forms from Tutorial Office.
- National Statistic monthly submissions.
- Running reports and helping HR with data collating.
- Provide training on Cintra HR and Self Service.
- Being the first point of contact for staff and line management queries relating to pay.
- Maintain Cintra HR Database ensuring it is up to date, fit for purpose and contains accurate records for personal data, sickness and holidays.
- Responsibility for pensions Auto-enrolment and Re-enrolment.
- Respond to requests from outside the College (mortgage applications, reference requests for rental properties).
- Producing reports from Cintra for pay analysis, absence management etc.
- Completing project work independently or in conjunction with the Human Resources Manager.
- Assisting the rest of the Human Resources Team with ad-hoc projects, HR administration including preparing letters, activating University cards, Right to Work checks and provide cover during absences.

#### **Essential**

1. HRIS administration experience.
2. Experience in using Cintra.
3. Understanding of current payroll legislation including taxable benefits, SSP, SMP, parental pay, salary sacrifice, pensions including auto-enrolment.
4. High level of accuracy and attention to detail.
5. Commitment to meeting monthly deadlines.

#### **Desirable**

1. HR or Payroll Administration experience.
2. Previous experience of working in either an Oxford College or in the higher education sector.

#### **Hours of Work**

The hours of work will be part time 20 hours per week. The working pattern is negotiable and could be worked over 3 days per week or spread over 5 days to suit school hours.

#### **Salary**

The salary range will be on grade 5 of the University Pay Scale £14,866 to £19,360 (£27,131 to £35,333 Full Time Equivalent).

#### **Location of Work**

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

## **Holiday**

The full time holiday entitlement is 38 days per annum including bank holidays. Some set days' holiday must be taken when the College is closed.

## **Other Benefits**

- Membership of contributory pension scheme (Oxford Staff 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.

**The College particularly welcomes applications from Black, Asian, and Minority Ethnic Candidates.**

## **Applications**

Please complete the College application form and send it, together with the recruitment monitoring form, (both of which can be found on our website at <http://www.magd.ox.ac.uk/job-vacancies/>) to Human Resources Assistant, Magdalen College, Oxford, OX1 4AU or [human.resources@magd.ox.ac.uk](mailto:human.resources@magd.ox.ac.uk). If you do not wish the College to contact your referees at this stage please make this clear in your application. The post will remain open until a suitable candidate is found.

## **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/>.