



MAGDALEN COLLEGE, OXFORD

HR ASSISTANT (ACADEMICS)

Job share Part-time – 22 Hours per week

Maternity Cover 8-month contract

(Reference: HR25001)

Magdalen College is seeking to appoint a maternity cover for the role of HR Assistant (Academics) which is a job share position. This contract will be for 8 months ideally from June 2025 to February 2026. The successful candidate will be working three days per week Monday, Friday and either Wednesday or Thursday. The Human Resources Department reports to the Bursar but is managed by the Head of Human Resources with the support of the HR Officer, 2 HR Assistants (job share) and an HRIS Assistant (part time). The HR Assistant (Academics) will deal with all aspects of Academic recruitment, right to work (including Visa administration) and other employment matters. They will also support the HR Manager and HR Officer in administration of Generalist HR and Employee Relations and the HRIS Assistant in Payroll related matters.

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

Duties of the HR Assistant (Academics) 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.

Prepare all letters of appointment for Fellows and Lecturers on instruction from the Tutorial Office and Governing Body. Keep the HRIS Assistant informed for payroll purposes.

Liaise with payroll about P45 and pension paperwork for Academic staff.

Maintain personnel database (Cintra) and personnel files for Academic staff.

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

Apply for and renew University cards for Fellows, Lecturers and Honorary Members of the College; liaising with other University Colleges and Departments to ensure correct affiliations are recorded.

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 and Battels Clerk so that cards can be activated for the UPay meal system and Battel's payments and deductions.

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.

Work closely with the Tutorial Office, the Fellows' Administrator and the President's PA to ensure administration is completed for new starters.

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. Draft invite letters in support of international Visiting Fellows.

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.

With the support of the University Staff Immigration Team, provide 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.

Duties to Support Generalist HR, Employee Relations and Payroll

Manage the recruitment process for Student workers including the College's visitor's scheme, punt reps and student volunteers.

Assisting the HR Officer in staff recruitment process including advertising, scheduling interviews, drafting offer letters and starter packs and induction.

Assist with proving references as and when required.

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

Provide HRIS assistant with relevant information relating to Academic and Staff changes for payroll each month. Ensure all documentation is filed in personnel files each month. Assist HRIS Assistant with updating Cintra HR software during busy periods.

When required support/cover for Colleagues at busy periods and/or in times of absence/annual leave dealing with general HR queries and monitoring the HR inbox.

Person Specification

Essential skills and abilities

1. Excellent organising skills. The ability to organise and prioritise.
2. Ability to solve problems and provide solutions in a timely manner;
3. Strong analytical skills, attention to detail, and ability to work to a high level of accuracy;
4. 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;

5. Excellent organisation skills with a flexible and positive attitude, able to prioritise a varied and busy workload and to work to deadlines;
6. Self-motivated, proactive and able to organise and prioritise own work without regular supervision or detailed instructions;
7. Computer literate, including familiarity with MS Office Suite;
8. Experience of providing a high level of customer service.

Desirable experience

1. Experience of interpreting Immigration Rules;
2. Experience of working within immigration service or working for HR at a HEI;
3. Experience of working within a higher education environment;
4. Immigration Law experience;
5. Knowledge of the right to work process;
6. Experience of the Points-Based System and the Immigration Rules within a university setting;

Terms of Employment

The successful applicant will work 22 hours per week (Monday and Friday essential plus one other day) the normal working hours being 8.30 am to 5.00 pm, 4.30 pm finish on one of the days, with unpaid breaks totaling one hour per day. A flexible approach to working hours is needed to allow for the requirements of the job.

Salary

The salary for this post will be on the scale £17,575 – £22,439 per annum (FTE £29,959 – £38,249, equivalent to Grade 5 of the Magdalen College Pay Scale), depending on skills and experience, plus £900 per annum (FTE £1,500, equivalent to Oxford University Weighting).

Benefits:

- Free lunch while on duty when the kitchen is open
- Membership of contributory pension scheme
- Car parking (subject to availability)
- Use of sports facilities
- Optional contributory Healthcare scheme
- Bus pass purchase scheme
- Holiday entitlement of 30 working days, plus bank holidays pro rata some set days of holiday must be taken when the College is closed)

The College provides for maternity leave on a basis that exceeds the statutory provisions. There is a day one entitlement and 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.

Application Procedure and Deadline

A detailed letter of application and a completed application form (which can be found on the College website at: www.magd.ox.ac.uk/job-vacancies) should be emailed to human.resources@magd.ox.ac.uk **by 12.00 noon on Friday 28 March 2025**. Candidates are expected to use their letters of application to state clearly why they are interested in the post and how their qualifications and experience suit them for it. **Late or incomplete applications will not be accepted.** Following the offer of the position, appointment will be subject to (a) satisfactory references, (b) satisfactory completion of a medical questionnaire, and (c) provision of proof of the right to work in the UK.

Magdalen College is an Equal Opportunities Employer. Further information can be obtained from the College website at www.magd.ox.ac.uk/equality/.

Recruitment Monitoring

A Magdalen College Recruitment Monitoring Form will be found at the following page on the Magdalen College website:

www.magd.ox.ac.uk/job-vacancies/.

Applicants are requested to complete the form and return it by email to Human Resources at Magdalen College (human.resources@magd.ox.ac.uk). Please note that the form is anonymous and is used only to monitor and ensure equality of opportunity for all candidates: it is not part of the selection process and will not be seen by any member of the selection committee.

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 www.magd.ox.ac.uk/other-policies/data-protection/.