

Oxford Centre for Islamic Studies

An institution for the advanced study of Islam and the Muslim world



HR Manager

Salary range: £32,332 - £41,732 per annum plus benefits

Hours of work: 22.5 hours – 37.5 hours per week

Location: Marston Road, Oxford, OX3 0EE

We are looking for an experienced HR professional to manage the full range of employment matters at the Centre.

You will be experienced in managing HR life-cycle processes and have excellent organisational skills including managing a varied workload, prioritising competing demands with the ability to pro-actively think ahead of issues.

You must be confident working with numbers and have excellent written and verbal communications skills.

Further particulars of the post, which all candidates are advised to consult, may be obtained from the Centre's website at www.oxcis.ac.uk. The closing date for applications is **Monday 18 March**.

Please send applications by email to recruitment@oxcis.ac.uk. You should include a CV, a supporting letter evidencing how you meet the person specification and details of two referees.

Job Description

Human Resources Manager

We are looking for an experienced HR professional to manage the full range of employment matters at the Centre.

Responsible to:	The Registrar
Responsible for:	Own work
Hours of work:	22.5 hours – 37.5 hours per week, depending on the candidate
Salary:	£32,332 - £41,732 per annum pro-rata plus benefits, depending on candidate skills and experience
Benefits:	27 days leave per annum plus public holidays Generous pension scheme Lunches provided during term time (when available)

Main duties

Providing advice and guidance to managers and staff on all aspects of employment including recruitment, absence, performance management, maternity and paternity leave, and disciplinary and grievance etc.

Working with managers to design effective job advertisements and job descriptions.

Managing recruitment processes including placing adverts, arranging interviews, drawing up employment documentation and managing on-boarding processes.

Maintaining the Centre's HR policies and introducing new policies when required.

Preparing the monthly payroll in liaison with the Finance Office.

Co-ordinating the annual pay review.

Running the Centre's leave and absence HR information system.

Ensuring all visa applications and renewals are conducted in accordance with Home Office regulations and making sure all the relevant documentation is up to date and compliant.

Acting as Secretary to academic and non-academic personnel committee.

Maintaining electronic and hard copy personnel files.

Supporting the Centre's procedures for staff appraisal, assessment and staff development.

Keeping abreast of changes in employment and associated legislation.

Person Specification

Essential

Experience of managing HR processes, including recruitment, absence, performance management, maternity and paternity leave, and disciplinary and grievance etc.

Excellent organisational skills including managing a varied workload, prioritising competing demands with the ability to pro-actively think ahead of issues.

A proven ability to develop professional and effective working relationships with key stakeholders.

Experience of providing a high level of customer service.

Excellent written and verbal communication skills.

Attention to detail and the ability to produce accurate, detailed work within deadlines.

Ability to deal accurately and confidently with numbers.

Discretion and the ability to maintain high levels of confidentiality.

Sound knowledge of employment and associated legislation.

Desirable

Sound knowledge and experience of the application of UK employment law and Home Office regulations for visas.

CIPD membership and qualifications.

Background to the Oxford Centre for Islamic Studies

The Oxford Centre for Islamic Studies is incorporated by Royal Charter and is registered as a charity (number 293072). The Patron of the Centre is HM King Charles III. The Centre was founded in 1985 and is committed to the advancement of academic excellence in teaching, research and publication. The Fellowship is drawn from a variety of academic disciplines including: anthropology, Asian and Middle Eastern studies development studies, history and theology and religion.

The research profile is similarly diverse, ranging from regional study of the intellectual roots of Muslim civilisation and contemporary social movements in the Islamic world to investigations into the theory and practice of Islamic financial management.

The Centre has a thriving publications programme, which includes the *Journal of Islamic Studies*. Published three times a year, by Oxford University Press, the Journal aims to encourage interaction among academics from diverse traditions of learning to enable the dissemination of their research and reflections. It is peer-reviewed. The Centre facilitates, and actively encourages, the publication of monographs and other works by Centre Fellows.

The Centre's library provides valuable and unique resources. It now houses approximately 50,000 volumes and 360 manuscripts. The library collection is fully searchable on SOLO, the Oxford University's online library catalogue.

Potential applicants can find out more about the Oxford Centre for Islamic Studies at www.oxcis.ac.uk.

The Centre Building

The Centre occupies purpose-built premises on a 3.25 acre site on the Marston Road, Oxford. The complex of buildings combines the academic, social, and residential functions of the Centre, and is a physical symbol of partnership, toleration, and friendship between the Islamic and Western worlds of learning. The buildings blend large elements and design details common to both Oxford colleges and Islamic architecture. They provide the Centre with accommodation for up to 54 students, Fellows and Visiting Fellows, a dining hall, a mosque, an auditorium, landscaped gardens, cloisters and quadrangles, as well as teaching and seminar rooms.

Right to work in the United Kingdom

As required by The Immigration, Asylum and Nationality Act 2006 applicants will be asked to provide proof of their right to work in the UK before employment can commence. Please note that original documents will be required. Where such documents are not in English, a certified translation is necessary. Please do not include these documents with your application. A request for the relevant information will be made at a later stage.

Equality and diversity

The Centre is committed to the principle and practice of equality of opportunity. The Centre seeks to ensure that all candidates are treated fairly, and that selection is based on individual merit and selection criteria relevant to the post.