

# Oxford Centre for Islamic Studies



*A Recognized Independent  
Centre of the University of Oxford*

## Oxford Centre for Islamic Studies

### Human Resources Officer

Applications are invited for this part time position of Human Resources Officer. The salary will be according to qualifications and experience on the scale £28,000 - £31,000 per annum, pro rata.

This is an exciting opportunity to join an expanding and dynamic educational institution. The successful candidate will need to demonstrate excellent organizational skills including balancing a varied workload, collaborating successfully with others and prioritizing competing demands with the ability to think ahead of issues. The Centre offers excellent remuneration and the chance to work in a rewarding, international environment.

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](http://www.oxcis.ac.uk). The closing date for applications is **25 September 2020**.

# Oxford Centre for Islamic Studies

## Job Description

### Human Resources Officer

<b>Responsible to:</b>	The Registrar
<b>Responsible for:</b>	Own work
<b>Hours of work:</b>	3 days per week. Working hours 9.00am to 5.30pm. Some flexibility will be required at busy periods,
<b>Salary:</b>	In the range of £28,000 - £31,000 per annum pro rata
<b>Benefits:</b>	27 days leave per annum, pro rata excluding public holidays; Contributory pension scheme; lunches provided during term time (when possible); six month probationary period

#### **Main duties:**

We are looking for a Human Resources Officer to deal with the full range of recruitment and employment issues at the Centre. You will be a tactful and adaptable person with a proactive attitude. Flexibility, ability to react positively to any issue, and attention to detail at all times are essential.

Human Resource qualifications are essential or a proven record of performance in a similar role. The successful candidate will have a level 3 (Foundation) personnel qualification and either have achieved a level of CIPD (Chartered Institute of Personal Development) membership or be working towards it.

You must be discreet and maintain high standards of confidentiality. Your responsibilities would be diverse and challenging.

Excellent IT skills are essential and a knowledge of HR software and Payroll issues would be an advantage. You will be confident using your own initiative and happy taking responsibility for your own tasks.

## **Job Description**

#### **Main Responsibilities:**

- Maintaining files on over 55 staff, including Fellows, Administrative staff and other categories, and ensuring these are up to date.
- Managing recruitment, from advertising positions, to interviewing and arranging final appointments. Drawing up staff contracts and other associated administrative paperwork, including GDPR requirements.

- Operating HR information systems and producing management information requests.
- Coordinate the Centre's procedures for staff appraisal and assessment and maintain records.
- To coordinate non-academic training and personal development in consultation with departmental heads.
- Liaising with the Finance Office in preparing the Centre's monthly payroll, including extra hours and overtime payments.
- Dealing with UKVisas over sponsorship of visas for overseas staff.
- Dealing with Disciplinary and Grievance cases in line with Centre policy.
- Maintaining leave and absence records for over 55 staff and producing reports to management.
- Secretary to the HR committee.
- Maintaining a Human Resources manual.
- Keeping abreast of changes in employment and associated laws.
- Maintaining the Centre's HR policies and introducing new policies when required.

## **Background to the Oxford Centre for Islamic Studies**

### **About the Centre**

The Oxford Centre for Islamic Studies is incorporated by Royal Charter. It is a Recognised Independent Centre of the University of Oxford and is registered as a charity (number 293072). The Patron of the Centre is HRH the Prince of Wales. The Centre was founded in 1985 with the aim of encouraging a better understanding of Islam and contemporary Muslim societies through learning and scholarship. To this end, the Centre supports students and post-doctoral researchers, hosts lectures and seminars, and maintains a well-equipped library. The Centre's website, which provides full details of the Centre's work, is at [www.oxcis.ac.uk](http://www.oxcis.ac.uk).

### **The Centre Building**

The Centre occupies purpose-built premises in Marston Road, Oxford. This building combines on a single site 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 Centre's premises, which combine traditional Oxford and Islamic architectural styles, occupy a 3.25 acre site in the Marston Road. The premises provide the Centre with accommodation for up to 54 students and Visiting Fellows, a dining hall, a mosque, an auditorium, beautifully landscaped gardens and quadrangles, and teaching and seminar rooms.

### **Working at the Centre**

This is an exciting time for the Oxford Centre for Islamic Studies, and a great time to join our team. We are expanding and this is an excellent opportunity to contribute to a significant new development in Oxford academic life.

### **Right to Work in the United Kingdom**

The Immigration, Asylum and nationality Act 2006 makes it a criminal offence for employers to engage someone who is not entitled to work in the UK. Applicants will therefore 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.