St Hilda’s College, Oxford
New Post of HR Manager (p/t)

St Hilda’s College seeks to fill a new post of HR Manager. The appointment is intended to upgrade significantly the professional management of human resources within the College, and will provide the appointee with considerable scope for personal fulfilment.

The post is being filled initially on a part-time basis equivalent to 0.6 of a full time post (21 hours per week) and offers considerable flexibility in working patterns.

The post carries a salary in the range of salary grade 7 or 8, £32,236 pa - £48,677 pa (pro-rata), depending upon experience and qualifications. Other benefits include membership of a contributory pension scheme, 38 days (pro-rata) annual leave (incl. public holidays), and free meals whilst on duty.

A full description of the post is available on the College website at www.st-hildas.ox.ac.uk, under Vacancies, together with further particulars of the College.

St Hilda’s College

Founded in 1893, St Hilda’s is one of the constituent Colleges of Oxford University. It is a thriving intellectual community, and enjoys one of the most beautiful sites in Oxford, being set in spacious gardens on the banks of the Cherwell, close to Magdalen Bridge.

The College, which enjoys registered charitable status, is an independent and self-governing body with a senior academic staff of 35 Fellows, who are supported by College Lecturers, and 70 professional and support staff. The College is committed to the tutorial system of undergraduate teaching with subject tutors covering a wide range of disciplines, and to working together as a vibrant academic community of tutors, graduates and undergraduates. The College currently has approximately 600 students of whom 400 are reading for undergraduate degrees, and 200 are graduate students.

The College values and fosters:
- The highest standards of academic excellence and innovation;
- The world-leading research of its Fellows and academic staff, expanding the boundaries of knowledge and human potential;
- The intellectual achievement of each of its students, undergraduate and postgraduate, and their potential to become pioneering, independent thinkers and leaders in their fields;
- The original founding principles of equal opportunity and social inclusivity;
- A diversity of background in its membership, and the willingness to learn from each other through dialogue and exchange of views;
- Respect and support for Oxford’s rich traditions and engagement with the contemporary
world beyond the University.

Over the last 10 years St Hilda’s College has undergone expansion in both scale and scope of its activities, increasing the range of undergraduate subjects admitted while quadrupling the graduate body. In parallel, internal College-based research has increased exponentially, benefitting from the natural interdisciplinarity of the fellowship. Part of this expansion process includes an extensive building program, which is now underway and will run for several years.

The College is an Equal Opportunities employer.

How to apply

To apply for the post, please complete the application form available on the College website, and submit this together with a covering letter setting out how you believe your experience and qualifications match the requirements of the position and an up to date CV. You must be able to provide the names and contact details of two referees, including your current employer (if employed). Note that references will only be sought with, your prior agreement, at a later stage in the selection process.

Please submit your completed application by post (The Bursar, St Hilda’s College, Cowley Place, Oxford OX4 1DY) or by email (bursar@st-hildas.ox.ac.uk) to reach us no later than the close of business on Friday, 11 January 2019. Interviews for selected candidates will take place in the week commencing 21 January.

In the meantime, if you have any queries concerning the role, or need any further information, the Senior Tutor (Dr Sarah Norman) will be contactable after 2 January 2019 to answer them. Her telephone number is 01865 276811.