



From: Head of Administration and Finance

Job description

Job title	Research Degrees Officer
Faculty / Department	Faculty of History
Division	Humanities
Location	Faculty of History, The Stephen A Schwarzman Centre for the Humanities in the Radcliffe Observatory Quarter, Oxford OX2 6AH
Grade and salary	Grade 5: £32,108 – £37,338 per year (<i>pro rata</i> for part time appointments) (inclusive of Oxford University Weighting of £1,730)
Start date	As soon as possible
Hours	Full time
Contract type	Permanent
Method of application	Electronic (see 'How to Apply' below)
Application deadline	12 noon UK time on 29/09/2025
Vacancy reference	183152
Reporting to	Academic Administration Manager

Overview of the role

The Faculty of History is the largest faculty in the Humanities Division and one of the largest teaching departments in the University. The Faculty has close to 200 staff including over 100 academic postholders and over 1,500 registered students.

The Research Degrees Officer is responsible for the management of the Faculty's 350 PGR students as they progress through their research degree programmes. The role provides expert advice and administration on matters related to PGR students including support to the Academic Administration Manager, Education Manager and Director of Graduate Studies.

Responsibilities

- Respond to general and complex enquiries from prospective and current students and from colleagues, interpreting university and external regulations as appropriate and making decisions regarding interpretation without referring to others;
- manage the post-graduate research progression process (e.g., milestones, suspensions, extensions, and submissions) taking responsibility for liaising with students, supervisors, Board Interviewers, and the Director of Graduate Studies and recording information on local systems and the University central system);
- manage the processing of suspensions, change of supervision, withdrawal and reinstatement for graduate research students;
- assist the Taught Postgraduate Degrees Officer during periods of conflicting deadlines by helping to collate and distribute marks and feedback for taught postgraduate summative assessments, and maintain accurate records of marks in both local and University systems;
- be the point of contact for student visa monitoring and have sole responsibility for completing the termly contact list;
- manage the application and disbursement process for faculty funding schemes and prizes;
- manage the onboarding process for Recognised Students joining the faculty;
- work with the DGS to plan and organise termly graduate information sessions;
- secretarial responsibility for the Oxford Historical Monographs termly committee meetings;
- collate and distribute a weekly communications email to all students, to include event listings and training information;
- regularly review and implement necessary updates to graduate pages on the History Faculty website, Oxford Historians Hub, Canvas and SharePoint;

Graduate admissions

- Assist the Admissions Officer by; populating local systems with applicant information from the University admissions central system in January and March, supporting the completion of conditions letters from July - September;
- manage the CAS requests for new and current students, dealing with urgent and last-minute requests efficiently and accurately;
- create folders for each incoming post-graduate research student, update mailing lists and remove leavers where appropriate; create profiles for incoming PGR students on the faculty website, including profile pictures;
- circulate graduate induction information to new cohorts
- advise supervisors of incoming PGR and PGT graduates prior to the start of the new academic year.

Other

- Any other duties commensurate with the grading of the post
- Supporting key academic cycle processes (for example examinations and admissions) as and when required to do so

Selection criteria

Essential	
Essential	Educated to A-level standard or equivalent with experience in administration, preferably in higher education or a similar field
Essential	A flexible approach to work, with a friendly 'can do' attitude and a dedication to providing excellent customer service to all
Essential	Demonstrable ability to work constructively and enthusiastically as part of a team
Essential	Excellent organisational skills with an ability to prioritise effectively
Essential	Proven ability to remain calm and effective in a busy working environment
Essential	Demonstrable ability to work under pressure, meeting strict deadlines and maintaining excellent attention to detail
Essential	Excellent communication skills, including an aptitude for clear written communication and experience in dealing with a range of audiences face-to-face, by telephone, via social media and in writing
Essential	Experience of handling confidential information and managing difficult situations with tact and discretion
Essential	Good IT skills, including MS Word, Excel and Outlook, the ability to learn Access, bespoke software (e.g. student record systems) and to edit online media (website, intranet, virtual learning environment)
Desirable	
Desirable	Experience of administering to Research Degree Students

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

The Faculty of History

The Faculty of History in Oxford is the largest in the United Kingdom and one of the largest in the world. It has a very strong international reputation for its scholarship and its teaching of undergraduate and graduate students, with particular strengths in the history of the British Isles, continental Europe, imperial and global history, the United States, economic and social history, intellectual history and the history of science, medicine and technology. Within the Faculty there is also a Department of History of Art and a number of dedicated research centres. The Faculty holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

The Faculty, including the Department of History of Art, is located at the new, purpose-built Schwarzman Centre for the Humanities: <https://schwarzmancentre.humanities.ox.ac.uk/>. The Schwarzman Centre has been designed to be a dynamic hub dedicated to the humanities. For the first time in the University's history, humanities faculties are housed together with a new humanities library in a space designed to encourage learning and experimentation. The Schwarzman Centre is located with the Radcliffe Observatory Quarter (RAQ), a central and accessible part of Oxford.

More information about the Faculty can be found at: www.history.ox.ac.uk.

The Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian and Middle Eastern Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The Division has more than 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to innovative agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

For more information please visit: www.humanities.ox.ac.uk.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly recruitment.support@admin.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

FACULTY OF HISTORY

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From: Head of Administration and Finance

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependants and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.