

DEPARTMENT NAME

Job title	Apprentice Course Administrator
Division	Social Sciences
Department	Politics and International Relations (DPIR)
Location	Manor Road Building, Manor Rd, Oxford, OX1 3UQ
Grade and salary	Apprentice Grade 1 £22,150 per annum
Hours	Full time
Contract type	Fixed-term Apprenticeship (18 months)
Reporting to	Education Manager
Vacancy reference	165440
Additional information	No relocation expenses apply to this post

Apprenticeships at the University of Oxford

Becoming an apprentice at the University of Oxford is an excellent opportunity to gain practical experience and training. You will work alongside experienced colleagues, whilst learning on the job and appropriate objectives will be set during the course of the Apprenticeship. At the same time, you will study for formal qualifications in your field.

For more information, please see some of our current apprentice's case studies:

<https://www.apprenticeships.ox.ac.uk/meet-our-apprentices>

For advice on how to make your application for this apprenticeship the best it can be, please go to: <https://www.apprenticeships.ox.ac.uk/how-apply>



The role *(This section describes the training you will receive and a brief overview of the job)*

You will work as an Apprentice Course Administrator. You will be required to complete a 18 month training programme that will cover all aspects of the role and will be delivered through in-house training, as well as day-release or other distance learning methods delivered by Abingdon & Witney College. You will complete a Business Administrator Level 3 Apprenticeship which is relevant to many sectors including education and you will gain a Level 3 apprenticeship qualification.

College attendance and successful completion of these studies is an essential requirement of this Apprenticeship.

The apprentice will be located within the Courses Team in DPIR. The team manages all the department's postgraduate courses and key aspects of our joint undergraduate courses alongside History, Philosophy and Economics.

The apprentice will assist the team with a wide variety of tasks across both undergraduate and postgraduate provision. This would include assisting with graduate applications, responding to offer holder enquiries, assisting with exam administration, dealing with lecture recording issues, providing communications support in relation to website updates or event organisation.

The role has arisen as we are a very busy team carrying out high impact, high profile work, and we are always looking for ways to improve what we do. This means we need extra resource within the team to help us provide a great service to our academic staff, students and offer holders.

Responsibilities *(This section tries to give you a feel of what your day-to-day activities at work will be. This is just the basics, there will be more as your training progresses)*

- Respond to basic enquiries and redirect them as appropriate
- Edit lecture recordings
- Input payments of examiners
- Liaise with relevant teams and academic staff to organise teaching
- Draft documents, for meetings and the website
- Help to organise materials and venues for meetings, events and other communications
- Assist other members of the team during peak periods
- Compile and collate information
- Update databases and assist in maintaining records
- Carry out general office duties
- Liaise with other departments as necessary
- Any additional tasks that fall within your competency as directed

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

Apprenticeship roles are not eligible for sponsorship under the Tier 2 visa route normally used for employed roles but there are other visa routes which candidates may be eligible to apply under. If you are eligible to apply under a different route the department is happy to discuss any queries, with support from the University's Staff Immigration Team. There is also government residency requirements for Apprenticeship funding on which the Training Provider will be able to offer advice.

Selection criteria *(When your application is assessed these are the things that we will look for. Try to show in your application that you have these qualities, qualifications, or experience. It doesn't matter if you haven't got all of them but try to show how good you are in as many areas as you can. Give workplace examples if you can, even if it is from work experience at school, or examples from extracurricular activities such as a sport you play.)*

- Educated to GCSE standard (English and Maths grade 4 or above) or equivalent
- Ability to communicate clearly and accurately when drafting information for documents, handbooks or websites
- Ability to communicate messages clearly and accurately on the telephone and in person
- Able to demonstrate an aptitude for the skills taught in the Apprenticeship (for example through work experience, qualifications or references)
- Experience of Microsoft Office applications, including Word and Excel
- Curiosity about how higher education works and interest in making improvements

Desirable selection criteria *(These are some extra things that would be nice if you had but if not, don't worry)*

- Interest in the education sector (secondary, higher education etc)

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.
Welcome to the University of Oxford.

Department of Politics and International Relations

Politics and International Relations at Oxford University have a long and distinguished history in the education of leading figures in academia, politics, the media and public life, both in the UK and internationally. Teaching and research activities in this area were combined in 2000 to create a Department of Politics and International Relations. With around 90 academic staff, the Department is one of the largest departments internationally and consistently ranks very highly in national and international university guides for the subject. It is home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral researchers, supported by highly competitive research fellowships, working in the full range of disciplinary sub-fields.

The Department is located in the Social Sciences building at Manor Road, along with the Department of Economics, and the integrated Social Science Library. The building provides excellent facilities including a lecture theatre, a large computer laboratory and a range of seminar rooms as well as a cafeteria and common room for use by both staff and students. The Manor Road Building is served by a shared IT and web team.

An experienced administrative team supports the Department's research and teaching activities. The Department's core administration currently comprises twenty two staff, grouped into teams that provide dedicated support for: Courses, Finance, HR, Research Support, and Communications and Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, in particular with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

The Department is responsible for the syllabus, provision of lectures and for the examination of undergraduate students, who are taught mainly by tutorials organised by college tutors. The MPhil degrees are now terminal degrees for a range of students who proceed to further professional training and to careers in public or private organisations. For many students, the MPhil also forms the first two years of a four-year doctoral programme. The MPhil gives students advanced scholarly and theoretically sophisticated substantial study of the subject, together with training in research design and associated methodological analysis and critique, and advanced training in research methods. Alumni of the MPhil and the DPhil have gone on to form a wide network of Oxford-trained academics with positions in university departments and research units worldwide, and have taken up positions of leadership in numerous public and private institutions across the globe.

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

How to apply

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

You will be asked a series of questions as part of your application. Your responses should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or hobbies. Your

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

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

Please visit our '[How to apply](#)' page for apprenticeship vacancies for more advice and information.

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from <https://hrsystems.admin.ox.ac.uk/recruitment-support>. 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 e-recruitment system 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>

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

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.web.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/home>.

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 dependents. 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 My Family Care, 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 dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/family-friendly-benefits>.

Childcare

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/home#.

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.