

## Staff Classification Guide - May 2016

Sub-category (Staff classification)	Category	Description	Example roles (non-exhaustive list)	Generic Job Description	Grades (grade equivalent)	Contract type
<b>ACADEMIC AND RESEARCH</b>						
<b>AC Academic (teaching and research)</b>	<b>3 Teaching and research (academic contract)</b>	Any academic contract of employment combining teaching and research responsibility. Must undertake 6 or more hours of teaching per week (averaged over the number of actual teaching weeks, pro-rata for part-time staff). Eligible to be considered for the Research Excellence Framework.	Associate Professor* (joint appointments, or by grade), Clinical Academic Staff, Departmental Lecturer, Professor*, Reader, Head of Division *Refers to the job title by grade, not a title conferred through the Recognition of Distinction or Senior Appointments Panel	GEN-10 Departmental Lecturer grade 8 GEN-09 Departmental Lecturer grade 7	Grades starting with '3', 'A' or 'E'; Standard grades 7+	Permanent, Fixed-Term, Variable Hours, Casual.
<b>AR Research Fellow</b>	<b>2 Research only (academic contract)</b>	Primary employment function of the academic contract is research. The holder of the research fellowship (named on the fellowship grant). Where teaching is included in the contract it makes up less than 16% of contracted hours e.g. less than 6 hours per week (pro-rata for part-time staff). Eligible to be considered for the Research Excellence Framework. Cannot be used for Casual appointments.	Research Council Fellow (Senior, Advanced, Postdoctoral), Royal Society Fellow, Wellcome Trust Fellow	GENRS-01 to GENRS-13 Researcher generics grades 7-8 Generic D35 Senior Researcher when available	7+	Permanent or Fixed-Term only
<b>AP Research Staff (including E grades)</b>	<b>2 Research only (academic contract)</b>	Primary employment function of the academic contract is research. Working on another individuals' research programme (is not a main grant/fellowship holder). Where teaching is included in the contract it makes up less than 16% of contracted hours e.g. less than 6 hours per week (pro-rata for part-time staff) Eligible to be considered for the Research Excellence Framework.	Postdoctoral Researcher, Postdoctoral Research Assistant, Research Associate, Research Assistant	GENRS-01 to GENRS-13 Researcher generics grades 6-8	6+	Permanent, Fixed-Term, Variable Hours, Casual.
<b>AS Research Support</b>	<b>2 Research only (academic contract)</b>	Role provides support to researchers. Undertakes research-related activities but does not undertake original research. Is directed in all aspects of work by a senior researcher. Not eligible to be considered for the Research Excellence Framework.	Academic Clinical Trials Coordinator, Bioinformaticians, Statisticians  Excludes IT roles (see IP) and excludes Admin roles (see 'D' codes below)	GENRS-16 Bioinformatician grade 6 GENRS-14 Bioinformatician grade 7 GENRS-15 Bioinformatician grade 8 Generic Statisticians when available	6+	Permanent, Fixed-Term, Variable Hours, Casual.
<b>AS Research Support</b>	<b>4 Not an academic contract</b>	Role provides support to researchers. Undertakes technical activities. Does not undertake original research. Is directed in all aspects of work by a senior researcher. Not eligible to be considered for the Research Excellence Framework.	Clinical Research Coordinator, Clinical Trials Coordinator/Officer/Manager, Data Analyst (in academic departments), Knowledge Exchange Fellow/Officer, Laboratory Manager, Programme Manager, Research Analysis Officer, Research Project Manager, Research Coordinator, Research Facilitator, Science Liaison Officer, Science Officer, Theme Coordinator		6+	Permanent, Fixed-Term, Variable Hours, Casual.
<b>AT Teaching Support</b>	<b>1 Teaching only (academic contract)</b>	Primary employment function is teaching in an academic department (i.e. role not working in UAS) Not eligible to be considered for the Research Excellence Framework.	Demonstrator, Instructor, Lector, Teaching Associate, Tutor	Lector grade 5 generic when available	Lector grade 1-5; Other roles grade 6+	Any

Queries on how to classify a role?

Contact the HR Information Team: [hريس.dataquality@admin.ox.ac.uk](mailto:hريس.dataquality@admin.ox.ac.uk)

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<b>LIBRARY STAFF</b>						
LP Library Professional	4 Not an academic contract	Role requires specialist, professional qualifications or equivalent experience and provides services specific to libraries.	Acquisitions Supervisor, Archivist, Assistant Curator, Assistant Librarian, Book Conservator, Director/Deputy Director of [a library], Librarian, Manager of [a library], Senior Librarian, Head of [collection or subject area within a library]		6+	Permanent, Fixed-Term, Variable Hours, Casual.
LA Library Assistant	X Not applicable / not required	Role provides administrative support specific to libraries (note: non-specific roles such as Security or Marketing go elsewhere).	Assistant Librarian, Archives Assistant, Book Mover, Cataloguer, Circulation Desk Coordinator, Collections Assistant, Event Assistant, Gallery Assistant, Library Assistant, Library Invigilator, Library Trainee, Library Assistant Supervisor/team leader, Shelver		1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
<b>MUSEUM STAFF</b>						
MP Museum Professional	4 Not an academic contract	Role requires specialist, professional qualifications or equivalent experience. Role is based in a university museum or other university collection. Where the contract of employment includes some teaching and/or research responsibility also see 'AC','AP' for guidance..	Archivist, Assistant Keeper, Conservator, Collections Database Officer, Collections Manager, Curator, Education and Outreach Officer, Exhibitions Manager, Finds Advisor, Head of Collections/Conservation, Head of Education and Outreach, Keeper		6+	Permanent, Fixed-Term, Variable Hours, Casual.
MA Museum Assistant	X Not applicable / not required	Roles providing administrative support specific to University museums and University collections (note: non-specific roles such as Security or Marketing go elsewhere).	Archive Assistant, Assistant Curator, Education Sessions Leader, Entomology Assistant, Gallery Lecturer, Herbarium Apprentice, Herbarium Assistant, Museum Assistant		1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
MI Museum Invigilator	X Not applicable / not required	Roles consists wholly or mainly of invigilation in University museums and University collections.	Gallery Assistant, Museum Invigilator, Visitor Host, Visitor Service Assistant		1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
<b>TECHNICIANS</b>						
TS Technician	4 Not an academic contract	Roles wholly or mainly providing technical or medical expertise and support functions to scientists, researchers and academics. Includes laboratory roles. Includes trainee roles. Healthcare professionals on grade 6+ should be coded to 'HP'.	Animal Technician, Apprentice Technician, Botanical Horticulturalist, Building Technician, Electrical Technician, Electronics Technician, Engineering Technician, Greenhouse Technician, Healthcare Assistant, Herbarium Manager, Laboratory Assistant, Laboratory Manager, Laboratory Technician, Technical Officer/Manager, Technician, Technical Manager, Quality Control Assistant, Radiography Assistant, Research Nurse (Grade 5), Scientific Officer Clinical Trials	GEN-21 Laboratory Technician grade 3 GEN-22 Laboratory Technician grade 4 GEN-23 Laboratory Technician grade 5	1 - 5 (generally)	Permanent, Fixed-Term, Variable Hours, Casual.
<b>SCIENCE, ENGINEERING AND HEALTH</b>						
HP Science, Engineering & Health Professionals	4 Not an academic contract	Roles undertake high level science, engineering, and medical-related tasks but are NOT considered to be academic or research roles. Engineering roles would include the design, development and overseeing production of new engineering equipment (Healthcare professionals on grade 5 or below and other medical technicians are coded to 'TS').	Architectural Assistant, Counsellor, Design Engineer, Echocardiographer, Engineer in a science/medical field, Laboratory Engineer, Manager of science/medical/engineering services, Occupational Health Advisor, Physiotherapist, Radiographer, Research Midwife (grade 6+), Research Nurse (grade 6+), Surveyor, Vaccine Programme Coordinator, Veterinarian	GEN-07 Research Nurse grade 6 GEN-08 Research Nurse grade 7	6+	Permanent, Fixed-Term, Variable Hours, Casual.
<b>MANAGER</b>						
MG Manager (non-academic departments)	4 Not an academic contract	Role consists of direction and co-ordination of the functioning of non-academic departments or services. Often with the help of subordinate managers and supervisors. Areas including: Central Administration, Finance, Bursar, Public Relations, Personnel, Training, Maintenance, Grounds, Construction, Property, Library. Code Academic Departmental Administrators to 'DA'.	Chief Information Officer, Deputy Director of [a service], Director of [a service], Head of [a service], Deputy Head of [a service], Manager of [a service], Deputy Manager of [a service], Director of Botanic Garden and Harcourt Arboretum, Project Manager		6+	Permanent, Fixed-Term, Variable Hours, Casual.

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<b>FINANCE</b>						
FP Finance Professional	4 Not an academic contract	Role requires specialist professional qualifications or equivalent experience in finance.	Accountant, Assistant Accountant, Chief/Deputy Chief Cashier, Divisional Financial Accountant, Finance Director, Finance Manager, Financial Analyst, Head of Finance, Management Accountant, Payroll Manager, Pensions Manager, Purchasing Analyst, Research Grants Manager, Senior Finance Officer		6+	Permanent, Fixed-Term, Variable Hours, Casual.
FA Finance Assistant	X Not applicable / not required	Role wholly or mainly supports finance activities.	Accounts Administrator/Assistant/Officer, Accounts Payable, Apprentice Finance Assistant, Assistant Accountant, Cash Office Administrator, Credit Control Administrator/Assistant/Officer, Clerical Officer, Finance Administrator/Assistant/Officer, Payroll Administrator/Assistant/Officer, Purchasing Administrator/Assistant/Officer, Research Grants Officer, Research Accounts Officer, VAT Assistant	GEN-02 Finance Assistant grade 4 GEN-03 Finance Assistant grade 5	1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
<b>COMPUTING</b>						
IP Computing – Professional	4 Not an academic contract	IT professionals and managers providing advice on the effective use of information technology to solve problems or to enhance the effectiveness of business functions. Responsible for the design, application, development and operation of software systems.	Business Analyst, Database Administrator/Developer/Analyst, IT Support Manager, IT Teacher/Trainer, Programmer, Service Desk Analyst/Manager, Software Engineer/Team Lead, System Administrator/Analyst, System Security, Project Manager, Programme Manager, Technical Support Manager, Test Analyst, Web Developer  Excludes Communications roles (see 'RM')		6+	Permanent, Fixed-Term, Variable Hours, Casual.
IT Computing – Technician/Support	4 Not an academic contract	Responsible for technical and user support, advice and guidance for the day-to-day running of computer software systems.	Course Teacher/Demonstrator, First Line Support Officer, Help Desk Assistant/Officer, Information Security Administrator/Apprentice, IT Support Officer, Network Administrator/Assistant, Service Desk Administrator/Assistant/Analyst, Technical Support Officer (For hardware engineers, see 'SK')		1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
<b>ADMINISTRATIVE</b>						
DA Departmental Administrator	4 Not an academic contract	Leads administration of an academic department.	Departmental Administrator, Deputy Departmental Administrator	GEN-17 - GEN-20 Departmental Administrator grades 7, 8, 9, 10	6+	Permanent, Fixed-Term, Variable Hours, Casual.
DO Other Administrative Professional	4 Not an academic contract	Provide services to students or staff. This group includes all professional staff other than managers (see 'MG') working in the following occupations: counselling, careers advice, personnel, staff development, student advisory services, health and safety.	Accommodation Officer, Associate Tutors in Continuing Education, Careers Adviser, Operations Manager, Personnel Officer (Grade 6+), Head of Operations [of a function or unit], Safety Officer, Staff Development Officer, Student Services Assistant, Training Officer,		6+	Permanent, Fixed-Term, Variable Hours, Casual.
DP Academic Administrator	4 Not an academic contract	Executive responsibilities for academic administration. Organise, direct and co-ordinate the administrative work and resources of the University.	Academic Administrator, Academic Project Manager, Academic Registrar, Assistant Registrar, Centre Manager, Divisional Secretary, Director of [an academic service administration], Graduate Studies Officer, Course Administrator, Head of [an academic service administration], Head of Administration, Programme Administrator, Research Development Officer, Research Services Officer		6+	Permanent, Fixed-Term, Variable Hours, Casual.
<b>CLERICAL</b>						
DC Office/ Clerical Support	X Not applicable / not required	Providing general clerical support such as recording, filing, data entry and disseminating information.	Administrative Assistant, Data Entry/Processing Assistant, Exam Invigilator, Personnel Assistant, Personnel Officer (Grade 1-5)	GEN-05 Administrative Assistant grade 4	1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
DS Secretary/ Personal Assistant	X Not applicable / not required	Providing general secretarial, organisational and some clerical duties in support of others.	Administrative Assistant/Officer, Executive Assistant (all grades), Receptionists, Personal Assistants (all grades), Secretary	GEN-01 Receptionist grade 2 GEN-04 Secretary grade 3 GEN-11 Personal Assistant grade 4 GEN-06 Personal Assistant grade 5 GEN-12 Personal Assistant grade 6	Personal Assistant/Executive Assistant all grades; Other roles grade 1-5	Permanent, Fixed-Term, Variable Hours, Casual.

Queries on how to classify a role?

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<b>MEDIA, PR, MARKETING</b>						
<b>RM Artistic, Media, PR, Marketing</b>	<b>4 Not an academic contract</b>	Roles in communication, development/fundraising, education/outreach, media, public relations/marketing. For managers see 'MG'. Includes ceremonial roles listed on the right.	Alumni Relations, Audio Visual Technician, Communications Assistant/Officer, Development Assistant/Coordinator/Officer/Head, Editor, Editorial Assistant, Education Officer, Events Coordinator/Manager, Exhibition Designer, Graphic Designer, Marketing Assistant/Coordinator, Media Assistant/Editor, Outreach Assistant/Officer, Public Engagement Assistant/Officer, Photographer, Press Officer/Assistant, Publications Officer, Public Relations Officer <b>Ceremonial roles:</b> Pro-Vice-Chancellor & ceremonial Pro-Proctor, Bedel, Clerical Bedel Verger		6+ (generally)	Permanent, Fixed-Term, Variable Hours, Casual.
<b>OTHER STAFF</b>						
<b>SP Catering - Professional</b>	<b>X Not applicable / not required</b>	Chefs and Cooks. For other catering staff see 'SC'.	Assistant Cook, Assistant Chef, Chef, Restaurant Manager		1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
<b>SC Catering Assistant</b>	<b>X Not applicable / not required</b>	Catering assistant duties (excluding chefs and cooks).	Bar Staff, Catering Assistant, Food Services Assistant, Kitchen Porter, Restaurant Manager, Waiting Person		1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
<b>SG Gardener</b>	<b>X Not applicable / not required</b>	Gardening and sports ground maintenance. Botanical Gardens staff providing a technical support function to others should be coded to 'TS'.	Apprentice Groundsperson, Arborist, Assistant Gardener, Foresters, Groundsperson, Gardener, Horticulturist, Trainee Horticulturalist		1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
<b>SK Skilled Trades</b>	<b>X Not applicable / not required</b>	Skilled maintenance services, including Apprentices. Excludes supervisors (see 'SE').	Carpenter, Electrician, Facilities Assistants/Manager, Joiner, Maintenance Engineers and Apprentices, Mechanical Fitter, Plumber		1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
<b>SM Maintenance Assistant</b>	<b>X Not applicable / not required</b>	Basic maintenance services, possibly in support of Skilled Trades staff, including Apprentices. Excludes supervisors (see 'SE').	Building Maintenance Assistant/Operative/Technician, Facilities Assistant, Handy Person, Labourer		1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
<b>SH General Services</b>	<b>X Not applicable / not required</b>	Caretaking and housekeeping duties; providing services and equipment for sporting/recreational activities.	Caretaker, Facilities Support Assistant, Housekeeper, Lifeguard, Sports Assistant, Sports Manager		1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
<b>SE Plant/ Equipment Operative/ Supervisor</b>	<b>X Not applicable / not required</b>	Operation and monitoring of plant and equipment, or driving various vehicles. May hold special licences required by statutory or professional bodies.	Chauffeur, Driver, Estates Supervisor, Facilities Manager, Maintenance Supervisor, Plant Attendant, Plant and Assembly Operatives, Stores Manager		1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
<b>SL Cleaner</b>	<b>X Not applicable / not required</b>	General cleaning duties.	Cleaner, Cleaning Supervisor, Housekeeper		1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
<b>SR Retail</b>	<b>X Not applicable / not required</b>	Shop staff. Clerical support roles should be coded to 'DC'.	Retail Assistant, Retail Supervisor, Retail Manager, Ticket Office Staff, Visitor Host (Retail)		1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
<b>SB Porter</b>	<b>X Not applicable / not required</b>	Portering.	Library Porter, Night Porter, Porter, Premises Assistant, Senior Porter		1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
<b>SS Security staff</b>	<b>X Not applicable / not required</b>	Security functions.	Assistant Proctor's Officer, Crime Prevention/Reduction Advisor, Security Team Leader/Manager/Officer/Member, Security Receptionist, Steward		1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.
<b>SO Other Support Staff</b>	<b>X Not applicable / not required</b>	Any of the support roles listed right (or similar roles).	Post Room Assistant, Glasswasher, Messenger, Photocopier Operator, Reprographics Assistant, Stores Assistant/Manager/Operative		1 - 5	Permanent, Fixed-Term, Variable Hours, Casual.