REGENT’S PARK COLLEGE, OXFORD

Fellow and Director of Operations

With effect from 27 April 2020 or as soon as possible thereafter

Overview of the Post

Regent’s Park College is seeking to appoint a new Director of Operations who will be responsible for the oversight and management of the non-academic support services and resources of the College in support of the college’s overall objectives of excellence in higher education and research.

The role is similar to that of Domestic Bursar in larger Oxford colleges and will include all aspects of accommodation and housekeeping, catering, conferences, maintenance and estates, ICT, security, and health and safety. The role involves interaction with staff at various levels, students, external contractors and colleagues in similar roles in the collegiate University and similar denominational institutions.

The appointment will be made at the level of Fellow and the appointee will be eligible for election to the College’s Governing Body.

Regent’s Park College

The University of Oxford comprises 38 Colleges and 6 Permanent Private Halls collectively associated with the academic departments and central offices. Regent’s Park College is the largest of the Permanent Private Halls with about 170 full-time students and 40 who are part-time. These include about 110 undergraduates, 50 plus postgraduates, around 25 candidates on courses for (Baptist) ministry, and a further 15 FTE visiting students who come for between one and three terms as part of their home degree, mostly from the USA and the EU. About 20 full-time staff and a number of part-time staff provide the academic, administrative, and library resources for the College.

The College has a cohort of students on ministry courses, principally the BTh (together with its associated Diploma and Certificate) and the MTh in Applied Theology. These courses will be the primary teaching focus of the Chaplain, but may also teach for BA students and will have welfare responsibility for the whole student body.

The College admits undergraduates to the following BA courses:

- Theology and Religion; Philosophy & Theology; and Religion & Oriental Studies;
- History; Ancient and Modern History (AMH); and the joint schools of History & Economics;
- History & English; History & Politics;
- English Language and Literature; and Classics & English;
- Classics; and Classical Archaeology and Ancient History (CAAH);
- Philosophy, Politics and Economics (PPE);
- Geography;
- Law (Jurisprudence).
The 60 or so post-graduate students work in a somewhat wider range of disciplines and are enrolled for 1, 2 or 3 year programmes.

The College occupies an historic site in Oxford on the corner of St. Giles and Pusey Street, an advantageously central location between the Ashmolean Museum and the University’s Radcliffe Observatory Quarter. Regent’s Park College is committed to academic excellence and has a reputation as a friendly and supportive community.

For more information about the College see Appendix 1.

**Duties of the Fellow and Director of Operations**

**Accommodation, housekeeping, and catering**

- To manage College-owned accommodation effectively, including the allocation of rooms and flats, in line with the UUK Accommodation Code of Practice and the College’s rules and licence agreements
- To maximise room occupancy, and to provide the College with projections on accommodation availability,
- To manage the arrangements for externally sourced accommodation from other Colleges and from the University
- To manage the housekeeping arrangements for the College
- To manage the provision of catering in the College for students, staff and conference guests, including management of the electronic meal system, ensuring high standards and excellent value for money

**Conferences and events**

- To create and maintain a profitable conference business and maximise use of facilities outside the University terms
- To support internal conferences and events, including those for the College’s research centres, assisting with planning and costings

**Maintenance and estates management**

- To prepare repair and maintenance plans for buildings and equipment, with costs, for agreement by appropriate College committees, including best value procurement of goods and services
- To manage reactive and planned preventative maintenance operations
- To programme manage rolling refurbishments and renewals, managing contractors as required
- To provide strategic and operational input and support to capital building projects (e.g. Banbury Road)

**Reception**

- To manage Reception services, including mail, keys, bookings, incident reporting, and enquiry handling
**ICT**

- To have overall responsibility for the provision of ICT services for students, staff and conference guests, in accordance with relevant data protection and information security policies and legislation
- To work with the IT Officer in presenting maintenance and development plans for ICT services and infrastructure for agreement by appropriate College committees

**Health, safety and security**

- To act as the Health, Safety and Fire Officer, ensuring compliance with Health and Safety, Fire Safety and other safety regulations
- To chair the College’s Health and Safety committee
- To ensure security and safety of the College’s premises, including the management of access control and security systems, and liaison with the University’s Security Services and the emergency services
- To be the Designated Premises Supervisor and to advise students and others on all licensable activities
- To support student and staff events, including the students’ summer ball, to ensure compliance with Health and Safety, Fire Safety, food hygiene, and other safety regulations

**Student support and welfare**

- To foster excellent working relationships with student representatives, regularly meeting with common room officers
- To facilitate student support plans, liaising with the Academic Administrator and Disability Advisory Service as necessary
- May act as the Safeguarding Lead, ensuring compliance in terms of our safeguarding duties to children and vulnerable adults

**Other duties**

- To recruit, train and manage performance of all catering, housekeeping and maintenance staff and certain administrative support staff, including the maintenance of excellent employment relationships and record keeping
- To represent the College within the wider Collegiate University at the Domestic Bursars’ Committee and other ad hoc committees as appropriate and in consultation with the Director of Finance and other college officers
- To support other College Officers in their roles by collaboration on policy-making and providing practical service support where required
- To engage in budgetary planning and management for relevant cost centres (premises and housekeeping; catering; conferences), and proposing and negotiating pricing for relevant student, staff and conference services
- To respond to out-of-hours emergencies when required
• Any other duty that may fall within the overall objectives of this post

**Committee memberships**

• Governing Body and the following subcommittees: finance; risk management; equality; and Vision 2020.
• Fellows’ meeting and the following subcommittees: General Purposes and ICT; health and safety; welfare and pastoral; admissions; and access and outreach.
• The following consultative groups: Joint Common Rooms; Library & IT; and welfare consultative.

**Line Management:** Receptionist and Administrator (0.6+0.4FTE); Weekend Receptionist; College Administrator; Catering and Domestic Manager; Maintenance Officer; IT Officer; Residential Wardens

**Regular liaison with** Director of Finance, Academic Administrator, College officers and administrative staff

**Structure of responsibility**

1. The Fellow reports to the Principal, to whom they are responsible for day-to-day work in College. They are finally accountable to the Governing Body of the College.
2. The Fellow is a member of the Fellows’ Meeting, which advises the Principal. They are also eligible to be elected to the College’s trustee body, the Governing Body. All Fellows are members of the College Council, although their voting rights on Council and Governing Body are controlled by the regulations of the Charity Commissioners.

**Terms of Appointment**

_In general, the terms of appointment are shaped by the particular nature of the College and its ‘mission’, as explained in the first section._

1. This full-time appointment carries an ‘open contract’. However, it is subject to confirmation after a probationary period of one year, with an interim review after six months.
2. The salary for this post in 2019-2020 terms is up to £41,896. The particular nature of the College is reflected in the fact that there is no graduated salary scale, but the salary is reviewed annually for cost of living increase.
3. The College will pay the required percentage of the Fellow’s salary into the Universities Superannuation Scheme.
4. The Fellow will be provided with an office furnished with appropriate equipment on or near the main College site which will be considered their normal place of work.
5. The Fellow will have the right to dine in College when meals are available to staff, up to five lunches and five dinners per week. The Fellow will be a member of the Senior Common Room (which currently has a member’s charge of £25 per term).
6. The holiday entitlement is 30 days plus 8 bank holidays a year. The two May bank holidays are normally worked because they fall in Trinity Term and a day in lieu for each taken outside of term time. Holiday is not normally permitted during term time, though may be taken with prior agreement of the Principal under special circumstances.

7. Following the probationary period, all members of staff are given the opportunity to meet at least once every two years with their line manager for a performance review. Although not mandatory, all staff are encouraged to take advantage of this opportunity to discuss their job description, professional development and training opportunities.

**Person Specification and Selection Criteria**

Applications are welcome from all suitably qualified candidates, including women and black and minority ethnic candidates who are under-represented in academic posts in Oxford.

The successful candidate will demonstrate the following in application and at interview:

**Essential**
1. Educated to degree level or equivalent
2. Excellent written and oral communication skills
3. Good level of IT skills including Word, Excel and PowerPoint
4. Experience of operational management
5. Experience of cost allocation, training and practice
6. Understanding of the collegiate University
7. Impeccable references from previous employer
8. Right to work in the UK indefinitely

**Desirable**
1. Experience of working in the Collegiate University
2. Experience of premises maintenance management
3. Significant experience in the hospitality sector
4. Experience of electronic booking systems
5. Experience of personnel management, including recruitment and selection of staff, retention, performance management and staff development
6. Training in various compliance areas, e.g., food safety, IOSH or similar, Personal License, Safeguarding

**Application procedure**

1. Persons considering applying who would like an informal conversation with the Principal about the post may arrange such a conversation by contacting the Principal’s Personal Assistant at fiona.floate@regents.ox.ac.uk.

2. Candidates should address a letter of application to the Principal explaining how the applicant believes that they meet the selection criteria specified.

3. The letter and CV should be sent with the Equal Opportunities Monitoring Form to the Personal Assistant to the Principal by 12 noon on Monday 9 March 2020 in electronic or hard copy.

4. Interviews will be held on Friday 20 March 2020.
The preferred starting date for the post will be 27 April 2020 or as soon as possible thereafter.

Selection process

Applications for this post will be considered by a selection panel comprising the Principal, two other College staff, a nomination from the College’s Governing Body, and an appropriate person from the wider University. Candidates may be asked to make a presentation to a group or groups including students and staff which will offer feedback to the panel, and they will be given the opportunity for informal conversation with members of the College community. The selection panel is responsible for conducting all aspects of the recruitment and selection process, and will be authorised by the College’s Governing Body to make the appointment. No offer of appointment will be valid until and unless a formal contractual offer has been made. The appointment will be subject to satisfactory completion of a medical questionnaire and provision of proof of the right to work in the UK.

Equal Opportunities Statement

The policy and practice of the College and the University of Oxford require that all staff are offered equal opportunities within employment and that 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. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex. For monitoring purposes we ask that the attached form be completed and returned in a sealed envelope.

Documentary proof of right to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence. Normally passport with relevant visa, residence permit or EEA ID cards suffice. Do not include these documents with your application. You will be sent a request for the relevant information at the appropriate point in the selection process.

Eligibility to work in the UK

Applicants who would need a work visa, if appointed to the post, are asked to note that under the UK’s new points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

(i) they have sufficient English language skills (evidenced by having passed a test in basic English, or coming from a majority English-speaking country, or having taken a degree taught in English) and
(ii) that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment. Further information is available at: [http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/generalarrangements/eligibility](http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/generalarrangements/eligibility)

**Valid NI number**

The College is required by HM Revenue and Customs (HMRC) to have a valid national insurance (NI) number for payroll purposes and we request that a valid national insurance number is provided before commencing employment. If applicants are not currently in possession of a valid national insurance number, they should apply without delay to HMRC. For further information please see the HRMC website at [http://www.hmrc.gov.uk/ni/intro/number.htm](http://www.hmrc.gov.uk/ni/intro/number.htm).

**Appendix 1: The nature of the College**

Regent’s Park College was founded in Stepney, London, in 1810, incorporating a Baptist Education Society formed in 1752. It became a Permanent Private Hall of the University of Oxford in 1957, with full rights to matriculate undergraduate and postgraduate students in the University and with its Fellows as teaching members of the University Faculties.

The College admits undergraduates to read for the B.A. degree in a range of Arts subjects, including and especially theology or a joint degree of philosophy with theology. Other specializations within undergraduate degrees are English, PPE, History, Classics, Law and Geography. It also admits a number of postgraduates each year to read for masters and doctoral degrees in the Humanities and Social Sciences.

As a Baptist foundation holding membership in the Baptist Union of Great Britain, an indispensable part of the work of Regent’s Park College is the training of candidates for the Baptist ministry in the United Kingdom and abroad, through both residential and church-based courses.

The College is committed to enabling all students who so desire to make connections between faith and their academic interests. The tutorial staff is fully ecumenical in its membership. The nature of the College also means that it is interested in developing an inter-disciplinary approach to the Arts, including theology consistently within this field; the statutes of the College thus state that: ‘All persons to be appointed to Official Fellowships or Research Fellowships in academic disciplines other than theology must be able to demonstrate an interest in exploring the relationship between their subject and Christian theology and ethics, a commitment to engaging in some academic research into aspects of that relationship, and a willingness to work on inter-disciplinary projects with the Tutors in theology.’

Hilary Term 2020