**Regent’s Park College Oxford**

**Post**

*Director of Operations and Fellow*

**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 (for a background of the College please see Appendix 1).

The Director of Operations is a Fellow of the College and will be eligible for election to the College’s Governing Body.

**Job title**  
Director of Operations

**Hours**  
Full Time, Monday to Friday, 9-5pm

**Salary**  
£49,759

**Responsible to**  
Principal

**Liaison with**  
Director of Finance, Academic Administrator, College officers, administrative staff, students

**Line management**  
Receptionist and Administrator, Weekend Receptionist, Night Porter, College Administrator, Catering and Domestic Manager, Maintenance Officer, IT Contractor

**Regent’s Park College**

The University of Oxford comprises 38 Colleges and 5 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 270 students (200 full-time, 70 part-time) made up of approximately 115 undergraduates, 115 plus postgraduates, 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 25 full-time staff and 35 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.

The College admits undergraduates to the following BA courses in the Humanities and Social Sciences:

- Theology and Religion; Philosophy & Theology; and Religion & Oriental Studies;
The College’s 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. We aim to foster a collaborative and respectful environment which promotes equality, diversity and inclusion and strive to appoint committed and compassionate colleagues to help ensure every student achieves their best.

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 provide strategic and operational input and support to capital building projects
- To work co-operatively with the College’s professional advisors on 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

**Reception**
- To maintain overall responsibility for 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 be responsible for the procurement and asset management of IT equipment for staff and conference facilities
- To work with the IT Contractor in presenting maintenance and development plans for ICT services and infrastructure for agreement by appropriate College committees
- To work with the ICT steering group to align and prioritise ICT strategies, plans and resources with the College’s service objectives and priorities.

**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, including management of the relevant staff training requirements.
- 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 ensure that all licensable activities are carried out in accordance with current regulations in consultation with the Designated Premises Supervisor and to advise students and others on all licensable activities
- To support all student and staff events within College, 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, working with the Welfare Fellow and others

**Committee memberships**
- Member of Council and eligible for election to the College’s Governing Body
- The following subcommittees: Finance; Risk Management; Equality; ad hoc working groups
- 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: Library & IT; Welfare; Equality, Diversity and Inclusion; Sustainability.
**Other duties**

- Line management of the direct reports identified above, including recruitment, induction, training and ongoing performance management for the maintenance of excellent employment relationships.
- 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 in consultation with the Director of Finance and other College Officers.
- To respond to out-of-hours emergencies when required.
- Any other duty that may fall within the overall objectives of this post.

**Structure of responsibility**

1. The Fellow reports to the Principal, to whom they are responsible to whom they are responsible and who is their formal line manager 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 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**

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 is £49,759. 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 (USS) or the Oxford Staff Pension Scheme (OSPS).

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, reviewed annually).

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 of 12 months, the Fellow is expected to meet annually with the Principal to discuss their job description, performance, professional development and training opportunities.

**Person Specification and Selection Criteria**

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. Excellent critical thinking and problem-solving skills
4. Good data analysis, planning and organisational skills
5. Good leadership qualities with the ability to provide direction
6. Demonstrable customer service skills and the understanding of what is required from a customer facing team
7. High level of IT skills, both software (e.g. Office, Teams, Sharepoint) and hardware (e.g. facilitating hybrid conferencing)
8. Experience of operational management transferrable to a small organisation
9. Experience of personnel management, including recruitment and selection of staff, retention, performance management and staff development
10. Experience in developing, managing, and controlling budgets
11. Understanding of the collegiate University

**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 implementing electronic booking systems
5. Training in various compliance areas, e.g., food safety, IOSH or similar, Personal License

**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 PA to the Principal-HR at kristin.anderson@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, including the names and contact details of three referees, should be sent to the PA to the Principal-HR, Kristin Anderson kristin.anderson@regents.ox.ac.uk by 12 noon on 14 December in electronic or hard copy.

4. Interviews will be held on Friday 13\(^{th}\) January
Selection process

Applications for this post will be considered by a selection panel comprising the Principal, two to three College staff, a member of the College’s Governing Body, and an appropriate person from the wider University. As part of the interview, candidates will be asked to make a presentation to a group of 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 references and provision of proof of the right to work in the UK.

Equal Opportunities Statement

Entry into employment with the College 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. For monitoring purposes we ask that all applicants complete an equal opportunities monitoring form which will be provided upon receipt of application.

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. 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.
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.’