

Regent's Park College

University of Oxford



Further Particulars

Job title:	Operations Manager
Contract:	Permanent, Full-time
Hours:	9am – 5pm Monday to Friday (35 hours per week)
Salary:	£37,694 – £46,049 (on Grade 7 of the nationally negotiated pay scale)
Reports to:	Director of Operations
Direct Reports:	Accommodations and Bookings Manager; Maintenance Officer, Housekeeping staff (4), Reception staff (2), Night Porter (2), Casual Porters, Junior Deans (2).

Regent's Park College

The University of Oxford comprises 39 Colleges and 4 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 in the region of 270 mostly full-time students undertaking undergraduate and postgraduate degrees in the humanities and social sciences, candidates in training for Baptist ministry and a cohort of visiting students. The College offers accommodation to students on its at its main site, as well as in some off-site premises.

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. Approximately 70 staff provide the academic, administrative, and library resources for the College. The governance of the College is conducted by the Governing Body, the members of which are the College's charity trustees.

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 strives to appoint committed and compassionate colleagues to help ensure every student achieves their best.

For more information about the College visit www.rpc.ox.ac.uk.

About the Role

The Operations Manager will promote the operational effectiveness of the College under the direction of the Director of Operations (Domestic Bursar) and will take responsibility for key functions such as: health & safety, facilities management and maintenance, housekeeping.

The role will contribute to operational and strategic planning processes, and will take responsibility for embedding a high performing culture in a healthy, driven and motivated workforce.

Main duties:

1. Management

- Provide line management for direct reports identified above, providing inductions, appraisals and support in performance and development.
- Ensure effective communications across all levels to support teamwork and productivity.
- Ensure a professional and welcoming secure environment through the management of Reception/Porter cover.
- Contribute to the setting and management of departmental budgets

2. Health & Safety

- Ensure the College complies with all relevant H&S legislation, regulations and best practices, liaising with third party H&S providers as necessary (e.g. training, advice, audits)
- Maintain accurate H&S records, including training, risk assessments, and incident logs.
- Ensure corrective actions are identified and implemented.
- Monitor H&S performance and identify opportunities for improvement.
- Contribute to the development, review and update of College H&S policies and procedures.
- Oversee fire risk assessments, evacuation procedures, and regular fire drills.
- Ensure all fire safety equipment is maintained and tested as required.
- Organise and deliver H&S training and induction for staff, students and contractors.

3. Site maintenance and cleaning

- Ensure full coverage of cleaning through management of the Domestic Services team, ensuring that agreed standards and frequencies are achieved in all areas and staff are fully trained in the College's standard operating procedures.
- Ensure the maintenance of buildings the building and facilities through the management of the Maintenance Officer and approved suppliers.
- Work with the Director of Operations to identify the range of priorities for facilities and capital improvement.

4. Other

- Provide operational support as required in the organisation and setting up for events in College.
- Liaise with external agencies (e.g., local authorities, emergency services) as required.

Person Specification and Selection Criteria

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

Knowledge and Skills

- Firm understanding of UK Health & Safety legislation and best practice.
- Understanding of facilities management including statutory compliance (e.g. fire assessments, legionella, asbestos, electrical safety).
- Proficient IT skills, including Microsoft Office.
- A qualified First Aider and Fire Marshal or willing to undertake the training to achieve this.

Experience

- Experience in operations, estates, or facilities management, ideally within a UK educational setting.
- Experience in delivering excellent customer service.
- Experience of risk assessments, accident investigations and implementing H&S policies and procedures.
- Experience of managing teams of people.
- Experience in budget management and resource planning (desirable).

Personal Attributes

- Excellent communication and interpersonal skills, able to engage effectively with staff, students, contractors, and external agencies
- Organised with a high level of attention to detail and accuracy.
- Proactive, solution-focused, and able to work independently and collaboratively.

- Ability to prioritise and delegate effectively.
- Calm and effective under pressure, with a flexible and adaptable approach.
- Commitment to promoting a positive Health & Safety culture and safeguarding the welfare of students and staff.
- A practical and hands on approach to problem solving.

Other

- Willingness to undertake further training as required.
- Ability to work occasional evenings or weekends, as operational needs dictate.
- Commitment to equality, diversity, and inclusion.
- Enhanced DBS check (Disclosure and Barring Service) required prior to appointment.

Terms of Appointment

1. This is a permanent appointment. It is subject to confirmation after a probationary period of nine months during which the notice period will be one month on either side. The notice period for the role is three months.
2. The post is offered on a full-time basis, based on a 35-hour work week. Normal office hours are 9.00 am to 5.00 pm, Mondays to Fridays with one-hour unpaid lunch.
3. The salary for this post will be £37,694 – £46,049 (on Grade 7 of the nationally negotiated pay scale), dependent upon experience. The College does not operate a graduated salary scale, but the salary is reviewed annually for cost of living increase.
4. The appointee will be automatically enrolled into the Oxford Staff Pension Scheme (OSPS) with generous College contributions.
5. The appointee will be provided with office space in College which will be considered their normal place of work.
6. The holiday entitlement is 25 days plus 8 bank holidays a year. This is subject to a wider review of benefits by the Remuneration Committee. The College operates fixed closure between Christmas and New Year where leave is required to be taken. Holiday is not normally taken during term time; the May bank holidays are normally worked and days taken in lieu during the vacations.
7. Lunch is available free of charge when on duty and the kitchens are open. The appointee will also have access to the Senior Common Room and tea/coffee facilities.
8. The College offers a health cash plan for employees, with annual allowances for dental, eyes, physio, chiropractic, counselling, etc.
9. As a University Card holder there are other benefits available, including discounted bus passes, free entry to many Oxford colleges and the Botanical Gardens, discounts in some local shops and access to free or discounted training courses and software.
10. The appointee will be required to complete College induction training including health and safety, data security and equalities and diversity. This job will require a satisfactory basic Disclosure and Barring Service check due to underage students residing on site.

Application Process

1. Applications should comprise a detailed CV together with a covering letter (no more than two pages). The covering letter explain their interest in the role and the qualities/experience that makes them particularly suitable for the position. Applicants are also requested to give details of

the names and contact details of two referees, one of which should normally be their current or most recent line manager.

2. Applications should be sent to human.resources@regents.ox.ac.uk or Human Resources, Regent's Park College, Pusey Street, Oxford, OX1 2LB by the closing deadline of **noon Tuesday 14 October**.
3. All applicants will be sent an Equal Opportunities Monitoring Form. This form is not mandatory, it will be used for monitoring purposes only and will not be seen by any member of the selection committee.
4. Interviews are expected to be held in College on the Tuesday 21 October. When you apply, please let us know of any plans that may affect your ability to attend an interview on that date.
5. Interested candidates wishing to discuss the post informally should contact the Director of Operations, dominic.freda@regents.ox.ac.uk.
6. The successful applicant will start as soon as possible.
7. Please note that the appointment of the successful candidate will be subject to appropriate pre-employment screening, including DBS, right-to-work and references.

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 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. For monitoring purposes we ask all applicants to complete an equal opportunities monitoring form. The information supplied on the form will play no part in the selection process and will not be seen by any members of the selection panel.

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Act 2018. In accordance with the GDPR regulations 2018 please see the relevant privacy notice on our website [Staff Applicants Privacy Notice](#).