



University of Oxford
**St Edmund
Hall**

Job Description – Further Particulars Domestic Bursar

1. The College

St Edmund Hall is one of the constituent colleges of the University of Oxford and occupies a historic site in the middle of Oxford, just off the High Street. The College community has around 70 Fellows, 400 undergraduate and 300 graduate students in addition to administrative and domestic staff. St Edmund Hall's roots are in the 13th Century, making it one of the oldest education institutions now within the University of Oxford.

The Hall was acquired, but not absorbed, by the Queen's College in 1557. For centuries, Queen's appointed the Principal of the Hall, which continued to exist separately and self-determining. In 1913, the University, realising now the importance of this last link with medieval Oxford, refused to allow Queen's to absorb the Hall and an order was made in Council preserving the Hall's separate identity and a Royal Charter was granted for full collegiate status in 1957. However, the ancient name of "Hall" was retained, to reflect its long history and pre-collegiate roots.

Modern and progressive in its outlook, the Hall furthers scholarship in a range of Arts and Sciences subjects and offers a matchless chance to live in the heart of Oxford, be taught by tutors of recognised distinction in their fields and to enjoy being part of an energetic and varied community. Our undergraduates come from all backgrounds and include students from the UK and overseas. The graduate population is an equally diverse body of students studying a wide range of subjects at Masters and Postdoctoral level.

The College's strategy covering 2019 to 2029 aims to move our inspiring and historic institution into the next century. The five areas of priority are Education and Research, Access, Equality and Diversity, Culture, Estates and Finance.

The College plans to build a new and sustainable 126-bedroom building at 17 and 19 Norham Gardens. The new facilities will be Passivhaus accredited and will allow the Hall to house every one of its undergraduate students, making it an unequivocal choice for candidates from all backgrounds. In addition, plans are in progress to modernise its historic twelfth-century estate to become more sustainable and increase access to the site for those with limited mobility.

Further information about the College and its strategic vision can be found by visiting the [College Website](#).

2. General Introduction to the role of Domestic Bursar

The Domestic Bursar will be an Official Fellow, a member of the Governing Body and one of the most senior College Officers. Their primary responsibility is the operation and efficient (and profitable) running of the facilities and domestic services of the College, which are relied on by Fellows, students, staff, visitors, conference guests and others. The Domestic Bursar will need to ensure these services run as smoothly as possible, so as to facilitate the academic activities of the college which are its primary purpose. Crucial to fulfilling this role is a combination of strategic planning, effective execution, and a well-judged collaborative approach with Fellows and students in formulating and implementing College policy in respect of our domestic operations.

The Domestic Bursar is responsible for the management of approximately 120 non-academic staff.

The Domestic Bursar will need to get to know the College, culture, and the environment at the outset. They will need to explore the facilities at the main site in Queen's Lane and the outlying properties in East and North Oxford. The postholder will need to assimilate the values of the College, to become familiar with the way in which decisions are made and to take time to understand the interests and concerns of the Fellows, students, and staff, both collectively and individually.

3. Main Duties

The governance of the College is conducted by the Governing Body, the members of which are the College's charity trustees.

The Domestic Bursar will be a Fellow and Trustee of the College and will present papers to standing committees and direct to the Governing Body.

The appointee will report to the Principal, the Head of the College, and will be responsible to the Governing Body for the overall domestic management of the College including Accommodation, Catering, Conferences, Facilities and Maintenance, IT, Health and Safety and the Lodge and security matters. The post holder will also line manage the respective departmental managers for these areas. The Domestic Bursar is also the College's Safety Officer.

The Domestic Bursar delegates the day-to-day running of these departments to their respective heads of departments although the post holder retains overall accountability. The Domestic Bursar, through their direct reports, will oversee and be responsible for the academic working environment of Fellows, other academics, and students. The advancement of learning, education and research is the College's primary objective, and all activities are therefore aligned to this goal.

Although the creation, existence and membership of committees and sub-committees is the responsibility of the Governing Body, the Domestic Bursar will serve on two of the three principal standing committees of the Governing Body. They convene and act as a secretary of the General Purposes and Bursarial Committee, which is the principal supervisory and business committee for the bursarial aspect of college life and meets twice each term. The Domestic Bursar is also a member of the Finance Committee.

Sub-committees report to the principal standing committees and generally meet once per term. At present the Domestic Bursar would be expected to serve on the College and Welfare sub-committee,

the Domestic sub-committee (as Chair, Convenor and Secretary), the Garden sub-committee, the Health and Safety Committee (as Chair, Convenor and Secretary), the Sustainability sub-committee (as Secretary), the Buildings sub-committee (as Secretary), the Wages sub-committee and the Hardship sub-committee. In addition, the Domestic Bursar may also be invited to attend meetings of the Development Committee and of the St Edmund Hall Association and some alumni development events. They also represent the College on the University wide Domestic Bursars' Committee and may on occasion be asked to attend meetings of the Conference of Colleges.

4. Specific Responsibilities

4.1 Managing Staff

The Domestic Bursar has overall responsibility for the staff of the Bursary and acts as line manager to the relevant members of senior college staff. At present these are:

- Accommodation Manager
- Bursary Administrator (who also provides PA support to the Domestic Bursar)
- Conference and Catering Manager
- Estates Manager
- Executive Head Chef
- Head Gardener
- Head Porter
- IT Manager
- Nurse

The Domestic Bursar, working with the Human Resources Manager, will be responsible for procedures such as appraisal, dealing with grievances, harassment, recruitment, termination, training, and welfare of all of the above and such other Bursary staff as the Governing Body may determine.

The Domestic Bursar also acts as the Designated Premises Supervisor, Disability Lead, Fire Officer, Data Protection Officer, Safety Officer (including Public Health), IT Fellow and Police Liaison Officer.

4.2 Financial Matters

Although Finance is the primary responsibility of the Finance Bursar, the Domestic Bursar will, to the extent necessary to ensure the smooth running of the College, work with the Finance Bursar, Senior Tutor and the College Accountant in order to manage, in particular, departmental budget-setting and the monthly monitoring of budgets, the effective control of tendering, purchasing and stock, the maintenance of the College's risk register and the sufficiency of the College's insurance policies.

4.3 Buildings and Estates

In this area the duties include:

- Contributing to the planning of the College's future needs in respect of buildings, estates

- and services, balancing usage, protection and conservation;
- Ensuring that the buildings and services are maintained to the required standards respecting their historic and listed nature;
- Planning and delivering timely maintenance and refurbishment programmes;
- Managing the utilities for the College, including electricity, gas, water, waste management and communications services;
- Taking a lead on environmental policy with reference to both legal compliance and best practice;
- In liaison with the Finance Bursar, drawing up appropriate plans for the enhancement and expansion of the existing buildings.

The College is currently engaged in planning and implementing a number of very substantial building projects including new buildings at its site in Norham Gardens. The post holder shares with the Finance Bursar the responsibilities for those projects. The Finance Bursar will have oversight of the budgets. The Domestic Bursar, acting as the College's representative, will have overall operational responsibility for project delivery.

4.4 Management of Rooms

The Domestic Bursar, working in this respect with the Accommodation Manager, will be expected to ensure that the use of rooms is managed effectively from day-to-day, balancing academic, residential, and commercial needs in addition to:

- Assessing the College's future room needs as part of its overall strategy to accommodate all undergraduates and first year graduates;
- Annual review of licensing terms and pricing, proposing suitable changes as required;
- Advising the Senior Tutor on the allocation of rooms to Fellows;
- To oversee and manage tenancy agreements for College-owned domestic properties;
- Supporting the Accommodation Manager in allocating rooms to students and to conferences, using the relevant room management system;
- Compliance with compulsory, as well as adopted regulatory standards, including the Universities UK Accommodation Code of Practice.

4.5 Catering and Hospitality

The Domestic Bursar, working in this respect with the Executive Head Chef, the Conference and Catering Manager, the Head Butler and the Bar Manager, will be expected to ensure that the College's catering and hospitality services are kept at the highest standards, while maintaining cost efficiency and compliance with relevant food hygiene standards. The Domestic Bursar will be expected to attend formal meals on a regular basis and, in particular attending special College occasions (which may be during the evenings and at weekends).

4.6 Conference and Events

The Domestic Bursar, working in this respect with the Director of Development and the Conference and Catering Manager, will be expected to ensure that the college maximises the commercial return on its buildings, catering, and hospitality services by effectively marketing this aspect with the academic and research priorities of the College. This includes, for example,

marketing the College facilities creatively, to attract conferences and events and dovetailing events run by the Development Office with academic requirements for rooms and functions. The Domestic Bursar will also be expected to review tourist, film and other income and identifying new possibilities for income generation.

4.7 Health, Safety and Security

The Domestic Bursar, working in this respect with the Dean, the Head Porter, the Picture and Chattels Fellow and others, will be expected to ensure appropriate security for the College's premises. This includes:

- To hold overall responsibility for the security of the College's properties, and all its occupants, including the management and implementation of relevant security policies;
- To oversee the management of the Lodge and the administration at the William R Miller Building, the Tamesis building, the HMO at Essex Street and the properties at Norham Gardens;
- To implement and manage fire safety and health and safety policies, and to ensure that such policies are reviewed and updated annually.
- Liaison with other senior College Officers, to proactively ensure that business continuity plans are in place, and that comprehensive and well-tested systems are implemented to deal with emergencies ensuring such plans are reviewed and updated annually.
- To review and upgrade security systems as appropriate, including the CCTV operation;
- To be the key contact for the police, local authorities, and other external organisations.

4.8 IT and Systems

The Domestic Bursar, working in this respect with the IT Manager, Conference and Catering Manager, the Accommodation Manager, the College Accountant, the Head Porter and the Estates Manager will be expected to ensure that the operation of the College's IT and other systems is fit for purpose and that appropriate planning for future requirements is in place.

4.9 Compliance and Regulatory Responsibility

The key compliance responsibilities of the Domestic Bursar are currently:

- To be responsible, as Disability Lead, for maintaining adequate provision for College members and visitors with disabilities and coordinating with the University's Disability Advisory Service;
- To be responsible, as Fire Officer, for fire prevention, systems and training;
- To be responsible, as Data Protection Officer, for compliance with data protection regulations and GDPR;
- To be responsible, as Safety Officer, for ensuring the College's compliance with all applicable Health and Safety legislation, in conjunction with the Human Resources Manager and such external consultants as the College may retain;
- To act as the principal point of contact for City and local officials, the College Doctor and Dentist, the Diocese of Oxford, the Emergency Services, Health and Safety regulators including Public Health Officials, licensing authorities, filming and other such requests to use College facilities and the relevant support service regarding CQC compliance

(currently Principal Medical Limited).

In general, the Domestic Bursar is expected to keep abreast of legislation that affects areas of their operational responsibility (including but not limited to health & safety, equality and diversity, Prevent, safeguarding, data protection), and to inform the Principal and other College Officers of any forthcoming changes and make recommendations accordingly.

4.10 Student and Decanal Matters

The Domestic Bursar is expected to establish and maintain a close and respectful relationship with the student body. As a key interface between the College and students for accommodation, room bookings and the residential experience, the post holder will need to liaise with the Senior Tutor and the College Office. The Domestic Bursar will also be expected to liaise with the Dean, who is the College Officer ultimately responsible for enforcing discipline and supervising student welfare, where the two roles overlap such as student events (discos and the College Ball), room bookings for different functions, incidents and their management that occur at any of the College's sites, fire hazards, and risk assessments for all such activities.

The post-holder may be required to carry out other duties as required by the Principal cognate with the areas listed above. The Job Description may be reviewed periodically in conjunction with the post holder and the requirements of the College.

5. Selection Criteria/Person specification	Essential and desirable criteria	
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Education		
Educated to first degree level, or with equivalent competencies gained within a similar role.	√	
Experience & Skills		
Extensive operational leadership experience at advanced strategic and operational level, in a high-quality organisation within the service sector.	√	
Empathy with the aims and culture of Higher Education.	√	
Sound commercial outlook, balanced by an appreciation of the values and priorities of a college with a strong academic mission.	√	
Proven ability to manage and bring judgement to a large number of complex and diverse problems with often conflicting priorities.	√	
Strong financial, budget and procurement acumen, experience of contract negotiation and the ability to easily assimilate, analyse and interpret financial data.	√	
A strong team leader, able to develop, motivate and coach people.	√	
Excellent interpersonal, communication and written skills.	√	
Demonstrable influencing and negotiation skills.	√	
Sound knowledge of relevant legislation and codes of practice, including health and safety.	√	
High proficiency in IT.	√	
Commitment to equality and diversity in the workplace, and the understanding of how such an approach strengthens the organisation.	√	
Prior experience of buildings, both facilities management and managing major capital projects.	√	
Prior experience in a conference, hotel, or hospitality environment.		√
Familiarity with current HR regulations, and experience of managing processes and/or change with significant HR implications		√
Prior experience in a similar role within a collegiate or university environment.		√
Personal Skills		
Enthusiastic and self-motivated.	√	
Flexible approach to work.	√	
Strong customer service focus.	√	

6. Terms and Conditions

- Appointment:** This is a full-time, permanent post working 35 hours per week. The appointment will be conditional on receipt of evidence of right to work in the UK documentation and satisfactory references.
- Probation:** There will be a probationary period of one year. Only after successfully completing this probationary period will the appointment be confirmed.
- Notice Periods:** During the probationary period, the post-holder's employment may be terminated by either side on one months' written notice. Once the appointment is confirmed, the period of written notice will be 3 months on either side.
- Salary:** In the range £73,000 to £83,000 per annum inclusive of housing allowance. The salary will be subject to annual cost of living awards. The Remuneration Committee makes recommendations to the Governing Body on the issue of salaries of those employees and officers of the College who are members of the Governing Body.
- Hours of Work:** Normal hours of work will be 35 hours per week with a one-hour break each day, which is unpaid, but the Domestic Bursar will be expected to work such hours as are reasonably required, including attendance at work during some evenings and weekends.
- Annual Leave:** Annual leave entitlement is 28 days, comprising 8 public holidays and 20 working days. Leave is expected to be taken outside of term time. The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. In addition, the College has 8-10 closed days per year, which do not count towards annual leave. Where public holidays fall in term time, the Domestic Bursar may be required to work those days and time off in lieu will be given to be taken at a mutually convenient time at the discretion of the Principal.
- Meals:** The Domestic Bursar will be a member of the Senior Common Room, and entitled to take meals at Common Table when the kitchen is open
- Health Insurance:** The post holder will be entitled to join the College's medical insurance scheme (contributory for family cover).
- Benefits:** Subsidised bus pass loan, season ticket rail loan, cycle scheme loan and access to the College's employee assistance programme (a 24-hour telephone and online advisory and counselling service).
- Pension:** The post-holder will be automatically enrolled in the Universities Superannuation Scheme (USS) unless they notify the College otherwise. Contribution Rates: Employee 9.8% | Employer 21.6%.

8. Application Process

Interested applicants should forward the following documents:

1. A Cover Sheet (found on our website) detailing the names and contact details of two referees;
2. A current CV;
3. A covering letter, which explains how you meet the selection criteria for the post.

Documents should be sent preferably by email to recruitment@seh.ox.ac.uk by **GMT 09:00 on Monday, 2 January 2023**. Applications can also be sent by post to the **HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR**.

Interviews are expected to be held in Oxford on Monday, 6 February 2023.

The successful candidate will be expected to start as soon as possible.

Informal enquiries about the post should be directed to recruitment@seh.ox.ac.uk.

Equality of Opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant 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. Applications are particularly welcome from women and minority ethnic candidates who are under-represented in Executive Head Chef posts.

Recruitment Monitoring

Please consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing recruitment@seh.ox.ac.uk.

Notes

1. *This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
2. *All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the General Data Protection Regulations.*
3. *St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*
4. *Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*

