



University of Oxford
**St Edmund
Hall**

**Junior (Discipline) Dean in association with a Junior Research Fellowship
1 October 2024 to 30 September 2027**

FURTHER PARTICULARS

We are seeking to appoint a three-year postdoctoral Junior (Discipline) Dean from October 2024. This will be held in conjunction with a Junior Research Fellowship at St Edmund Hall. This is a newly created role suitable for candidates already in possession of postdoctoral funding who would be interested in becoming involved in a college and day-to-day interactions with both the student body and Fellowship. The role comes with free accommodation in college, full fellowship dining rights, and responsibility and research allowances. Reporting to the Senior Dean, this newly created role will be responsible for leading a team of four Assistant Junior Deans to oversee student activities and behaviour. It is therefore essential that the appointee has relevant prior experience of managing student behaviour/in a decanal and/or disciplinary role.

St Edmund Hall

St Edmund Hall's roots are in the 13th Century, making it one of the oldest educational institutions within the University of Oxford. It is the only medieval academic Hall to have preserved its identity; the ancient name of 'Hall' has been retained to reflect its long history and pre-collegiate university roots. At Oxford, the collegiate university comprises the colleges collectively associated with the academic departments and central offices. However, in legal, financial and organizational terms each college is an independent corporation, self-governing and self-contained. St Edmund Hall, in common with all Oxford colleges, has been granted status as a registered charity. Our current Principal, Professor Baroness Katherine Willis, joined the Hall in October 2018.

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 Hall currently has approximately 70 Fellows, 410 undergraduate students, 320 graduate students and hosts around 34 visiting students each year. Students are admitted in a range of subjects. General information about the College is available at www.seh.ox.ac.uk.

The Queen's Lane main site accommodates many of our facilities, including the administration, Fellows' rooms, the Senior, Middle and Junior Common Rooms, Dining Halls and student accommodation. Our library is on this site, occupying the beautiful former church of St Peter-in-the-East. We have further extensive student accommodation properties in north and east Oxford: in Norham Gardens, and on Iffley Road, Dawson Street and Circus Street.

Junior Research Fellowship

Applicants should be in possession of a postdoctoral fellowship in any subject area from a major UK or international academic organisation such as a Research Council, a Charity or

Trust, the British Academy, the Royal Society, or be a named researcher on a research grant held by a senior member of the University.

There is no limitation on subject within these categories other than that candidates must be engaged in research work within, or have an association with, an Oxford University Department or Faculty. However, they must have at least two years of salary funding still available. Applications from those with less than two years of funding will not be considered. Applicants must also have been awarded a doctoral degree by the application deadline.

The term of the Fellowship is three years or until the association with the University ceases, whichever is sooner.

Junior (Discipline) Dean

St Edmund Hall's decanal team consists of the Senior Dean, the College Nurse who is also the Welfare Dean, the Senior Welfare Officer, the college Counsellor, the Junior (Discipline) Dean, and four Assistant Junior Deans.

The Junior (Discipline) Dean will oversee and work with the four Assistant Junior Deans to ensure student activities and behaviour in college align with the college's core values of kindness, fairness, respect, care, and honesty. The successful candidate will need to work effectively with the staff based at each site including the college catering team, bar manager, and lodge receptionists/porters at the Queen's Lane site. The successful candidate will also need to work closely with the College Nurse & Welfare Dean, who will be primarily responsible for welfare and other well-being issues of the student body. Both the College Nurse & Welfare Dean and Junior (Discipline) Dean report to the Senior Dean, who is a member of the Governing Body. The College Nurse & Welfare Dean also has oversight from the Domestic Bursar.

The Junior (Discipline) Dean is expected to be available (on call) for an average of four nights out of every seven on a first call rota during weeks 0 to 9 of each term.

A fuller list of the summary of the duties of the Junior (Discipline) Dean is provided in Appendix I.

Terms and Conditions

This role comes with the following benefits and remuneration:

- Accommodation on the main College site, free of charge, for the duration of the role.
- Full membership of the Senior Common Room as a Junior Research Fellow and associated benefits including full dining rights when the College kitchen is open.
- A responsibility allowance of £4,000 per year
- A research allowance of £1,850 per year

The appointment will be subject to provision of evidence of right to work in the United Kingdom.

The appointee will be required to undergo a Disclosure and Barring Service (DBS) check at enhanced level at the College's expense upon commencement of employment.

Application Process

Applications should be sent by email to recruitment@seh.ox.ac.uk not later than **noon GMT on Thursday, 12 August 2024**.

Applications should include:

1. A full CV, detailing career, education and qualifications, research in progress or planned, publications, prizes or awards.
2. A separate sheet with the names and contact details of two referees who can speak with detailed knowledge about the candidate's research and/or experience in a prior student-facing role (see 'Referees' below).
3. A statement of no longer than 300 words, outlining relevant prior experience of managing student behaviour.

Referees

You are advised to contact your referees before applying, to ensure that they are aware of your application and the requirements for the post, and to confirm that they would be content to write a reference for you for this post if asked to do so, in the event that you are shortlisted.

Your application should include for each referee their name, position, relationship to you, postal address, email address and contact telephone number. Shortlisted candidates will be asked to contact their referees and ask them to submit a reference directly to us.

It is expected that interviews will be held on Wednesday, 4 September 2024 remotely.

Any enquiries about the post should be directed to recruitment@seh.ox.ac.uk. Please note that applications received after the closing date will not be accepted.

Recruitment Monitoring

Please also 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.

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.

Privacy Notice

The College's Privacy Policy can be found by visiting <https://www.seh.ox.ac.uk/policies-accounts-and-legal-documents>.

Notes

- 1. This employment is subject to the candidate demonstrating that they have the right to work in the UK. At all times your employment is subject to the provision of original documentation to establish your right to work and remain in the UK, which the College requires in order to comply with its duties under the Immigration, Asylum and Nationality Act 2006. It will remain your responsibility to ensure that you are able to produce such documentation as and when requested from you. Candidates that require a visa to work in the United Kingdom are encouraged to check before applying to ensure that they are eligible for an appropriate visa using the information provided by the [University of Oxford Staff Immigration Team](#).*
- 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.*

Appendix I

Duties of the Junior (Discipline) Dean

The decanal team is responsible for ensuring that junior members of the College adhere to the College's rules and regulations. In addition, the team is also responsible, alongside the welfare team, for the welfare of junior members.

The Junior (Discipline) Dean for Discipline will

- Manage the four Assistant Junior Deans, preparing the termly on-call rota (the Junior (Discipline) Dean and Assistant Junior Deans are expected to be available on call for an average of three nights out of every seven in weeks 0-9 on a first-call rota).
- Organise the induction of new members of the team.
- Ensure enforcement of College Regulations specifically relating to noise, safety and individual conduct as specified in the College's By-Laws and in the student handbook known as the '[Grey Book](#).'
- Monitor and control the conduct of gatherings organised by junior members on College property, including the College Boathouse.
- Attend College events involving junior members as required. These are likely to include, but are not necessarily limited to, Freshers' induction events, the St Edmund Dinner, junior members' Christmas Dinners and other selected dinners.
- Supervise student events on the Queen's Lane site such as JCR and MCR parties, bops and balls; other members of the decanal team should also be present at these events.
- Maintain an up to date working knowledge of College procedures concerning fire and other emergencies.
- Possess a qualification in First Aid (HSE First Aid at Work) or attend a course in First Aid as required and funded by the College.
- Assume responsibility as required for summoning medical aid to a junior member who has been taken ill or injured, or for accompanying the junior member to hospital.
- Assist the duty porters with incidents if required particularly relating to the administration of junior member room bookings.
- Attend weekly Decanal meetings during term time.
- Attend College and Welfare Committee once a term.
- Attend Proctors and Assessors meetings as required by the Senior Dean.

These further particulars are not exhaustive but are a guide to the duties of the role. The Junior (Discipline) Dean may occasionally be requested to undertake other duties (during the day or at night) as approved by the Senior Dean. However, the responsibilities do not extend at any site to conferences during the vacations.