



University of Oxford
**St Edmund
Hall**

Job Description – Further Particulars Warden (Tamesis & William R Miller Building, East Oxford)

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, 450 undergraduate and 250 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.

Our first-year students are accommodated on the main Queen's Lane site. Just five minutes' walk away, across Magdalen Bridge on Iffley Road is the Tamesis building which houses about 45 of our undergraduates. From July to September, the Tamesis is open to paying guests offering single, twin, double and family rooms with en-suite facilities. Our newest accommodation opened in 2004, located in East Oxford, the William R Miller Building (WRM) is also close to the main Queen's Lane site and is home to 55 students who all live in en-suite rooms. Our Norham Gardens properties are located in leafy North Oxford some fifteen minutes' walk from College across the University Parks. These Victorian houses are very popular with our finalist students.

2. About the Post

Under the general direction of the Deputy Estates Manager, the Warden manages the Tamesis and WRM properties along with a small number of houses in East Oxford on a day-to-day basis ensuring that buildings and rooms are overseen and correctly maintained to provide the best level of service to our residents. The Warden will also supervise the Tamesis and WRM teams comprising a General Maintenance Assistant, a Housekeeper and currently four Scouts (cleaners) although ultimate responsibility for the Housekeeping team lies with the Accommodation Manager. In the summer months the rooms at the Tamesis and WRM are let as guest accommodation to visitors to the city. This provides the College with an important income stream and the Warden will take an active role in the management of the commercial function of the properties during this period.

3. Reporting to:

The Deputy Estates Manager. The Estates Manager has overall responsibility for the Estates Department.

4. Location

The Warden will primarily be based at the Tamesis and William R Miller Buildings but there will also be a requirement to attend meetings and work at the main College site in Queen's Lane and occasional working at the College's properties in Norham Gardens.

5. Job Description

Maintenance Work

1. To ensure that the day-to-day maintenance of the properties is carried out to a high standard in a timely and professional manner.
2. To allocate, prioritise, oversee, and check maintenance tasks undertaken by the General Maintenance Assistant and to ensure the efficient use of tools, equipment and consumables using the Help Desk.
3. To liaise with contractors regarding certain works and to oversee their work whilst carrying out specified functions within College premises at Tamesis and WRM and the East Oxford properties.
4. To supervise the General Maintenance Assistant.

Project Work

1. To be the first port of call for the project work being undertaken at Tamesis and William R Miller and the East Oxford properties.
2. This could include hosting site visits for contractors, architects and consultants and liaising with neighbours as appropriate.

Cleaning

1. Daily supervision of the Housekeeping staff for the East Oxford properties. The Accommodation Manager has overall responsibility for the Housekeeping Department.

Health and Safety

1. Oversee health and safety matters throughout the properties and report any concerns to the Deputy Estates Manager.
2. To ensure that the College's Health and Safety policies are complied with, and risk assessments are raised where necessary and kept up to date using the College's health and safety consultant's online reporting system. To liaise regularly with the Deputy Estates Manager regarding any issues that arise from health and safety reports or functions.
3. To ensure correct personal and protective equipment (PPE) is issued and used correctly.
4. To oversee the security system with the properties which includes the fire and intruder alarms, CCTV and controlled entry systems.
5. Supervision of termly fire drills and to carry out weekly testing of the fire alarms.

Purchasing

1. To purchase, in consultation with the Deputy Estates Manager, sufficient goods, materials and tools to ensure that the function of the properties can be carried out including cleaning materials, furniture, furnishings and consumables.
2. To purchase, in consultation with the Deputy Estates Manager, protective clothing, uniform and equipment as may be necessary.

Monitoring & Communication

1. Recording and monitoring of all services and utilities and to make regular assessment of usage.
2. To respond promptly and appropriately to questions or concerns from students.
3. To liaise and communicate with the College Lodge, Bursary, Estates Team and Decanal (welfare) Staff regarding any matters related to the properties.
4. To liaise with the Deputy Estates Manager on long term projects related to Tamesis and WRM.
5. After completion of probation period, to take part in the 24-hour call-out rota for emergencies (normally one full week approximately every six to seven weeks). This involves being on-call in the evening and weekends but does not require the post holder to remain on College premises whilst being on-call. During the on-call period, travel time should be no more than two hours from the College.
6. In liaison with the Deputy Estates Manager and Housekeeper, review and plan refurbishment work in student areas including bedrooms, bathrooms, and kitchens.

Commercial Activity

1. To play an active role in marketing the properties and managing the guest accommodation to a good standard. Preparation for this should commence well in advance of the summer period (usually around the beginning of March).
2. To assist in the recruitment of any casual staff required for the summer period in liaison with the HR Department.
3. To train and induct those casual staff in liaison with the HR Department across the two sites and set rotas for their work and to manage and monitor their performance.
4. To work closely with the Conference and Catering Manager to maximise commercial income.

The appointee will also be expected to carry out such other duties as the College may from time-to-time request, commensurate with the grade and responsibilities of the post. The above provides an indication of the nature of the role and is not intended to be exhaustive. As the needs of the College change, the job profile and duties of the role will be adjusted accordingly.

6. Selection criteria/Person specification

| Requirements | Essential and desirable criteria | |
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| | E | D |
| Education/qualifications | | |
| Good general level of education. | √ | |
| Formal qualification (City and Guilds or BTEC) in a recognised building trade i.e., plumbing, carpentry, electrical. | √ | |
| Experience | | |
| Experience of facilities management. | √ | |
| Experience of dealing with general maintenance issues. | √ | |
| Previous experience of working for an educational establishment or comparable setting. | | √ |
| Previous experience in a supervisory role. | √ | |
| Previous experience or knowledge of managing a small customer facing business. | | √ |
| Skills, knowledge, and abilities | | |
| Excellent people skills with the ability to encourage and motivate and be able to deal sensitively with people from a wide variety of backgrounds. | √ | |
| Confident communication, with the ability to deal appropriately with relevant stakeholders (students, work colleagues and contractors). | √ | |
| Good IT skills appropriate to a Windows-based office and the preparedness to learn new applications as required. | √ | |
| Strong organisational skills, with an ability to work to multiple deadlines and to prioritise workloads ensuring areas are left safe, clean, and tidy. | √ | |
| Have a focused and methodical approach to project work and experience of dealing with multiple contractors. | √ | |
| An up-to-date knowledge of the Health and Safety at Work Act and COSHH. | √ | |
| Hold or be prepared to gain a First Aid qualification. | √ | |
| The ability to remain calm and able to think clearly in an emergency. | √ | |
| Have a flexible and innovative attitude to work, be trustworthy and able to work as a member of a team and independently. | √ | |
| A good level of numeracy, literacy, and budgeting skills. | √ | |
| Have a 'hands on' approach and willingness to take on new responsibilities and training opportunities. | √ | |
| Experience of using power equipment, working at heights and confined spaces, using ladders and tower scaffolding. | √ | |
| Hold a full driving licence and be willing to drive the College vehicle to carry out work duties. | √ | |

7. **Terms and Conditions**

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| Appointment: | This is a full-time post working five days per week. The appointment will be conditional on receipt of evidence of right to work in the UK documentation and satisfactory references. |
| Probationary Period: | There will be a probationary period of six months. 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 weeks' written notice. Once the appointment is confirmed, the period of written notice will be 1 month on either side. |
| Salary: | The salary reflects the University of Oxford Scale at Grade 5 (£28,759 - £33,966). However, the College is an independent employer and does not automatically apply the University of Oxford employment terms and conditions or policies. Automatic incremental progression takes place on 1 August for support staff provided they have been in post for at least three months prior to the incremental date. Staff should receive an annual increment within their scale and thereafter annually until they reach the maximum point of the service scale for the grade of their post. In addition, the pay scales are uplifted annually in line with cost-of-living allowances. |
| Hours of Work: | Normal hours of work will be 40 hours per week, usually 08:00 to 17:00 with a one-hour lunch break each day, which is unpaid. The ability and willingness to adopt a flexible approach to working hours and duties will be required. |
| Annual Leave: | Annual leave entitlement is 32 days, comprising 8 public holidays and 24 working days. The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. Additional paid holidays are given during the Christmas break when the College is closed. Where public holidays fall in term time, the Warden 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 Deputy Estates Manager. |
| Meals: | Lunch is provided free of charge in the Hall (Queen's Lane) whilst on duty and when the College kitchen is open. |
| 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 University of Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise. |

8. Application Process

There is no separate application form. 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 Friday, 22 September 2023**. Postal Applications should be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews expected to take place in Oxford on Tuesday, 3 October 2023.

Visits are encouraged and welcomed for interested candidates prior to application. To book a visit or to discuss the post please contact the HR Department by email (recruitment@seh.ox.ac.uk).

Equality of Opportunity

The Equal Opportunities policy of the College requires that all staff be 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 welcomed from women and minority ethnic candidates who are under-represented in these roles.

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.

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.*