

Somerville College

University of Oxford

www.some.ox.ac.uk



Further Particulars for the post of Junior Dean

About Somerville College

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and has an ethos of tolerance, friendliness, diversity, enabling access to research and learning for all, and the pursuit of excellence in all that we do.

The College aims to pursue academic excellence through the support and encouragement of its students, sound management of resources, full support for the research of its Fellows, and to engage with and work within the collegiate university. There are currently 33 Tutorial Fellows, who are also members of Governing Body. The Governing Body makes decisions about the future of the College and its members are responsible for the direction and management of College affairs.

The student community comprises approximately 160 graduate students reading for masters and doctoral degrees, and approximately 400 undergraduates reading across a wide variety of scientific, mathematical, social science and humanities disciplines. Somerville's undergraduate body includes a higher than average proportion of state-school students.

For further information about the College, please visit <http://www.some.ox.ac.uk>

Purpose of the role

The Decanal Team comprises the Dean and Junior Deans. The Junior Deans report to the Senior Tutor, with regard to the execution of pastoral duties. They have a functional reporting line to the Dean, to assist with the execution of disciplinary duties, and will report to the Academic Registrar on a day-to-day basis regarding welfare cases.

The Junior Deans have an important role to play in promoting good relations and a positive atmosphere within the College. Post holders require mature and good judgement, discretion, an ability to relate to people at all levels, and a high degree of flexibility in response to a wide range of unpredictable situations.

Main duties

- To play an important role in supporting student welfare outside the tutorial relationship by being available for consultation by students on a wide range of welfare issues, and sometimes providing ongoing support for them. The College will require (and pay for) the appointees – unless already recently undertaken – to go on relevant welfare training.
- To provide a handover to the Academic Registrar (or Senior Tutor in her absence), on a daily basis, regarding welfare support for students.
- To provide Deans' Office Hours twice a week during term-time.
- To attend the weekly Dean's meeting and any meetings set up in connection with welfare matters, or in connection with a College Ball or other event(s).
- To work with the Lodge staff to deal with any problems of disruptive behaviour within college outside normal working hours¹; to ensure that parties and other events end at the appointed time and in good order.
- To consider requests for student organized events in relation to numbers noise and timings, To deal with minor emergencies such as illness outside normal working hours, and to help with crises.
- To respond to any examination emergencies that may arise outside office hours, 'incarcerate' candidates where necessary, liaise with the relevant officers in college and university, and undergo the training required by the Proctors to be eligible to act as Invigilator in such cases.
- To share information related to student welfare as appropriate with some/all of: the Dean (for matters of discipline), the Senior Tutor (for matters of welfare) and the appropriate College Officer, the College's Peer Supporters, the College's Welfare Circle, at the earliest convenience to ensure appropriate information-sharing and co-ordinated follow-up.
- To help organise dissemination of information regarding welfare, discipline and community life to members of the College, in conjunction with the Senior Tutor, including taking part in a formal 'Dean's Office' briefing for new students in Freshers week.
- To act as one of the College's qualified First Aid team. The College will require (and pay for) the appointees – unless already recently qualified in first-aid – to go on an appropriate first aid course before the start of Michaelmas Term.
- To play a principal role in working with Junior Members during the set-up, take-down, and the actual running of the College Ball (held normally every two years) and to attend such meetings of the College Ball Committee.
- The joint post holders are expected to make arrangements between themselves to ensure that the responsibilities of the post are shared equally, and be prepared to help with crises at any time, whether formally on duty or off duty.
- The Duty Junior Dean will carry a mobile phone and thus be able to leave the College provided that s/he is able to return quickly if required. The Junior Dean will be provided with a mobile phone.
- Provide emergency cover if the night porter suffers and accident/illness until the on call porter arrives.
- Support the other Junior Deans with difficult cases, giving advice and offering support.
- Other duties as may from time to time be assigned.

¹ Note that the Porters are the first port of call for issues such as maintenance problems, complaints about noise, vandals, vagrants, fire alarms, and violations of College Regulations such as cycling in the quads. The role of the Junior Deans is to act as back-up in difficult cases.

Selection Criteria

Essential

1. Enrolled on a full-time graduate research or graduate medical course at the University of Oxford (at any college) for the entirety of the appointment.
2. An appreciation of the welfare and disciplinary issues relevant within a student community.
3. Excellent communication skills; able to form positive relationships and obtain the confidence of all sections of the College, in particular the Junior Members. Liaison with the JCR and MCR welfare representatives will be an important and valuable part of the role.
4. Experience of working with confidentiality, discretion, tact and diplomacy.
5. Evidence of committed, enthusiastic and resilient nature.
6. Evidence of mature and good judgement.
7. Able to respond and act appropriately on own initiative and with a high degree of flexibility in response to a wide range of unpredictable situations, if necessary, unguided.
8. Valid First Aid At Work Certificate or willingness to train to become a qualified first aider.
9. Willing and able to take a flexible approach to duties, working unsociable hours including evenings and weekends.
10. Available (with forward planning) for some meetings and other commitments on weekdays.

Desirable

1. Experience of relevant voluntary or welfare work.
2. Experience of working with the public and/or in a customer service environment.
3. Experience of dealing with emergencies e.g. accidents, thefts, fire evacuations etc

Terms and conditions

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

Duration	This is a fixed term post for two academic years commencing October 2015 and ending in September 2017. The appointment will be made subject to pre-employment checks, including an enhanced check through the Disclosure and Barring Service (see below). The appointment will also be made subject to satisfactory completion of a six-month probationary period.
Salary	The starting salary will be £3,903 per annum.
Accommodation	This is a residential post. The post holders will be provided with a room in College suitable for single accommodation, for the duration of the employment free of charge.
Hours of Work	The Junior Deans are required to carry out their duties during full term, from 0 th to 10 th week in Michaelmas term (to include the admissions period) and from 0 th to 9 th Week in Hilary and Trinity terms. This will involve being on call for 3 or 4 evenings/nights per week, and alternate weekends, in addition to the day-time commitments outlined within the job description. The actual hours of work will fluctuate throughout the term and to a certain degree are unpredictable but are not expected to be more than 15 hours per week. Post holders will be required to monitoring their working hours.
Pension	The post holders will enrolled into the Universities Superannuation Scheme ('USS') from the commencement date of the appointment.
Private Healthcare	The post holder will be eligible to join a contributory Private Healthcare Scheme from commencement date of employment.
Mobile phone	The Junior Deans will be provided with a mobile phone for the period of the fixed term appointment. It is an express term of employment that any personal calls made from this phone will be paid for by the post holder.
Meal Entitlement	The post holders will be entitled to take free meals whilst in residence whenever the College Kitchen is open.
Sickness Benefit	A maximum of six weeks' sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and production of medical certificates.
SCR membership	The post holders will be elected as guest members of the Senior Common Room.
Gym	Somerville has a fully equipped on-site Multi-Gym, and free membership is open to all employees of the College (dependent upon a short induction programme).
Smoking policy	No smoking is allowed in any part of the College
Parking policy	On-site parking facilities will not be available to the post holder unless related to a disability.

Application Procedure

1. Your application should comprise
 - A **letter of application** in which you demonstrate how your skills and experience meet the person specification.
 - An **application form** which can be downloaded from the College website at www.some.ox.ac.uk/jobs .
 - A **curriculum vitae** should also be included, but please note that CVs submitted on their own will be not considered or accepted as complete applications.
2. Email your completed application form as **one single pdf document** to the Human Resources Manager at human.resources@some.ox.ac.uk stating vacancy reference: **900198**
3. **The closing date for completed applications is 9.30am (GMT) on Monday, 7 September 2015**
4. References:
 - **Applicants should also ask two referees to submit written references in support of their application directly to the Human Resources Manager at Somerville College - to be received by 12 noon on Monday, 7 September 2015.**
 - References may be sent in letter form the Human Resources Manager, Somerville College, Oxford, OX2 6HD, or under confidential email heading to human.resources@some.ox.ac.uk
5. Equal Opportunities Monitoring

Under separate cover, please complete and return an equal opportunities monitoring form which will assist us with monitoring equal opportunities in recruitment. This can be emailed to human.resources@some.ox.ac.uk or sent in hard copy to the Equal Opportunities Monitoring Assistant, Human Resources Department, Somerville College, Oxford OX2 6HD

Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College's Equality and Diversity Policy under its public equality duty.
6. **Interviews will be held at Somerville College during the week commencing 21 September 2015.**

Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. 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. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

Data Protection

All data supplied by candidates 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 Data Protection Act 1998 and the College's Data Protection Policy.

Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

1. Disclosure and Barring

Any offer of employment will be conditional upon an enhanced check from the Disclosure and Barring Service.

2. Eligibility 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 before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **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.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.