

Somerville College

University of Oxford

www.some.ox.ac.uk



Further Particulars Scholarships and Funding Officer (Internal applicants only)

(Ref 900336)

Somerville is committed to ensuring that any student with the potential to flourish academically at the College and is offered a place to study here, should find no impediment to them taking up that place. It also believes in providing opportunities for students to broaden their horizons and skills. To that end, with the help of alumni and philanthropists, Somerville has created scholarships and funding opportunities for students.

There are a large number of different scholarships that the College awards primarily at graduate level, but there are also undergraduate scholarships. There are two primary endowed scholarship programmes: the Thatcher Scholarship Programme; and the Indira Gandhi scholarships. In addition, there are multiple other individual scholarships made possible through the generosity of various benefactors.

Somerville also provides substantial grants to which all students can apply; among these are travel and special project grants, Thatcher Development Awards, and the Catherine Hughes fund. These funds provide students with the ability to undertake self-driven projects, internships and travel during the vacations.

The Scholarships and Funding Officer role will be responsible for managing the processes for awarding scholarships and funding to students, across all the College's scholarship and funding programmes.

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 is a friendly and diverse place which provides access to research, learning and the pursuit of excellence in all that we do. The current community comprises approximately 630 undergraduate and graduate students, many of whom live on site, and around 200 academic and support staff as well as a host of visiting academics, former members, conference and bed and breakfast guests.

Main duties

- To develop and manage a process whereby all scholarships within the College are awarded in a fair and efficient manner.
- To develop and manage processes for the awarding of funding from the numerous sources within the College.
- To liaise with Departments and Faculties around the University to publicise postgraduate scholarships in good time for university-wide admissions and scholarship selection processes, drawing from processes already in place.
- To liaise with fellows and tutors for references for scholarship nominations and funding applications.
- To provide information to the scholarship programme directors on candidates for their scholarships and brief them in good time prior to selection committees.
- To provide information to scholarship selection committees on candidates for the scholarships.
- To ensure all funding award winners' reports are written, collated, appropriately distributed and filed after the funding has been used.
- To act as secretary to the scholarship selection committees.
- To act as secretary to the MTST committee and the OICSD management committee.
- To work with the Development Office and the University's graduate funding office in order to keep apprised of all funds and potential funding partnerships available, and any new funding that is raised.
- To ensure the Treasury is apprised of all new scholarships awarded and ensure new scholars receive their funds in good time.
- To provide to the Treasury the list of all awards made to students.
- Comply with all relevant data protection legislation, including but not limited to the GDPR and Data Protection Act 2018, ensuring that all personal data that the College processes is done in accordance with the law. Ensure all GDPR issues are reported, and assist with any personal data queries and audits, following College processes.

Selection Criteria

Essential

- Significant relevant experience of working in a College or University environment
- Experience of working with confidentiality, tact and diplomacy
- Experience of writing reports/policy/procedural documents
- Excellent communication skills; able to form positive relationships with a wide range of people and obtain the confidence of all sections of the College
- Excellent written and spoken English
- Highly organised, with excellent time management and prioritisation skills
- Ability to work across multiple teams whilst balancing workload
- Excellent IT skills appropriate to a Windows-based office, including manipulating spreadsheets, handling databases

- Problem-solving skills, with the ability to exercise judgement and take initiative
- Prepared and experienced in taking on new tasks and understanding new procedures
- Ability to work flexibly within a small team that covers a wide range of activities
- Willing and able to work occasional additional hours to meet the demands of the job

Desirable

- Experience of working in student funding
- Experience of interacting with formal committees
- Experience of shaping policy/procedure within a higher education environment

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 part-time post (0.8 FTE). It will be dependent on satisfactory completion of a six-month probationary period
Salary	<p>The post is aligned to Band 6 of the Somerville College pay spine with a full time salary range of £29,477 to £33,152 (pro-rata £23,582 to £26,522 for 0.8 FTE).</p> <p>Upon successful completion of the probationary period, individual salaries are increased in May of each year to the next spine point within the respective salary band, until the top of the pay band has been reached. In addition the College pay spine is uplifted for cost of living on a regular basis, normally annually.</p>
Hours of Work	Normal hours of work will be discussed with the successful candidate.
Holiday Entitlement	The post holder will be entitled to 38 days holiday per annum inclusive of 8 public holidays. Agreed College closure days will be deducted from the leave entitlement.
Pension	The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).
Life Assurance	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
Meal Entitlement	Meals on duty will be provided free of charge.
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.
Employee Assistance Service	A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.
Childcare	Somerville runs a small on-site Nursery.
Training	The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.
Smoking policy	No smoking or vaping is allowed in any part of the College.
Parking	Unless related to a disability, there will be no parking available on College premises for the post holder.

Application Procedure

1. Download the Somerville College application form from the College website at www.some.ox.ac.uk/jobs
2. **Email your completed application form to the Human Resources Manager at: recruitment@some.ox.ac.uk or post to Human Resources Manager, Somerville College, Woodstock Road, OX2 6HD - stating vacancy reference 900336.**
3. Ensure you complete the personal statement section of the application form demonstrating how your skills and experience meet the person specification. Your application will be judged on the basis of how well you demonstrate that that you meet the selection criteria outlined above.
4. 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.
5. Please complete and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. **Please send only one copy of this form** which can be emailed to human.resources@some.ox.ac.uk or sent in hard copy, **separately from your application** to:

Equal Opportunities Monitoring
Human Resources Department
Somerville College, Woodstock Road
Oxford. OX2 6HD
6. Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.
7. Communication regarding the status and outcome of your application will be made via e-mail.
8. **The closing date for completed applications is 10.00 am on Wednesday 30 October 2019**

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. 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.

2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.

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.

4. Disclosure and barring service check

The successful candidate will be required to complete an enhanced Disclosure and Barring Service (DBS) check.