



Further Particulars
Junior Dean
Fixed-Term, part-time

(Ref 900415)

We are seeking graduate student (enrolled on a full-time graduate research or graduate medical course at the University of Oxford), to join our team of Junior Deans for a fixed-term period to 30 September 2021. Applications will also be considered from junior researchers.

Accommodation will be provided for the successful candidate as the ability to attend emergency call-outs quickly is a key requirement of the post.

You will be part of a team responsible for supporting our students with a wide variety of welfare and disciplinary issues, using your excellent communication skills to liaise with College members at all levels to ensure that all issues are dealt with in a timely and appropriate manner. 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 and sensitive situations.

This is a fixed-term post, available immediately, until the end of the academic year in order to help us respond to the increased demand for Junior Dean provision in current circumstances. The post is part-time, at a maximum 20 hours per week. Depending on College need at the time, there is scope for the fixed-term period to be extended.

As we will have a number of students in residence over the Christmas period, preference will also be given to candidates who are likely to be in Oxford throughout December and January and are willing and able to provide emergency support to our first responders during our Christmas closure period. The closure period will be from 23 December 2020 – 3 January 2021, (no cover would be expected on 24, 25, 26 December and 1 January).

About Somerville College

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international Oxford colleges that admit undergraduate and graduate students. We currently have approximately 600 undergraduates and graduates, many of whom live on site, and around 270 academic and support staff. The undergraduate body at Somerville has a similar proportion of state-school students to the University. Somerville shares the University's ambition to further diversify its undergraduate population. Increasing access to Oxford for people from currently underrepresented backgrounds is a strategic priority and this post is a key component of the College plan for addressing the deficit.

Main duties

Discipline

- To work with the Lodge staff to deal with any problems of disruptive behaviour within college outside normal working hours; including those related to COVID19 restrictions and to ensure that 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 provide Deans' Office Hours once a week during term-time.
- To attend the weekly Dean's meeting and any meetings set up in connection with other discipline related matters.

Welfare

- To play an important role in supporting student welfare outside the tutorial relationship by providing 'crisis support' for students on a wide range of welfare issues, outside of office hours. 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 Welfare Support and Policy Officer (or Senior Tutor in her absence), on a daily basis, regarding welfare support for students.
- 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 a first aid course prior to appointment.
- To share information related to student welfare as appropriate with some/all of: the Dean (for matters of discipline), the Welfare Support and Policy Officer and Senior Tutor (for matters of welfare) and the appropriate College Officer, to ensure timely and appropriate information-sharing and co-ordinated follow-up.

Administration/Other

- To respond to any examination emergencies that may arise outside office hours, 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 help organise dissemination of information regarding discipline, welfare and community life to members of the College, in conjunction with the Welfare Support and Policy Officer and Senior Tutor, including taking part in a formal 'Dean's Office' briefing for new students in Freshers' week.
- To play a principal role in working with Junior Members during the set-up, take-down, and the actual running of the College Ball (when applicable, 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, commensurate with the role.

Selection criteria

Essential

- 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. Applications from junior researchers will also be considered.
- To be willing and able to live in College for the duration of the contract
- An appreciation of the welfare and disciplinary issues relevant within a student community.
- 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.
- Experience of working with confidentiality, discretion, tact and diplomacy.
- Evidence of committed, enthusiastic and resilient nature.
- Evidence of mature and good judgement.
- 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.
- Valid First Aid at Work Certificate or willingness to train to become a qualified first aider.
- Willing and able to take a flexible approach to duties, working unsociable hours including evenings and weekends.
- Available (with forward planning) for some meetings and other commitments on weekdays.

Desirable

- Experience of relevant voluntary or welfare work.
- Experience of working with the public and/or in a customer service environment.
- 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(s). The information below is for guidance only and does not constitute the contract of employment. Any offers of employment are conditional upon a number of pre-employment checks. Details of these are available via www.some.ox.ac.uk/jobs

Duration	This is a fixed term, part-time post available immediately and tenable, in the first instance, to 30 September 2021. The appointment will be made subject to satisfactory completion of a three-month probationary period.
Salary and benefits	The starting salary will be £6,389. The appointee will be entitled to meals in College (when the kitchens are open). Accommodation suitable for single use will be provided.
Hours of Work	Maximum working hours will be 20 per week, worked according to the Deans' rota in operation at the time. Regular day-time commitments will include providing Deans' Office Hours twice a week during term-time and attending the weekly Dean's meeting. The post-holder will be expected to be on-call 3 or 4 evenings/nights per week, and alternate weekends, in addition to the day-time commitments above. The actual hours of work will fluctuate throughout the term and to a certain degree are unpredictable.

Pension	The appointee will be enrolled into the College's pension scheme for support staff, if eligible.
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.

To apply please submit:

- A completed application form (including a brief personal statement outlining your suitability for the post, based on the criteria above)
- A curriculum vitae

Email your completed application form to: recruitment@some.ox.ac.uk please quote vacancy reference **900415** in the heading

Under separate cover please submit an equal opportunities monitoring Form to human.resources@some.ox.ac.uk Completion of this form is voluntary and does not form part of the selection process.

Applications will be assessed as they arrive and suitable candidates invited to an informal interview via video-call. The College reserves the right to close the recruitment process as and when suitable candidates are identified and appointed. Early application is therefore advised.

Equal Opportunities

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. In all cases, ability to perform the job will be the primary consideration.

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 General Data Protection Regulations 2018 and the College's Data Protection Policy which is available at <http://www.some.ox.ac.uk/wp-content/uploads/2019/07/DPP-v2.1.pdf>

November 2020