



Further Particulars Junior Dean (2021-2023)

(Ref 900428)

We are seeking two graduate students to join our team of Junior Deans from September 2021 for two years. (You'll need to be enrolled on a full-time graduate research or graduate medical course, at the University of Oxford.) Applications will also be considered from junior researchers.

Accommodation will be provided for the successful candidates as the ability to attend emergency callouts 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 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.

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.

The Academic Office is central to the student life of the College and provides support for all aspects of student's academic and pastoral needs, including support for the Fellows and Lecturers.

Main duties

- 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 Academic Registrar (or Senior Tutor in her absence), following each on-call duty shift that they do, 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; including those related to COVID19 restrictions and 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, 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 Academic Registrar and 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 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 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 on appointment.
- 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 three years) and to attend 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 an 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.

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. Applications from junior researchers will also be considered.
2. To be willing and able to live in College for the duration of the contract.
3. An appreciation of the welfare and disciplinary issues relevant within a student community.
4. 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.
5. Experience of working with confidentiality, discretion, tact and diplomacy.
6. Evidence of committed, enthusiastic and resilient nature.
7. Evidence of mature and good judgement.
8. 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.
9. Valid First Aid At Work Certificate or willingness to train to become a qualified first aider.
10. Willing and able to take a flexible approach to duties, working unsociable hours including evenings and weekends.
11. 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, part-time post for two academic years commencing from Michaelmas Term 2021 to Trinity Term 2023. 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 be made subject to satisfactory completion of a six-month probationary period.
Salary	The starting salary will be £6,778 per annum. The appointee will be entitled to meals in College (when the kitchens are open).
Accommodation	This is a residential post. Subject to a tenancy agreement, 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	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 post holders will enrolled into the Universities Superannuation Scheme ('USS') from the commencement date of the appointment.
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**

1. Email your completed application form to: recruitment@some.ox.ac.uk stating vacancy reference: **900428** in the heading.

Under separate cover, please complete and return 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.

2. **The closing date for completed applications is 10am on Monday 28 June 2021**
3. **Interviews will be held at Somerville College, Oxford on Monday 12 July 2021**

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 General Data Protection Regulations 2018 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'.

Please see item 3 under the "Application Procedure" section above for details on how references should be submitted for this post.

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

Any offer of employment will be conditional upon an enhanced check through the Disclosure and Barring Service. The successful candidate will be required to register with the Service online for future checks (unless s/he is already registered).

February 2019