Further Particulars

Decanal Officer
(1 year, fixed-term, part-time)

We are looking for a well-organised, calm and highly professional individual to join our Decanal team. The Dean and Junior Deans, supported by the Decanal Officer, have an important role to play in the College community. They help to ensure that all students can enjoy their time at Somerville in every aspect of their student experience from approving requests for a student events to reminding students of the College’s rules and regulations. They liaise closely with the Welfare team to make sure that students are well looked-after and have access to a variety of sources of support.

You will need to be calm under pressure to deal with sensitive, confidential and, sometimes challenging cases with tact, consistency and discretion. You will have excellent communication skills to be able to clearly convey processes and regulations and be highly organised as efficient record-keeping is crucial to the smooth running of the Deans’ office. You will be comfortable working with a variety of people at all levels as part of a small team and willing and able to be proactive to ensure the Deans’ office provides an efficient and timely service to our students. The role can be very busy at times and you will need to be comfortable handling potentially stressful situations and holding difficult conversations.

The post is available from October 2021 or as soon as possible thereafter and is initially offered on a one-year, fixed-term basis subject to continuing need. It is a part-time role of 20 hours per week during the three Oxford terms and the weeks immediately preceding and following full-term (12 weeks each term) and 4 hours per week outside of term. During term it is expected that the post-holder will be on-site; outside of term it may be possible to work remotely/flexibly.

For an informal chat about the role please contact Karen Mason (karen.mason@some.ox.ac.uk)

About Somerville

Somerville has a wonderful mix of international and UK-based students with approximately 450 undergraduates and 150 graduates. Most undergraduates live on-site. Our community of academics, students and staff is among the most international of all Oxford Colleges. Founded as a women’s College to give those who did not have an opportunity to study at Oxford at the time the chance of a world-class education, the principles of inclusion, tolerance and the pursuit of academic excellence still underpins our ethos today.

Main duties

- manage all incoming and outgoing correspondence for both the Dean and Deans’ Office e-mail accounts;
- write papers with/for the Dean to present to Education Committee and/or the Governing Body on decanal matters;
• regularly review and disseminate guidance issued to students in relation to decanal matters;
• disseminate relevant University regulations;
• maintain professional administrative systems within the Deans’ Office;
• monitor and report on trends related to student discipline;
• support students with event requests and approve/decline on behalf of the Deans’ Office;
• approve and keep records of Temporary Event Notices on behalf of the Catering and Conference Manager;
• assist with the recruitment of the Junior Deans;
• act as the first point of contact for the Junior Deans for disciplinary matters;
• support and advise the Dean on procedural matters, managing routine cases
• liaise with the Principal, Dean and Senior Tutor to regularly review decanal regulations and discipline procedures
• ensure the ‘Decanal Matters’ section of the College website remains up to date;
• liaise with relevant departments on matters relating to student fines/charges, community service, accommodation and attendance/barring from student events. Treasury regarding student fines/charges imposed by the Deans’ Office;
• represent the Decanal Office at University committees and events if requested by the Dean
• hold weekly updates with the Dean, Junior Deans and Welfare Officer;
• convene ad hoc meetings as necessary;
• report to or consult the Dean and Junior Deans with regard to student event requests.
• impose sanctions that do not require the Dean’s presence fairly and consistently in accordance with the established protocols and follow up cases of non-compliance;
• refer cases to the Dean as necessary;
• support the Dean with organising and attending Disciplinary hearings as needed.

Selection Criteria

Essential
• High standard of education, preferably with a first degree or equivalent
• Excellent communication skills, able to liaise with people at all levels with professionalism and sensitivity
• Experience of working in an administrative role in a similar organisation
• Excellent organisational skills, able to manage a busy workload with competing demands
• Good IT literacy, familiarity with standard Office packages
• Ability to remain calm under pressure
• Ability to handle confidential and sensitive information discreetly and with good working knowledge of GDPR and data protection regulations
• Understanding of the Oxford Collegiate system

Desirable
• Previous experience in a similar role
• Training and/or experience of conflict management, handling difficult conversations, mediation
Terms and conditions

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

<table>
<thead>
<tr>
<th>Duration</th>
<th>This is a fixed-term post for one-year in the first instance and is subject to continuing need. The role is available from October 2021 or as soon as possible thereafter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>The starting salary will be £13,879 per annum, which is aligned to Band 6 of the College’s Pay Scale for Support Staff (£27,511 FTE). Somerville salaries are regularly reviewed for cost of living.</td>
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<tr>
<td>Hours of Work</td>
<td>20 hours per week Monday – Friday in the periods around the three Oxford terms (minus 1st week to 10th week inclusive each term) and 4 hours per week to be worked flexibly in vacation periods. This amounts to a total of 784 hours per year.</td>
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<tr>
<td>Holiday Entitlement</td>
<td>Annual holiday entitlement for full-time support staff is 38 days per year (Oct-Sept), inclusive of bank holidays. The appointee will be notified of their pro-rata entitlement.</td>
</tr>
<tr>
<td>Pension</td>
<td>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).</td>
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<tr>
<td>Life Assurance</td>
<td>Free life assurance for employees during employment (subject to age requirements).</td>
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<tr>
<td>Meal Entitlement</td>
<td>One free meal a day to be taken during a designated break on working days when the kitchens are open.</td>
</tr>
<tr>
<td>Sickness Benefit</td>
<td>A maximum of (pro-rata) six weeks’ sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and medical certificates.</td>
</tr>
<tr>
<td>Employee Assistance Service</td>
<td>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.</td>
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<tr>
<td>Childcare</td>
<td>Somerville runs a small on-site Nursery. Employees may choose to enter a childcare salary sacrifice scheme. Alternatively employees may apply for childcare vouchers.</td>
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<tr>
<td>Training</td>
<td>We encourage relevant training. Financial assistance may be provided if appropriate.</td>
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<tr>
<td>Smoking policy</td>
<td>No smoking or vaping is allowed in any part of the College.</td>
</tr>
<tr>
<td>Parking</td>
<td>Unless related to a disability, there is no parking available for the post-holder.</td>
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</tbody>
</table>

Application Procedure

The closing date is 12.00 noon on Monday, 25 October 2021

Your application should comprise

- A completed application form (including a personal statement and details of at least 2 referees)
- A curriculum vitae (CVs submitted on their own will not be considered)
- An Equal Opportunities Monitoring Form

Email your completed application form to: recruitment@some.ox.ac.uk quoting the vacancy reference 900446

Interviews are likely to be held in the week commencing 1 November 2021
Equal Opportunities

Equal Opportunities data does not form part of the selection process and will not be circulated to the panel. Completion of the form is voluntary. Data is used to monitor the effectiveness of the College’s Equality and Diversity Policy and helps us meet our duties under the Equality Act 2010.

We are committed to ensuring that all applicants and staff are afforded equal opportunities within employment. Entry and progression 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 a protected characteristic. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

Data Protection

All data supplied will be used only for the purposes of determining suitability for the post and will be held in accordance with the principles of the Data Protection Act, the General Data Protection Regulations 2018 and the College’s Data Protection Policy. https://www.some.ox.ac.uk/somerville-college-gdpr-framework/

Pre-employment screening

DBS - For some posts, successful candidates will be required to complete an enhanced Disclosure and Barring Service (DBS) check. The appointee will be advised whether this applies to their role when they are offered the post.

Eligibility to work in the UK - It is 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 before employment starts. You will need to provide original documents (and certified translations, if necessary). If invited to interview, please bring these documents with you.

References - Please provide details of at least two referees who have direct experience of your work through working closely with you. Where possible, at least one should be your line manager from your most recent job. Please indicate how each referee knows you. Your referees will be asked to comment on your suitability for the post, confirm the dates of your employment, and of any disciplinary processes which are still ‘live’. Unless you state otherwise, we may approach your referees at any stage, please state clearly if you wish to be contacted before a referee is approached.

Fitness to work - employment will be conditional upon confirmation from the University of Oxford Occupational Health Service that you are medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010). This will be assessed via the pre-employment questionnaire which will be provided to the successful candidate. The questionnaire will help to:

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

Sept 2021