



## **Domestic Bursar**

**£75,000 - £80,000 p.a. depending on skills and experience.**

**Permanent, 35 hours per week.**

The Governing Body of Somerville College invites applications from suitably qualified and experienced individuals with recent and substantive experience in managing multi-department operations across a diverse range of functions.

This is a key role within the college and you will be adept at managing the needs of a wide range of stakeholders in a confident, sensitive, transparent and consistent manner. In addition to oversight of our Catering, Lodge and Housekeeping functions you will have delegated responsibility for health and safety compliance across college, will act as the Ofsted 'registered person' for St Paul's Nursery and be the primary point of contact for ensuring the college's compliance with the ACoP (Accommodation Code of Practice) requirements. You will use your excellent leadership and people management skills to oversee the professional, effective and efficient operation of the college's domestic departments. You will have the opportunity to be involved in college committees and University Conference of Colleges committees to enable you to create strong networks and relationships across the collegiate university.

Reporting to the Treasurer (Finance and Estates Bursar), you will take a proactive and collaborative approach to the challenges of providing a wide range of services and activities in college and liaise with college members at all levels to ensure that all our domestic operations run smoothly.

## Further Particulars

### Contents

<b>About the College</b> .....	2
The Domestic departments.....	3
<b>The role</b> .....	3
<b>Selection criteria</b> .....	6
<b>Salary, hours and benefits</b> .....	6
<b>Application Procedure</b> .....	7

### About the College

Somerville takes great pride in its pioneering history, its academic excellence, and its intellectual and social openness. It was founded in 1879 as a non-sectarian College, and one of the first Oxford Colleges to admit women tutors and students. It has been a mixed College since 1994. There are approximately 450 undergraduates following three and four-year courses across a wide variety of disciplines and 280 graduate students currently reading for masters and doctoral degrees.



The College is governed by its Principal and a Governing Body consisting of professorial, tutorial and administrative fellows. Tutors are assisted by college lecturers, and the research community includes a number of postdoctoral research fellows. There are approximately 100 members involved in the College's academic community and we employ 145 support staff whose role is to work together to support the provision of an inclusive, stimulating and safe environment in which the academic and research activities of the academic members and students may thrive.

## The Domestic departments

All of our undergraduates are able to live on-site and, outside of term time, we have a busy and successful conference schedule. Our domestic operations therefore run year-round, 24 hours per day to ensure the safety, security and comfort of all our students, staff and guests. Supported by a team of experienced and knowledgeable managers you will have oversight of all operations relating to the following services:

- Catering and Conference
- Housekeeping and Accommodation
- The Lodge
- The Nursery (St Paul's)

You will also line manage the Chapel Director for administrative and employment matters, with the Chair of the Chapel and Music Committee taking the lead on chapel issues.



## The role

This is a newly designed post and it is likely that the duties will evolve over time.

The Domestic Bursar will be responsible for and be supported by a team of managers who ensure the efficient and effective running of their areas. Those managers are responsible for their own teams, departmental budgets and day-to-day working practices.

The post-holder will be expected to liaise closely with the Treasurer (Finance and Estates Bursar) to keep them updated on any issues as they arise and to agree actions or expenditure as necessary on significant or sensitive issues. They will be expected to use their professional judgement to balance the need to keep the Treasurer and Senior Management Team apprised on domestic matters, with the flexibility to determine the most appropriate approach. The Domestic Bursar, in liaison with the relevant department heads, will be responsible for the following areas:

### **Leadership and management of domestic services**

- provide strategic direction, leadership and support for the domestic and operational teams in college;
- support their managers with any management responsibilities such as recruitment, running formal processes (e.g. flexible working requests, complex absence management and other employee relations matters, such as grievances and disciplinaries);
- ensure their reports have the resources, departmental training and structures in place needed to maintain effective and efficient services;

- ensure that their teams are kept informed of any college or University-wide news, initiatives or changes that could affect them and their teams;
- ensure the effective and efficient use of college-wide systems and resources that most significantly impact operational areas (such as Mercury), reviewing departmental needs, sourcing additional resources and enhancements to existing provision;
- take the lead on business-continuity planning for domestic operations, creating and updating plans, running table-top exercises, documenting processes;
- undertake all usual management activities for those who report to them (e.g. performance development reviews/appraisals, regular one-to-one meetings, point of contact for any issues that may need escalation etc.);
- coordinate with heads of non-domestic departments (e.g. Estates, Treasury, HR, Library, IT, Development, Academic Office) on cross-departmental activities (e.g. training, events, policy reviews).

### **Domestic services for students and academic members**

- Manage room ballot processes, including in-person attendance when the ballot takes place;
- manage the allocation of graduate accommodation;
- manage accommodation licences;
- coordinate the college's compliance with the Accommodation Code of Practice (ACoP) including leading the required internal annual review and audit;
- manage the substantive ten-year audit, review and renewal of the college's processes and compliance under ACoP;
- collate and administer the return of Somerville data for the annual Domestic Bursars' accommodation survey and other relevant benchmarking exercises;
- collaborate with the Student Welfare Lead, College Nurse and Dean's Office on coordinated approaches to resources and provision for students;
- manage Fellows' accommodation, including on-site rooms and off-site rentals;
- coordinate and administer the efficient allocation Fellows' rooms and office space throughout college, liaising with the Principal, Senior Tutor and academics as needed on teaching and tutor rooms.

### **College-wide domestic services**

- Manage parking in college, review and implement parking policies and processes;
- Liaise with the City Council on responses to city-wide traffic initiatives (i.e. zero emissions, parking levies etc.);
- manage college-wide facilities such as the college gym, storage provision, bicycle racks, telephones;
- take overall responsibility for Health and Safety policy management, risk assessments and registers, accident reporting and college-wide health and safety training;
- liaise with colleagues as needed on matters that require communication with the HSE (e.g. RIDDOR reporting);
- manage all matters relating to the tenancies of all external accommodation;
- under the direction of the Treasurer, take responsibility for appropriate college insurance policies, ensuring relevant registers are kept up to date and providing support for any reviews and claims as needed;

- liaise with the Treasurer on management of the College wine cellar (i.e. arranging deliveries, stock takes).

### **St Paul's Nursery**

- Act as the Ofsted 'registered person' with overall legal responsibility for nursery compliance and safeguarding processes;
- chair the Nursery Committee;
- liaise with the Treasurer on setting annual fees, balancing the resourcing and development of the nursery with the need to control costs;
- in conjunction with the Nursery Manager, communicate with parents/guardians on nursery provision, fees, resources;
- act as a point of contact for any concerns or issues which require escalation beyond the Nursery Manager;
- liaise with service providers and other college nurseries to promote and support St Paul's interests and investigate cost and resource-sharing initiatives.

### **The College Chapel**

The Domestic Bursar will line manage the Chapel Director for general management and administrative matters, with the Chair of the Chapel and Music Committee managing them in relation to Chapel matters and being responsible for Chapel strategy.

- Maintain oversight of the administration of chapel events and operations;
- in consultation with relevant college officers, make arrangements for memorial inscriptions for Fellows, Principals, Vice Principals;
- liaise with the chapel team to provide hands-on support for any processes relating to chapel bookings, choir arrangements, chapel and music equipment;
- in consultation with relevant fellows and SMT, provide support on matters relating to chapel services, staffing and resourcing;

### **General**

- Represent the College at Conference of Colleges and university-wide fora such as Domestic Bursars' Committee and operational working groups;
- undertake any necessary training applicable to the role as well as training which applies to general college policies and processes, such as health and safety training and data protection training;
- be familiar with and abide by college policies and processes;
- at all times, operate with due consideration for equality, diversity and inclusion.

This is a senior role and as such may involve undertaking duties not listed above in order to fulfil the responsibilities of the post. The postholder will be expected to manage their own time and workload and take a flexible approach to their duties to ensure the role is carried out efficiently and effectively. This may include work outside of normal office hours.

## Selection criteria

This section lists the knowledge, skills, experience and qualities that we expect the postholder to have on joining the role and are used at recruitment stage to select the most suitable candidate.

### Essential

- Extensive experience of operating at a senior level within a medium to large size, high quality organisation;
- proven success in leading and managing large, diverse teams;
- excellent communications skills with the ability to engage and a wide range of stakeholders;
- respectful of tradition but, equally, willing to be innovative in approach to provide the most effective and efficient services possible;
- a calm, approachable and collaborative working style, with the willingness and ability to take a flexible approach to the role;
- equally comfortable working at a strategic/management level as taking a hands-on approach to supporting their teams;
- experience of compliance with legislation and regulations relevant to the position;
- solid IT skills, with the ability to manage and understand budgets and financial information;
- demonstrable commitment to supporting their managers and teams, providing resources, guidance, training as needed;
- enhanced DBS clearance will be applied for in respect of being the 'responsible person' for the nursery.

### Desirable

- A general management qualification at level 7 or equivalent;
- experience of working in a similarly complex higher education institute;
- experience of working within committee structures;
- experience of working under ACoP regulations;
- knowledge/experience of working under Ofsted regulations.

## Salary, hours and benefits

- Salary in the range £75,000 - £80,000 p.a., depending on skills and experience
- Membership of the Colleges Support Staff Pension Scheme
- Membership of the Senior Common Room
- 38 days; annual leave per year
- A free meal whilst on duty and opportunities to attend College events
- Subsidised rate for on-site college Nursery
- Ability to park in college (or at an outside property), subject to availability
- Wide range of discounts and access to University gardens, libraries and museums
- Full-time (35 hours per week), permanent contract

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.

## Application Procedure

**The closing date for completed applications is 4.00 p.m. (UK time) on Friday, 29 May 2026.**

Informal enquiries about this post may be directed to the Treasurer and Domestic Bursar, Andrew Parker, in the first instance via [treasurer@some.ox.ac.uk](mailto:treasurer@some.ox.ac.uk)

1. Applications should be made online at [www.some.ox.ac.uk/about/jobs](http://www.some.ox.ac.uk/about/jobs)
2. You must submit all elements of your application by 4.00 p.m. on Friday, 29 May 2026.
3. Your application must include:
  - A covering letter, highlighting your suitability and motivation for the post
  - Your CV with details of your work experience and qualifications
  - The names and contact details (including email address) of two referees. At least one referee must be your current or most recent line manager who has extensive experience of working with you. Please supply each referee with a copy of the further particulars of this post. We will assume we are free to contact your referees at any stage of the process unless you clearly indicate otherwise on your application.

Shortlisting for the post is likely to take place in the week of 1 June 2026, after which shortlisted candidates will be invited to first interviews by email. Interviews will take place in Oxford, in person.

**Interview date: first interviews are likely to be held on 15/16 June 2026.**

Any queries with regards to references or the application process can be emailed to [recruitment@some.ox.ac.uk](mailto:recruitment@some.ox.ac.uk)

### **Communications:**

We will communicate with applicants by email regarding the status and outcome of their application. Please state clearly in your application if email communication is not a convenient method of communicating with you.

### **Your data**

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 policies. Further details are available at <https://www.some.ox.ac.uk/privacy-foi/privacy-notice/>

### **Equal Opportunities**

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 panels will contain at least one member of each sex.

Any offer of employment will be subject to the following:

1. Documentary proof of right 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. Our Human Resources team will provide further details at the appropriate stage in the recruitment process.

2. Satisfactory references

Please see above for details of how references should be submitted

3. Evidence of qualifications

You will be asked to provide original certificates and documentation to evidence any qualifications or training that is required for the role and that has been stated by you as having been obtained.

4. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical declaration. It may also be necessary to refer the successful candidate to our Occupational Health provider for confirmation 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).

5. Further checks

Where required for the role, further checks, such as DBS, may be required. We will advise applicants of the need for any additional checks as appropriate.

May 2026