



NEW COLLEGE
UNIVERSITY OF OXFORD



HOME BURSAR

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1. INTRODUCTION

The current Home (Domestic) Bursar* of New College, Caroline Thomas, is retiring after 23 years in post. The Governing Body of the College is seeking a successor who can sustain and build on her work. This is a senior role within the College, with responsibility for all its domestic administration. The internal stakeholders to whom an excellent service must be delivered encompass its Fellows, Lecturers, and Researchers; the students, both undergraduates and graduates; returning alumni; and commercial clients and visitors. The Home Bursar supervises seven departments within the College, and some 100 staff. A strong sensitivity to the College's academic mission is required, as well as outstanding leadership and administrative skills. Reflecting the seniority of the position, the successful candidate will report directly to the Governing Body, of which he/she will also be a member, as a Fellow of the College.

* In New College the role has been titled "Home Bursar" in recent years. In the majority of Colleges, it is called "Domestic Bursar". The College is open minded as to which version is employed in the future.

2. ORGANISATION - NEW COLLEGE, OXFORD

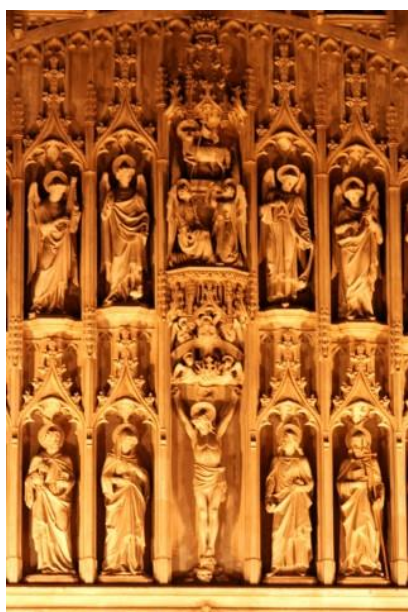
New College was founded in 1379 by William of Wykeham, twice Lord Chancellor of England, and also Bishop of Winchester. The Bishop of Winchester remains the official visitor of the College to this day. It was even then innovative in its architectural and educational design, and consistently performs at the highest academic levels today. While academic excellence is critical to the College's mission, it also supports an exceptionally vibrant range of extra-curricular interests, from music to drama, sports to social activities, the latter including the triennial Commemoration Ball, one of three held in Oxford. The College prides itself on its openness, sense of fairness and inclusiveness. This translates into an exceptionally friendly community, and the students foster these values each year as they welcome the next generation of "Freshers".

New College is an independent and self-governing College within the University of Oxford. Colleges relate to the University in a federal system, represented by the Conference of Colleges. Within this sits the Domestic Bursars' Committee, which has some 39 members; the successful candidate would automatically become one of them. The University's departments and faculties, organized into divisions, interface closely with the Colleges. Many academic staff are employed jointly by the University and a College. Colleges have responsibility for the admission of undergraduates, and the University for graduates, although the latter are then allocated to Colleges.



There are currently 407 undergraduates, and 376 graduate students enrolled in the College, making it one of the largest in Oxford. There are 59 Fellows, 30 Lecturers and 22 Junior Research Fellows. The College provides residential accommodation for the majority of its students; however, currently most of the third year undergraduates live out.

The College campus essentially comprises buildings from three periods: 14th Century, late 17th Century and late 19th Century; but it includes significant ‘new build’ in the 1960s and 1990s.



Together these form an exceptional complex of built heritage, the maintenance and conservation of which is a major responsibility for each generation. Significant restoration and refurbishment works have recently been carried out on the Hall and Kitchens. In addition, there is dedicated graduate accommodation – the Weston Buildings – a few minutes away (adjacent to the Sports Field). The College plans to construct two new Quadrangles, providing accommodation for most of the third year undergraduates, a new student study space and a concert hall on the College’s site on Mansfield Road/Savile Road. This is a major capital project (budgeted at £52m), which will require considerable attention during the next four or five years.

New College is a Choral Foundation, and the Chapel and Choir play an important role in the life of the College and in shaping its public profile. New College School (an independent preparatory school for boys) is an integral part of the Foundation, supplying choristers to the choir. Extremely close liaison between College and School is an important part of the Home Bursar’s responsibilities.

The Head of the College is the Warden (Miles Young), who resides in the College (in the Warden’s Lodgings). There is a Sub-Warden, appointed for one year by rotation, in order of seniority from the Fellowship: the current Sub-Warden is Richard Whittington. The Warden chairs meetings of the Governing Body, which meets twice a term. This is the final decision-making unit in the College, where the responsibilities of Fellows as Trustees of a Charitable Foundation are ultimately exercised. A range of Committees sit beneath the Governing Body, and report to it, mostly chaired by the Warden, and the Home Bursar sits on many of them. The Finance and General Purposes Committee, which in turn has a series of sub-committees, is one of the most important. In addition, there are various Working Parties which convene from time to time, such as the New Quadrangle Steering Group.

The College takes both Welfare and Diversity very seriously, and has recently appointed both a Tutor for Welfare, and a Tutor responsible for Diversity, both of which are supported by Committees which meet termly.

The gardens in New College are the responsibility of the Garden Fellow, together with an out-sourced team. Close liaison is necessary with the former on a project-by-project basis.

The College prides itself on its hospitality. It aspires to provide catering of very high quality, and wishes to continue to improve where it can. The SCR is one of the most convivial in Oxford, and the popularity of Formal Halls and guest nights amongst the students testify to the importance of this side of College life.



The College has a turnover of c£15m, and an endowment of c£225m. The routine amount spent on maintenance is c£1m; the annual income from student catering and rents is c£2.25m; the annual income from conferences is c£750k; the annual spend on domestic management (accommodation and catering) is c£3.25m.

Further information on New College is obtainable from the website <http://www.new.ox.ac.uk/> though it should be noted that this is in the process of being updated.

3. POSITION

Reports to: Governing Body

Close working relationships with: The Warden; the Sub-Warden; the Bursar (who supervises the management of the wider Estates and the Endowment as well as major building work and the College's legal matters: he is also the College's Data Protection Officer and Freedom of Information Officer); the Dean (who is responsible for discipline, and who, in New College, is also the Chattels Fellow); the Accountant; the Development Director; the Senior Tutor; the Tutor for Welfare; the Chaplain; the SCR Steward.

Physical areas for which responsible: all residential and non-residential accommodation within the College's Oxford sites (main site; Weston buildings; sports ground; Savile Road and Mansfield Road; Boat House; Bradmore Road flats).

Primary Responsibilities and direct reports:

The following are the routine responsibilities of the Home Bursary. They are divided into seven sections, the heads of which all report to the Home Bursar:

1. Routine Maintenance including minor works; fire safety	Clerks of Works
2. Catering	Catering Manager
3. Accommodation & Housekeeping	Accommodation Manager
4. Portering/ Security	Head Porter
5. Conference and Tourism	Conference and Events Manager
6. Grounds & Boathouse	Groundsmen (+ University Sport)
7. HR & Staffing	HR Manager

Strategic Contribution: The Home Bursar is expected to play an active part in the life of the College, and to contribute to its strategic direction.

8. JOB SPECIFICATION

(a) Operations

- Within the context of the College's policies agreed by the Governing Body:
 - In conjunction with the Accountant, to prepare an annual income and expenditure budget for the department, and to be accountable for its delivery.
 - Within the annual budget, to direct the management of the Oxford estate at all times to the highest possible standard and in a cost-effective and efficient manner.

- To identify efficiencies in day-to-day operations, ensuring best use of staff and resources.
- To be the senior point of contact for the students with regard to any aspect of their occupation or use of the estate.
- To be responsible for the security of the College's property and all its occupants.
- To oversee the College's boathouse and sports grounds, their people and functions.
- To oversee all aspects of catering within the College.
- To ensure the proper organisation of and (where appropriate) to attend College dinners, special events and social functions.
- Whilst respecting the priority of the academic purposes of the College, to manage the commercial letting of the College's facilities in such a way as to maximise their financial contribution to the College.
- To ensure that the College is managed in an environmentally friendly and sustainable manner.
- Where appropriate, to be the nominated individual within the College required to satisfy legislative and regulatory requirements; this includes acting as the Designated Premises Supervisor (if he/she is not already a personal licence holder, the successful candidate would be required to obtain the necessary qualification soon after appointment).

(b) Management of Buildings, Infrastructure and other Facilities

- To manage the section responsible for day-to-day maintenance and repairs, including the routine maintenance of all accommodation for students, senior members and staff.
- To direct the management and maintenance of College buildings, infrastructure and facilities (including the sports ground) by relevant Heads of Department.

(c) Human resources management

- To be responsible for the contractual and legal aspects of the employment of all College non-academic staff, ensuring that College employment policies are implemented, that employees have appropriate contracts and pension arrangements, and that accurate records are kept.
- To exercise general oversight of the personnel management of all non-academic staff.
- To ensure that appraisal of non-academic staff is undertaken each year, and that appropriate arrangements are made for training and staff development.
- To liaise with other College Officers, as appropriate, to prepare annual recommendations on salaries, wages and allowances for all staff.

(d) Legislation

- To be responsible for compliance with relevant legislation across all the College's activities, especially in terms of Health and Safety and Licensing.
- To keep abreast of legislation affecting the responsibilities of the post with the objective of ensuring that the College continues to comply with all such legislation.
- To recommend to the Governing Body changes in College policies to ensure compliance with legislation and with generally accepted best practice.

(e) College Committees

- To serve on most College committees.

(f) Health and Safety and Security

- To manage College security policy, including overseeing the operation of the Porters' Lodges and maintaining a safe and secure College.
- To oversee tourism entry and management arrangements.
- To implement and manage Health and Safety and Fire Safety policies.
- Together with the other College officers, to ensure a robust and comprehensive system is in place for crisis management (e.g. fire alarms and security alerts).
- In conjunction with the Governing Body and key College Officers, to be responsible for disaster and business continuity planning.

(g) Students

- The Home Bursar is one of the principal interfaces between the student body and the College, and liaises with JCR and MCR representatives whenever necessary. Since the Home Bursar is responsible for accommodation in the College, he/she is inevitably involved with welfare issues: he/she is a member of the Welfare Team and of the Welfare Committee, which is led by the Tutor for Welfare.
- The Home Bursar is also the College Supervisor for the College Nurse, who is employed by OxFed and clinically supervised by them. The Home Bursar must ensure that the premises conform to Care Quality Commission Standards, and liaise regularly with both the nurse and OxFed.

(h) External

- To represent the College on and take an active role in the Domestic Bursars' Committee, and any other relevant University committee.
- To be a key point of contact for the police, local authorities and local voluntary organisations.

(i) Other duties

Any other reasonably required duties.

9. PERSON PROFILE

The College is keen to consider candidates from a variety of backgrounds, providing they are able to demonstrate the appropriate level of skills and experience.

Personal characteristics looked for are:

- Proficient communicator at all levels, upwards and downwards.
- A proven team worker.
- Ability to provide inspiring and motivational leadership.
- An interest in higher education, and an affinity with the ethos of an Oxford College.
- Sensitivity to the issues of running an academic institution as a centre for world class teaching and research within a Collegiate University.
- Sensitivity to the needs and interests of young people.
- Analytical and problem solving abilities, including an ability to analyse and interpret complex information.

- Flexible working approach as required for working within a committee structure.
- Impeccable integrity.
- Work effectively on own initiative.

Skills and experience looked for are:

- A degree and/or a relevant professional qualification.
- Proven experience of management at a high-level involving responsibility for people, operations, finances and budgetary management.
- Extensive experience of recruiting, leading and motivating a diverse group of staff, including performance and personal development.
- High-level organisation skills and a proven experience in managing a demanding and diverse workload.
- Good IT skills
- Knowledge of HR policies and procedures.
- Strong financial and commercial acumen, and the ability easily to assimilate, analyse and interpret financial data.
- Knowledge of property, catering and health and safety.
- Experience of proactively seeking opportunities for improvements and managing change within a complex organisation.
- The ability to manage projects effectively and on time.
- Relevant experience of a similar organisation in the education or charity sector is useful.

10. REMUNERATION

The position carries an annual salary of £85,000 (including a £10,000 housing allowance); the holiday entitlement is six weeks per annum (to be taken outside term time) and normal Bank Holidays; membership of a contributory pension scheme (Universities Superannuation Scheme) and a private healthcare scheme is available, if the post holder wishes. The Home Bursar is entitled to all meals in the College, free of charge, at all times of year when College meals are available. A contribution to removal expenses may be made to the successful applicant, depending on the individual circumstances. The College operates a joint equity scheme to help Fellows with house purchase within Oxfordshire.

The option to take single live-in accommodation is also available in place of the housing allowance and joint equity scheme.

The length of written notice to terminate the appointment on either side is two academic terms.

The College is considering a mentoring system to assist in career development.

Since the appointment is to an Official Fellowship as Home Bursar, the duration of the Fellowship will be coterminous with that of the position.

11. APPLICATION PROCEDURE

Applicants should send, in hard copy or by e-mail, their curriculum vitae, a personal statement as to their candidature, interest in and suitability for the post, and the names and addresses of three referees (one being a recent employer) to the H.R. Manager, New College, Holywell Street, Oxford,

OX1 3BN. Envelopes should be marked “Confidential and for addressee’s eyes only”. E-mail submissions should be sent to Yvonne.goodgame@new.ox.ac.uk.

The closing date for applications is 22nd October 2017.

The College will assess applications against the person specification and will draw up a long-list of potential candidates by no later than 27th October. Long-listed candidates will be invited on the morning of Thursday 2nd November or Friday 3rd November to attend a formal interview with a panel of Fellows in College.

A short-list will be developed, and the final short list interviews will take place on Thursday 9th November. The candidates will also be invited to meet senior administrative staff on this day. (Candidates should note that references of short-listed candidates will be taken up prior to the interview.)

A decision as to the appointment will be made by the Governing Body no later than w/c 13th November. Confirmation of the appointment will be subject to proof of the right to work in the UK and a satisfactory medical assessment, and confirmation that the appointee is not ineligible to take on the charity trusteeship role of being a fellow on Governing Body.

Other information

The post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and the College’s Equal Opportunity Policy and Code of Practice. To this end, applicants will be asked to complete a recruitment monitoring form, which will play no part in the selection process, and will not be seen by any member of the selection panel. This will be sent separately to applicants.

It is the College’s policy that entry into employment and progression within it are determined wholly by personal merit and the application of criteria which relate to the dates of each particular post. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another on grounds of gender, marital status, race, ethnic or national origin, colour, sexual orientation or disability.

All data supplied by applicants 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.

