



Harris Manchester College

Assistant Junior Dean

Further Particulars

Job Title:	Assistant Junior Dean
Honorarium:	£3,000 per annum paid termly in 3 equal instalments. In addition, the postholder will receive free accommodation along with meals at no charge whenever they are provided for students or staff.
Hours:	Variable depending on agreed shift pattern
Contract type:	Fixed Term from Friday 27 September 2024 to Friday 26 September 2025
Responsible to:	The Dean, working in close collaboration with the Junior Dean

Harris Manchester College

The College community, located in central Oxford, consists of some 230 students reading for Oxford degrees, at undergraduate and graduate level. HMC is unique in Oxford as it takes only students aged 21 and over (mature students), providing an academic and social environment in which these slightly older students can flourish. Although the origins of the College date back over 200 years, it became part of Oxford University only in 1990. It offers a distinctive, non-hierarchical, and friendly atmosphere. For further information please visit the college website at <http://www.hmc.ox.ac.uk>

Overview of the Post

The Assistant Junior Dean supports the Junior Dean to promote good relations and a positive atmosphere within the College by contributing to the College's pastoral and welfare provision, alongside maintaining discipline, and enforcing College rules and regulations where necessary. You will also support the Bursar and the Domestic Bursar to ensure the security and safety of the College (including fire safety). You will possess reliability, good judgement, discretion, and an appreciation of the confidential nature of some elements of the role. As well as an ability to relate to people at all levels and are able to respond and adapt to a wide range of unpredictable changes or situations where there may not be clear processes or guidance.

Key Responsibilities

Out-of-hours cover

- Respond to out-of-hours calls which could range from a medical incident to other issues relating to student wellbeing and student discipline. Ensure that any incidents are logged as part of the incident reporting procedure, and that information is shared in a timely manner between the junior dean and assistant junior dean.
- Hold and monitor the college-provided Junior Dean mobile phone when on duty, which is contactable by all students and links to the college's fire alarm system.
- Ensuring that all calls are dealt with in a speedy and efficient manner, referring the student on to the relevant authority as appropriate.
- Call for additional support as required; this could include requesting support from other college officers, Emergency services, or University Security services.
- Assist the Domestic Bursary team by providing key holder support and an initial maintenance response to maintenance and security issues occurring out of hours.

Support College Discipline

- Enforce college rules and regulations ensuring the Dean is made aware of any issues.
- Provide pastoral and welfare support to students on a range of issues as appropriate, passing issues to the Welfare lead as necessary.
- Liaise with JCR committee and the Bar Manager regarding dates and arrangements for JCR and MCR events (bops); monitoring any excessive noise and disturbance, ensuring that events finish, and are quiet, at the agreed time.

Support College Infrastructure

- Act as one of the College's qualified First Aid team. Training will be provided if required.
- Act as a fire marshal, responding to related incidents as appropriate. Training will be provided if required.
- Assist with monitoring the condition of student accommodation, reporting any maintenance or cleaning issues as they arise.
- When required, assist with a full evacuation of a student property (off site), and assist the Lodge Porters with a full evacuation (on site).

Other Duties

The duties of the Assistant Junior Dean include:

- Participate in compulsory training at the start of the academic year, this includes Junior Dean training, First Aid and Mental Health First Aid training (all funded by the college).
- Provide weekly reports to the Dean.
- Ensure there is a rota in place providing sufficient coverage between the Junior Dean and Assistant Junior Dean.
- Ensure information is shared between the Junior Dean, the Assistant Junior Dean, and other relevant staff daily so that they are kept up to date with live issues.
- Be responsible for and adhere to relevant college record-keeping protocols.

- To assist the Domestic Bursar with the annual update of the Junior Dean handbook as required.
- To participate in the recruitment and training of new Junior Deans as required
- Attending student welfare meetings, as well as Heads of Department meetings as required
- Undertake other commensurate duties as requested by the Dean or Bursar.

Person Specification

Essential

- Enrolled in full time graduate study at the University of Oxford for the duration of the appointment. Candidates should strongly consider whether the demands of their course are compatible with the high level of visibility and presence required for the Assistant Junior Dean position.
- An appreciation of the welfare and disciplinary issues relevant within a student community
- Experience of working with confidentiality, discretion, tact, and diplomacy to own initiative.
- Ability to respond and adapt to a wide range of unpredictable changes or situations where there may not be clear processes or guidance.
- Valid First Aid at Work Certificate or willingness to train to become a qualified first aider.
- Open to and capable of adopting a flexible work style for duties, including working unsociable hours including evenings, weekends and during vacations.

Desirable

- Experience of relevant voluntary or welfare work
- Experience of dealing with emergencies e.g. accidents, security issues, fire evacuations etc

Benefits and conditions

1. Honorarium of £3,000 per annum payable termly in three instalments
2. The post holder will be provided with a room in College for the duration of the employment free of charge
3. The post holder will be entitled to take free meals whilst in residence whenever the College Kitchen is open.
4. The appointment is from fixed term from Friday 29 September 2023 to Friday 13 September 2024
5. When on duty the post-holder will be on-call between the hours of 23:00 and 06:00.
6. The post holder will agree a rota with the Junior Dean to ensure there is continuous on-call coverage during term time and during vacations.
7. In addition, the post holder is expected to be on duty during the Easter and Summer vacations but is entitled to a two-week break during the Easter Vacation and a six-week break during the Summer vacation (at mutually agreed times).

How to Apply

Please make informal enquiries to the HR Officer (elise.cochrane@hmc.ox.ac.uk) in the first instance.

Please email your CV, a covering letter, and the contact details of two referees (all in one PDF) indicating it we can contact them now, to elise.cochrane@hmc.ox.ac.uk. Please include your name,

and the job title “Assistant Junior Dean” in the email subject line. **All applications must be received by 12 pm (Midday or noon) Friday 5th April 2024** to be considered.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the College’s data protection policy here [harris-manchester-college-policy-data-protectionpdf \(ox.ac.uk\)](https://harris-manchester-college-policy-data-protectionpdf.ox.ac.uk).

Equal Opportunity

Harris Manchester College is an Equal Opportunities Employer. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.

Right to work in the UK

The appointment will be subject to the satisfactory completion of provision of proof of the right to work in the UK.