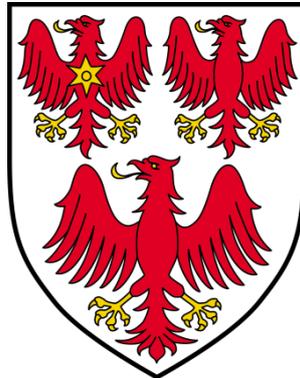


The Queen's College

University of Oxford



Junior Dean – Further particulars

Closing Date: Friday 3rd June 2016.

Applications are invited for the post of Junior Dean, to be taken up from 1st September 2016. This is a fixed term post for 1 year, but may be renewable for a further 1 or 2 years. The post is subject to a probationary period of 3 months.

There are four Junior Deans in the College and they assist the Dean in his duties, including those related to welfare and discipline. Generally, one Junior Dean is accommodated on the main College site, one in Carrodus Quad (on Queen's Lane), one in the Florey Building (just beyond Magdalen Bridge) and one in St Aldate's House (near Christ Church Meadows), but the Junior Deans share their duties across all the College sites.

Duties of the Post

Junior Deans are required to help maintain an appropriate environment in the College for academic work by promoting the welfare of members of College and upholding College regulations. The duties of the post will be determined by the Dean and may vary from time to time, but will involve the following activities:

If residing in College accommodation:

- To act as *vir probatus* (VP) on the site for which they have responsibility. See 'Duties of Viri Probati' below.
- To act as a fire marshal on the site for which they have responsibility if they are resident on that site.

Whether residing in College accommodation or not:

To be available to deal with incidents that require decanal input. The Lodge staff, or building caretaker, are the first port of call for issues such as maintenance or security problems, complaints about noise, vandals, intruders, vagrants, fire alarms etc. The Lodge staff will themselves deal with a

clear breach of College regulations if they encounter it and will report this to a Junior Dean by email unless the matter requires immediate decanal input, in which case they will telephone the Junior Dean who is available for work. At night, the first person to be contacted in an emergency is the night porter who will contact the Junior Dean if the matter is of a disciplinary or welfare nature and requires an immediate decanal response.

To be prepared to accompany students to hospital or for emergency medical consultations if required to do so.

To act as one of the College's First Aid team if required to do so, in which case training would be provided.

To be ready to act on her or his own initiative as appropriate to maintain good order in the College.

To check in with the Lodge by phone, email or in person at the start of each period when available for work.

To deal with misdemeanours directly unless it is unsafe to do so. If it is unsafe to do so, then to arrange appropriate support from the Lodge, the University Security services or the police.

To liaise with the Dean, the other Junior Deans, the Lodge staff, the Steward, the Conference and Functions Office staff, the Domestic Bursar and other College staff, as necessary to monitor issues that might from time to time affect the maintenance of a peaceful, considerate and respectful environment in the College. Within the College each Junior Dean will have general oversight of a particular site, which will include the site on which they are offered accommodation. There are permanent caretakers in the Florey and Cardo buildings. The Junior Dean with responsibility for a particular site will liaise with the caretaker on that site.

To assist the Dean with the administrative aspects of decanal activities and liaison with other College officers and members of staff.

To maintain the decanal team email account jointly with the other Junior Deans.

To assess applications from members of the College to hold parties and other events in College and liaise with the Conference and Functions Office to manage room and/or function bookings.

To ensure good order at these functions and to ensure that these functions take place in accordance with the agreed arrangements.

To ensure that all events end on time, to disperse crowds if appropriate and to ensure reasonable behaviour regarding noise, especially during the College quiet hours (11pm to 8am).

To oversee the smooth running of events in the College, particularly student 'bops' and 'entz', in cooperation with the Lodge porters, catering staff, Steward, bar manager and other members of the College staff.

To liaise with the Lodge Staff, the Steward's Staff and VPs in dealing with any problems of disruptive behaviour within College.

To assist in monitoring and controlling behaviour around examination times.

To check on the whereabouts and wellbeing of any member of the College about whom there is concern.

To be available for welfare meetings, by appointment, to facilitate connections between students and welfare resources.

To respond to examination emergencies that may arise outside office hours (particularly Saturdays), to incarcerate candidates where necessary and to liaise with the relevant officers in the College and University. Junior Deans may be required to undergo appropriate training to be eligible to act as an invigilator and may then be required to act as an invigilator.

To deal with general emergencies, such as illness, when they arise and to ensure that the appropriate services are called.

Fixed commitments - these may vary from time to time

To attend the weekly Junior Dean open sessions (currently a one-hour slot on Tuesday evenings during term) to which students are invited to come for informal discussion of any matters arising. Only two Junior Deans are required to attend this.

To attend termly welfare lunches and other decanal events.

To oversee Freshers' week and participate in the programme as required.

To attend decanal summons and the disciplinary panel when required to do so by the Dean. To organise decanal summons and the disciplinary panel when required to do so by the Dean.

In the case of a breach of discipline to investigate the matter appropriately, gathering names and statements from relevant people including witnesses and bringing the matter to the attention of the Dean in an appropriate and timely manner.

General

To know, and be known by, junior members of the College, and be able and available to offer welfare information to those who require it, to liaise with other members of the College, especially those with pastoral and welfare roles and to refer appropriately to the Dean or other senior members of the College when and as appropriate.

To be available to junior members for advice. Junior Deans are not expected to act as counsellors, but should be familiar with the range of sources of professional and other help that are available to students and be able to direct students to relevant sources of help.

To help organise dissemination of information regarding welfare, discipline and community life to members of the College, in conjunction with the Dean.

To be familiar with the College rules and regulations.

To respect the confidentiality of information received as appropriate.

To be active in promoting a healthy and happy environment that enhances the academic culture of the College.

Miscellaneous

To undertake any training that the College from time to time may decide is appropriate, such as first aid training and fire marshal training. This includes refresher training.

To undertake any other duties that the Dean or the College may reasonably request from time to time.

From time to time Junior Deans may be asked by the College to help cover periods of absence by the night porter or other Lodge staff or to help with conferences. This work will be remunerated at the standard rate of pay for the relevant post. At least 4 weeks' notice will be given for this and such work can only be taken on by the Junior Dean if their weekly hours of work remain below 20 hours.

Junior Deans who are accommodated in the Florey Building or Cardo building must ensure that they co-ordinate their leave with the caretaker so that the caretaker is present when the Junior Dean is absent on leave and they are present for at least 2 weeks per year when the caretaker is away on leave. This period when the caretaker is away will not be during term time and no extra remuneration is provided. There are no extra duties or hours of work associated with this, but the Junior Dean will be expected to report any problems to the Steward's office and continue to act as Fire Marshal.

Junior Deans are required to undergo a CRB (Criminal Records Bureau) check.

Hours of work.

The hours of work will be as required up to a maximum of 20 hours per week.

The Junior Dean would not be required to keep set work hours, but the post would not suit anyone intending to be away for significant periods of term time.

The defined hours that are covered by the Junior Deans are from 7pm to 7am on weekdays and from 7am on Saturday to 7am on Monday. These hours are shared by the Junior Deans according to a rota arranged by the Junior Deans and the Domestic Bursar. Only one Junior Dean is required to be available for work during these hours.

In addition to these hours, Junior Deans will be required to be available for work at other times during the day to meet with students, members of the College staff, the Dean or other Fellows and other people involved in welfare or disciplinary matters.

When available for work, the Junior Deans must be contactable by mobile phone and able to deal with emergencies in person. Residence in College is not a formal requirement during hours in which the Junior Dean is available for work. Their phone numbers must be left with the porters at the Lodge and it is the duty of the Junior Dean on call to ensure that the Lodge knows who is on call at that time.

The Junior Deans are expected to split the duties approximately evenly by mutual agreement. They are expected to be in Oxford during term-time and any cover arrangements for periods of absence must have the agreement of the Domestic Bursar and Dean.

The Junior Deans are expected to be resident in Oxford from weeks 0 to 10 of each term, inclusive. Residence in Oxford does not have to be in College. In addition, the Junior Deans are required to be resident in Oxford in Trinity term until the end of the Final examinations, in Michaelmas term in -1th week to prepare for Freshers' week and to provide support for students arriving before 0th week and during the admissions period at the end of Michaelmas term (typically until the end of 10th week). The Junior Deans will be expected to be resident in Oxford during the Easter vacation, when many students remain resident. Not all Junior Deans will be required to be resident in Oxford over the entire Easter vacation and absence during this vacation should be co-ordinated by the Junior Deans such that two of them are always in Oxford and available for work from 7pm each weekday evening until 7am the next morning and from 7am on Saturday to 7am on Monday. The coordination of

these periods of residence will be agreed in advance by the Junior Deans and Domestic Bursar and the schedule left with the Lodge and Domestic Bursar. The College does not close on statutory bank holidays during the extended university terms.

There are additional limitations on leave if a Junior Dean chooses to live in College accommodation and so takes on the added responsibility of being a VP and Fire Marshal.

No housing allowance or accommodation allowance will be provided if a Junior Dean does not live in College accommodation.

The Junior Deans are required to keep records of the hours of actual work that they do and notify the Dean if this exceeds 15 hours in a week.

No Junior Dean is permitted to do more than 20 hours of actual work in any week.

Applicants should note that fulfilling the responsibilities of the post in dealing with incidents is likely to involve some unscheduled periods of temporarily time-consuming work at short notice. The time worked, however, must not exceed the 20-hour per week limit.

The position can be terminated by either College or the Junior Dean with two months' written notice.

Person Profile

Applicants must be in good academic standing; have excellent inter-personal skills, and must be able to demonstrate high standards of personal and professional integrity, and good organisational skills and tact. The post of Junior Dean requires a mature person of good judgement, discretion, an ability to relate to people at all levels and a high degree of flexibility to respond to a wide range of unpredictable situations. The nature of the work requires a significant degree of personal resilience. It is essential that the Junior Deans should enjoy the respect of their peers, and be able to command both trust and authority. The successful applicant will normally be a senior graduate student and will be required to migrate to The Queen's College if not already a member of the College. The Junior Deans should be as active as possible in College, getting to know and mixing with the undergraduates, graduates, Fellows, the Domestic Bursar, Steward, Head Porter and colleagues, and facilitating the flow of information relevant to welfare and disciplinary issues.

Essential

Excellent interpersonal skills, both in person and in writing, with a broad range of people, especially undergraduates.

Ability to gain respect and trust from junior members.

High levels of personal responsibility and integrity.

Strong organisational and time-management skills.

Ability to work effectively in a small team.

Ability to deal with confidential information in a discrete and sensitive manner, and the ability to display good judgement in emotionally challenging situations.

Resilience.

Ability to work flexibly in accordance with the needs of the role.

Current graduate student of the University of Oxford (either matriculated at, or willing to migrate to, The Queen's College).

Desirable

Experience of dealing with students or young people from a position of responsibility

Good understanding of how the Oxford collegiate system operates

Experience of providing welfare support to young people, and/ or trained in welfare techniques

Stipend and other Emoluments

The stipend is £2,000 per annum, payable monthly (increasing in subsequent years if reappointed to £2,500). Single accommodation in the College is offered free of charge. This will be in the Florey building or St Aldate's House. There is no accommodation for couples or children. The Junior Dean will receive free meals in Hall when the College kitchens are open, unless restrictions are in place on specific occasions. The Junior Deans are members of the Middle Common Room and, subject to approval by the Governing Body, may be given the right to have lunch or dinner with the Senior Common Room up to twice a week.

Junior Deanships are fixed-term appointments, normally for one year. However, s/he may ask to be considered for reappointment for a further fixed-term period, provided s/he is in good academic standing and still actively engaged in their current graduate programme of studies (except that where appropriate, the term of appointment may be extended beyond the viva by a few months) or hold a postdoctoral appointment that will continue for any such period of extension.

Application procedure

Applications, including a full CV and the names of three referees, should be sent by midnight on Friday 3rd June 2016. The letter of application should address those aspects of past experience that indicate the particular suitability for a Junior Deanship.

Applications should be sent by e-mail to college.office@queens.ox.ac.uk. Interviews for selected candidates will be held in 7th or 8th week (weeks commencing 6th June and 13th June) .

Applicants should arrange for their referees to send references by e-mail to college.office@queens.ox.ac.uk or by post to The College Office, The Queen's College, Oxford, OX1 4AW by midnight on the closing date (3rd June 2016); one referee should normally be the academic supervisor or other person responsible for the applicant's academic work. Referees should be asked to address the particular requirements of the post.

Candidates invited for interview will be required to demonstrate their "right to work" as defined by visa regulations.

Potential applicants are welcome to contact the current Junior Deans decanal.team@queens.ox.ac.uk for informal enquiries or to discuss the post.

The Queen's College is an Equal Opportunities Employer.

Closing Date: Friday 3rd June 2016

Duties of Viri Probati (V.P.s)

In an emergency (e.g. welfare or accident) you will use your judgement, often in consultation with a Caretaker, the Lodge or the Junior Deans, about a suitable course of action. If necessary, call an ambulance and/ or the police or University security services. Please make sure the Domestic Bursar and the Dean are informed as soon as possible. It is useful to keep a note of events at the time.

If you become worried about a student who has become withdrawn or is absent without good reason then please contact the Decanal Team (decanal.team@queens.ox.ac.uk).

Please stop rowdy or antisocial behaviour if it is safe to do so. Report rude or antisocial behaviour to the Decanal Team (decanal.team@queens.ox.ac.uk) naming those involved, but only if you witnessed an event or have a credible report. You do not have any powers to discipline students – that is the role of the Dean.

Make sure there are no posters displayed in windows, no milk etc., on window ledges and no ball games in the gardens or corridors. Please familiarise yourself with the College rules and regulations, especially those relating to noise. The College quiet hours are from 11pm to 8am and parties are not permitted without explicit permission from the Decanal Team.

It may be useful to walk around the building each evening (at a different time).

You may be asked to let Junior Members into their rooms if they have lost/forgotten their key. After 11pm you may refuse to do this. The College Caretaker will not to respond to requests to be let into rooms after 11pm. A porter is on duty (but often on rounds) until 12:30am but after that students will have to rely on friends or make other arrangements as they would have to do if they lost keys to non-College accommodation.

You have no responsibility for your building, but if you become aware of problems then you should inform the Caretaker and/or the Steward. In an emergency, please contact the Lodge from 7am to 12:30am and the College Caretaker outside these hours, who can be contact via the Lodge. You will be given emergency telephone numbers.

You act as a Fire Marshal for your building and will receive training in this role.

The VP or other Fire Marshal who is accommodated in the Cardo Building or Florey Building must ensure that they co-ordinate their leave with the caretaker so that the caretaker is present when the VP is absent on leave and they are present for at least 2 weeks per year when the caretaker is away on leave. This period when the caretaker is away will not be during term time and no extra remuneration is provided. There are no extra duties or hours of work associated with this, but the VP will be expected to report any problems to the Steward's office and continue to act as Fire Marshal.

As VP you must have any absence from Oxford authorised by the Domestic Bursar and must inform the College through the Domestic Bursar of any absences with suitable notice as determined by the Domestic Bursar.

You must undertake any training that the College from time to time may decide is appropriate, such as first aid training and fire marshal training.

Any free accommodation, accommodation subsidy or waiver of accommodation charge will be dependent on presentation of proof of having completed any training that is required by the College and having complied with the residence requirements determined by the Domestic Bursar.

Duties of Fire Marshal.

As Fire Marshal you must have any absence from Oxford authorised by the Domestic Bursar and must inform the Domestic Bursar of any proposed absences with suitable notice as determined by the Domestic Bursar.

You must undertake any training that the College from time to time may decide is appropriate.

Following a fire drill, you must follow up the results of the roll call to identify any reasons that could account for the absence of members of the College from the roll call.

Any free accommodation, accommodation subsidy or waiver of accommodation charge will be dependent on presentation of proof of having completed any training that is required by the College and having complied with the residence requirements determined by the Domestic Bursar.

You should:

- Maintain a working knowledge of the College Fire Risk assessment for your work area.
- Report promptly any faults, defects or near misses to the Steward.
- Be familiar with the means of escape routes and assembly points from your work place.
- Ensure that all escape routes and exits are kept clear of waste, storage or other obstructions.
- Regularly check and inspect emergency exit doors to insure that they are available for immediate use.
- Maintain awareness of special needs of colleagues or visitors who may need assistance in an emergency.
- Ensure that you are familiar with the automatic fire detection system and manual fire alarm systems in your building.
- Be familiar with the alarm evacuation signal.
- Know the location of Fire extinguishers the type, appropriate use and method of operation.
- Be aware of and address potential hazards in and outside of the building.
- Maintain an awareness of isolation valves and switches for electrical and gas main services.
- Enforce College smoking policy.

In the event of fire you should:

- Assist occupants of the building to evacuate safely.
- Check the building (if safe to do so) to ensure everyone has left.
- Use Fire-fighting equipment if trained in its operation and it is safe to do so.
- Conduct a roll call at the assembly point.
- Liaise with the Fire service on their attendance and passing on relevant information regarding any missing persons and their location and the source of the fire etc.
- Inform the College Lodge and Steward of the fire.
- Perform supervisory management role in an emergency.