Job Description
Junior Dean and Welfare Dean

Duration: One-year fixed term
Supervised by: Senior Dean

Oriel College Background
Oriel is a sociable and attractive College in the centre of Oxford. Founded in 1326 by King Edward II, it is the fifth oldest of Oxford’s Colleges. The student body is made up of approximately 300 undergraduates studying a wide variety of courses in arts and sciences and of approximately 200 postgraduate or research students working towards Masters’ degrees or Doctorates in a broad range of subjects. They come from all kinds of schools, backgrounds and countries. All candidates for admission are considered on the basis of their own individual merits and potential. Oriel College employs over 100 academic staff in approximately 30 subjects, and 150 non-academic and support staff.

The Welfare Team
The appointees will join a dedicated Welfare Team in the College, consisting of the Senior Dean, two Junior Deans, two Welfare Deans, the Chaplain, the College Nurse and the Academic Registrar (Students). The team works closely with the College GPs at the Jericho Health Centre, the University’s Counselling Service and with other departments within Oriel, including the accommodation office and the lodge.

Both the Junior and Welfare Deans undertake a range of duties to help maintain an inclusive and welcoming College environment that is conducive to academic work and to peaceful and safe communal living. They do so in particular by upholding College regulations, especially in the evenings, overnight and at weekends, and by supporting students in making the most of their academic and non-academic opportunities.

‘Junior Deans’ assist the Senior Dean in enforcing the regulations of the College. The Junior Deans share their duties by mutual arrangement. They undertake routine disciplinary functions.

The 'Welfare Deans' are Junior Deans with particular welfare responsibilities for junior members of the College. The Welfare Deans do not undertake any regular disciplinary role. While they share some responsibilities of the Junior Deans, their emphasis is on supporting undergraduate and graduate students by helping them connect with appropriate welfare support services in the College, University and elsewhere. It is not the role of the Welfare Deans to provide counselling to students.

Duties Common to Junior and Welfare Deans
- Junior and Welfare Deans are required to reside in College accommodation.
- Share on-call duties with the other Junior Dean and Welfare Deans in responding to urgent situations
- Provide on-the-spot welfare support, e.g. assistance in a medical emergency, emotional and practical support during a crisis or other extraordinary circumstance, e.g. pandemic

Oriel College is a Registered Charity No 1141976
Duties of the Junior Deans:

- Hold regular Deans’ hours in weeks 1–8 of each term.
- Discipline infractions as needed, in line with the College’s non-Academic Disciplinary Procedures and, as the case requires, in consultation with the Senior Dean.
- Authorize student parties/events according to college rules and in consultation with the Senior Dean.
- Oversee the smooth running of bops and other approved student and entz events.
- Enforce other rules as necessary.

Duties of the Welfare Deans:

- Work with the wider team to provide access to welfare support to Oriel students.
- Listen to students in an empathetic, supportive, discrete and non-judgmental manner.
- Refer students to appropriate information and sources of further help, both inside and outside the College, on a broad range of welfare issues.
- Organise a range of welfare activities for Oriel students.
- Support the Chaplain, the Nurse, and the Disability, Equality and Diversity Contact in their welfare provision.
- Assist the Junior Deans, if required, to oversee the smooth running of approved student and entz events.

Person Specification

- Candidates must be in good academic standing, must have excellent inter-personal and listening skills, and good organisational skills and tact.
- They must demonstrate high standards of personal and professional integrity, personal responsibility, judgment and resilience.
- Applicants will possess problem-solving skills, and will be effective communicators.
- They will be willing to work effectively and constructively as part of a team and will be able to relate professionally and informally to a wide range of people in College.
• It is essential that the Junior and Welfare Deans should enjoy the respect of their peers, and be able to command both trust and authority.
• They should be sensitive to the potential for their personal engagement in College life to affect perceptions of how they carry out their decanal role.

The successful applicant will normally be a senior graduate student, but may possibly hold a postdoctoral or similar appointment. Existing membership of Oriel College is not essential, but we would require a graduate student who is currently a member of another college to migrate to Oriel College if appointed to the post.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Knowledge and Qualifications</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate student at the University of Oxford</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>At least one year of study remaining at the University of Oxford if a student</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Current first aid qualification</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experience of handling/resolving welfare issues</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Experience in a similar role within a Higher Education environment</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Junior Dean / Peer support training</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Experience of fostering an inclusive and welcoming environment and/or tackling discrimination</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td><strong>Skills and Competencies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excellent interpersonal and communication skills (oral and written)</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Excellent organisational skills</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Ability to effectively influence and/or persuade others</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Ability to work without supervision and under pressure</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Ability to handle sensitive and confidential matters with discretion and initiative</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Ability to work flexibly and as part of a team</td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

**Benefits and Conditions:**

The Deans are required to live in College for the duration of the contract and College will provide accommodation for the purposes of enabling you to perform your duties.

You will be expected to work 660 hours for the duration of this contract and should not exceed 20 hours in any one week.

The Deans are members of the SCR. Lunch and dinner will be provided when the kitchen is open. The Deans may take these meals at high table (excluding Guest Nights, which they may attend at their own expense) or with the students (it is expected that on a weekly basis they will take some of their meals with the students, in line with the duties specified above).

The post will have a stipend of £4,500 (subject to annual review). The stipend will increase to £5,049 per year in a second year of appointment (subject to annual review).
Employment is conditional upon evidence of entitlement to live and work in the United Kingdom, and upon evidence of good academic standing for graduate students.

The Junior and Welfare Dean is expected to be in residence in college accommodation from Sunday 0th week to Saturday 10th week in each term; except that before Michaelmas Term, they should also be in residence in minus 1st week.

Applicants should note that the responsibilities of the position involve dealing with incidents and it is likely to involve some unscheduled periods of temporarily time-consuming work at short notice. Deans should monitor their hours and discuss them with the Senior Dean if required.

The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates. The College aims at all times to recruit the candidate most suited to the job and welcomes applications from people of all backgrounds. We particularly welcome applications from under-represented groups, including Black, Asian and Minority Ethnic (BAME) candidates.