

**Further Particulars:**

**Job Title:** Junior Dean

**Supervised by:** Senior Dean

**Overview of the role**

The College wishes to appoint one Junior Dean on fixed-term contracts to start as soon as possible until 31st August 2024 in the first instance. It is anticipated that the appointment would be extended to 31st August 2025 following a successful probation period.

Deans at Oriel are College Officers responsible for maintaining an orderly and flourishing college community. They maintain the trust and confidence of the college’s Senior Dean, Chaplain, and other senior College leadership, and are expected to carry themselves appropriately in their interactions with students, and academic and non-academic staff.

‘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.

Because the ability to handle decanal matters in a nuanced and proactive manner requires trust and shared understanding among the members of the welfare team, the successful Junior Dean will work to build close relationships with their colleagues as well as College staff. They are expected to be an active and visible presence within the College by attending College meals, celebrations, and other College events.

Oriel places a high level of confidence in its Junior and Welfare Deans, perhaps expecting more of them than many other colleges may do; however, it is intended that the compensation and privileges should be reflective of this greater responsibility. The Deans are respected and valued members of the SCR and play a significant role in the life of the College.

**Oriel College**

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, one Junior Dean, 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.

**Role Responsibilities:**

You are expected to:

* work effectively and collaboratively as a member of a team.
* take responsibility for your own personal development and be willing to undertake training to improve your personal performance and knowledge.
* understand your responsibilities under Oriel College’s policies and procedures and ensure that you comply with them.
* perform duties not specifically identified in the job description but which are in line with the general responsibilities of the post.
* provide the highest quality services and work to continually improve standards.
* maintain an appropriate boundary between the personal and the professional.
* 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
* Undertake any other duties which the Senior Dean may reasonably request from time to time.
* Assist the Academic Office during college collections and university exam periods.
* Attend College Liaison Meetings in rotation with other Deans (once a week in term), Welfare Team meetings (once a week in term), Equality Committee in rotation with other Deans (once a term), Joint Consultative Committee (twice a term) and Welfare Lunches (once a term).
* 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.

The Junior Deans should get to know the students, including by taking some meals with them. For this purpose, they should exercise their judgement in organizing and/or involving themselves in social functions for all students.

The College requires the Junior Dean to attend training sessions for Junior Deans as organised by the Counselling Service at the start of September (approximately 30 hours over 2 weeks), as well as to undertake a First Aid course at the College’s expense. In addition, the Junior Dean will be expected to attend further training sessions as directed by the Senior Dean, such as Fire Marshal training or ‘Listening Skills’, ‘Sexual Violence Awareness’ and ‘Harassment’ courses.

The job descriptions may from time to time be amended by the College and in addition to the duties set out above you may, from time to time, be required to undertake additional or other duties within your professional capabilities as are necessary to meet the needs of the College.

**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 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. A successful Dean acts as a tactful liaison officer between junior and senior members of the College. For the better performance of these duties Junior Deans are required to reside in College accommodation.

Candidates will be assessed on the basis of the criteria set out below and should ensure that their application provides evidence of how they meet the criteria. Examples of relevant experience need not be just from work; candidates may wish to give examples from study, voluntary work or skills gained in their family or social life.

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

**Terms & Conditions**

* The College will provide free of charge accommodation in a single occupancy set all year round, pro rata. Please note that the College cannot accommodate couples.
* Lunch and dinner will be free of charge whenever they are provided for students or staff. The Deans may take these meals at high table 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 Deans are members of the SCR.
* The Deans are responsible to the Senior Dean.
* The post will have a stipend of £5,623 per annum, pro rata.
* 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 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 Junior Deanships are fixed-term appointments and are subject to a one-term probationary period. The post will normally be held by a senior graduate student (i.e. taken up by a student in the second or third year of a graduate programme) who has a secure financial position. The position should not be used as a student’s primary source of funding. Applications from those holding postdoctoral or similar appointments in University departments may also be considered.

Post holders may be considered for reappointment for a further fixed-term period, provided that they are in good academic standing and still actively engaged in their current graduate programme of studies. The only exception to this is that it may be possible to extend the term of appointment beyond the final completion DPhil viva by a few months.

**Applications**

Applicants should apply by email, providing a full curriculum vitae and the names and contact details of two referees**,** by noon on 16 January 2024 to recruitment@oriel.ox.ac.uk.

Applicants are asked to ensure that their referees send their references direct to the same address no later than noon on 16 January 2024. If the applicant is a registered graduate student, one of the referees must be the applicant’s University supervisor.

Applicants who are graduate students must specify their primary source of funding. The Dean position is not intended to be that source.

***Notes for Referees***

Referees are asked to comment in their reference on the general suitability of the candidate for the post and on the extent to which he or she fulfils the person specification. The College will be very grateful if the academic supervisor could in particular offer a judgment whether a candidate seems likely to be able to combine holding one of the positions with continued good academic progress. If a referee has been invited to act as a referee for more than one candidate, the referee is asked to supply the College with a comparative evaluation. If the referee feels that the College is unlikely to wish to pursue a candidacy, then the referee is asked to provide a brief note to that effect.

***Appointment procedure***

Applications for this post will be considered by a selection committee containing a Fellow of the College. The selection committee is responsible for conducting all aspects of the recruitment and selection process; the appointment will be confirmed by the Governing Body of Oriel College on the basis of the recommendation made by the selection committee.

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.