Contents

INTRODUCTION 3
THE UNIVERSITY OF OXFORD 4
TRINITY COLLEGE OXFORD 5
THE POSITION OF DOMESTIC BURSAR 6
PERSON PROFILE 9
EMPLOYMENT TERMS 10
APPLICATION PROCEDURE 11
Introduction

The Governing Body of the College wishes to appoint a Domestic Bursar, who will be the College Officer responsible for its domestic administration.

The position calls for an individual with excellent management and administrative skills and powers of leadership. It will involve leading a team of approximately 100 committed and professional managers and staff in the delivery of a first-class service to the College. The responsibilities of the Domestic Bursar’s department will range from the maintenance of the College’s historic buildings to the development of its commercial conference and events activities and will include the essential provision of catering, housekeeping and security to its Fellows, lecturers, students, staff and visitors. Given the seniority of the position, the successful applicant will be an Official Fellow of the College which carries with it membership of the Governing Body and trusteeship of the College.

The successful applicant will have an important role representing the College within the University and acting as the key point of contact with external bodies, such as the police, local authorities and local voluntary organisations.
The University of Oxford

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 11,000 staff and has a student population of over 22,000, of whom roughly half are undergraduates.
Trinity College, Oxford

Trinity College is one of 38 self-governing and independent colleges at Oxford. The Colleges give both academic staff and students the benefits of belonging to a smaller, interdisciplinary community as well as to a large, internationally-renowned institution.

The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

The College, founded in 1555, occupies a fine position in the centre of the City. It currently admits approximately 85 undergraduates and 50 graduate students each year, with a balance between Arts and Science disciplines, and there are approximately 400 students in residence at any one time. The College prides itself on combining the highest academic standards with a particularly friendly sense of community.

The College is a registered charity. Oversight of its management is the duty of its 44 trustees, who meet three times each term as Governing Body. Governing Body in turn delegates some of its powers to its committees – which also meet regularly throughout the year – and other powers directly to College Officers.

Our vision is for Trinity to be recognised as a modern College that attracts some of the best academics in the world and welcomes a diverse and widely representative student community, in which international, UK state- and independent-school students all have a place and students of all backgrounds feel equally valued, supported and able to flourish.

Further information about the College is available at http://www.trinity.ox.ac.uk
The Position of Domestic Bursar

POSITION PROFILE

Reporting to:
The Estates Bursar (who also has responsibility for the financial affairs of the College and the management of its investment portfolio).

Working closely with:
The President, Vice-President, Estates Bursar, Senior Tutor, Development Director, Deans (who are the Fellows responsible for the discipline and welfare of students) and other Fellows.

Physical areas for which responsible (“Property”):
All residential and non-residential accommodation (including the President’s Lodgings), Senior Common Room, Hall, Kitchen, Beer Cellar, Lodge, Gardens, Library, Sportsground, Boathouse and Chapel (for maintenance only). From 2021, a new building (The Levine Building) will include an auditorium and other additional facilities.

Line management responsibilities:
Domestic Manager, SCR/Hall Steward, Head Chef, Head of IT, Beer Cellar Manager, Lodge Manager, Head Gardener, Groundsman, College Surveyor, Conference and Events Administrator and Personal Assistant (shared with Estates Bursar).
JOB DESCRIPTION

On entry
It will be important for the successful candidate to spend time at the outset developing an understanding of the culture of the College and, to this end, s/he will be required:
- to assimilate the values of Trinity;
- to understand the position of the Domestic Bursar within the management structure of the College, and the mechanisms by which decisions are made;
- to understand the interests and concerns of the Fellows, staff and students (as they relate to this role), both collectively and individually;
- to win the confidence of the academic and non-academic staff and students, and demonstrate understanding and sympathy for the College’s primary educational and research purposes; and
- to become familiar with the facilities of the College, both on and off site.

Major duties and responsibilities
Many of the duties and responsibilities outlined below require a close working relationship with the Estates Bursar, Senior Tutor, Development Director, Deans and members of their teams.

Strategy
- In collaboration with other College Officers and Governing Body, to contribute to the Five Year Strategy of the College.

Operations
- Within the context of the College’s strategy and policies agreed by the Governing Body:
  - To prepare an annual income and expenditure budget for the Property and to be accountable to the Estates Bursar (who is in turn accountable to the Governing Body) for its delivery.
  - Within the annual budget, to direct the management of the Property at all times to the highest possible standard and in a cost-effective and efficient manner.
  - To be the senior point of contact for the students with regard to any aspect of their occupation or use of the Property.
  - To be responsible for the security of the Property (including the silver, furniture and paintings collections) and all its occupants.
  - To oversee the College’s interest in the boathouse (which is managed by another college).
  - To organise and, where appropriate, 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.
  - Where appropriate, to be the nominated individual within the College required to satisfy legislative and regulatory requirements.
Management of Buildings, Infrastructure and Other Facilities

- To take direct responsibility when required for the financial, contractual and day-to-day management and monitoring of major building, renovation, and capital projects. However, please note that for particularly significant projects, such as the construction of the Levine Building, the College’s Governing Body may apply additional governance requirements (such as oversight by a committee) and may employ professional project management.
- To direct the management and maintenance of College buildings, infrastructure and facilities (including the gardens and sportsground) by relevant Heads of Department.
- To be responsible for ensuring adequate IT provision.

Human Resources Management

- Within the Domestic Department, ensuring that College employment policies are implemented, that employees have appropriate contracts, and that accurate records are kept.
- To exercise general oversight of the personnel management of all Domestic Department personnel.
- To ensure that appraisal of Domestic Department staff is undertaken each year, and that appropriate arrangements are made for training and staff development.
- To prepare annual recommendations on salaries, wages and allowances for all Domestic Department staff for consideration by the Bursarial Committee.
- To provide an advisory role on Human Resources across all departments, ensuring that all College Officers and Heads of Department comply with current legislation and observe the policies of the College.

Legislation

- 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 at all times.
- To recommend to the Governing Body or its committees changes in College policies to ensure compliance with legislation and with generally accepted best practice.
- To be the nominated member of Governing Body for Health and Safety.
- To take on other legal duties, such as Licensee, as required.

College Committees

- To serve on key College committees, namely, but not limited to, the Bursarial Committee, the Equality Committee, the Health & Safety Committee, the Welfare Committee and the Joint Consultative Committee. Written reports may be required by these committees.

External

- To represent the College on the Domestic Bursars’ Committee and, with the approval of the Governing Body, University committees.
- To be the key point of contact for the police, local authorities and local voluntary organisations.
- To be the Joint Honorary Secretary of the Trinity Society.

Other Duties

- Any other reasonably required duties.
Person Profile

The essential qualifications of the successful applicant will include:

- At least ten years operating at a senior management level within an organisation in the service sector, or equivalent.
- Proven successful budgetary responsibility.
- Experience of managing capital projects.
- Experience of compliance with legislation and regulations relevant to the position.
- Excellent IT and report writing skills.
- Extensive HR/personnel management experience.

Desirable qualifications will include:

- Experience of managing large building contracts and projects.
- A general management qualification.
- An appropriate HR qualification.
- A relevant hotel or catering qualification.
- Experience within the hospitality sector and/or commercial sector where new business generation was a skills requirement.
- Experience in working within committee structures.

Personally, the successful applicant will be:

- Able to communicate easily and effectively at all levels.
- Able to provide leadership, motivation and inspiration.
- Respectful of tradition but, equally, willing to be innovative in approach.
- Of unimpeachable integrity.
- Flexible and prepared to turn his or her hand to whatever is reasonably expected within the requirements of the position.
- Able to demonstrate resilience under pressure.
- A willing, supportive and contributory team player.
- Energetic and committed.
Employment Terms

The successful applicant will be elected to membership of the Governing Body. S/he will not be able to vote at College meetings during the probationary year; thereafter, s/he will have full voting rights.

The position will carry a competitive salary and a housing allowance, six weeks’ holiday per annum (to be taken outside term time) and normal Bank Holidays, a contributory pension scheme (Universities Superannuation Scheme) and membership of a private healthcare scheme, if the post holder wishes to join. The Domestic 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 a twenty-five mile radius of Oxford.

There is a probationary period of one year, during which the notice period for both parties is four weeks. The length of written notice to terminate the appointment thereafter on either side is twelve weeks.

Following the successful completion of the probationary period, the Domestic Bursar will become an Official Fellow of the College and may be required to become a Trustee. The duration of the Fellowship (and Trusteeship, if applicable) will be coterminal with that of the position of Domestic Bursar.

All Officers of the College, including the Domestic Bursar, are subject to annual appraisal.
Application Procedure

Applicants should e-mail their curriculum vitae (including present salary), 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 applications@trinity.ox.ac.uk.

The closing date for applications is **12.00 noon, Tuesday 23rd April 2019**.

Short-listed candidates will be invited to meet senior administrative staff and to attend a formal interview with Fellows in College during the **week commencing Monday 6th May**. The interview process will include a short written task. Second interviews will include a presentation to Fellows and will take place on either **Friday 17th May** or **Tuesday 21st May**. (Candidates should note that references will be taken up prior to their second interview, if applicable.) Confirmation of the appointment will be subject to proof of the right to work in the UK and a satisfactory medical assessment.

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.

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 skills required for 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.