



Harris Manchester College

Assistant Junior Dean

Further Particulars

Job Title:	Assistant Junior Dean
Honorarium:	£2,000 per annum paid termly in 2 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 10 th January 2025 to Friday 26 September 2025
Responsible to:	The Dean, working in close collaboration with the Junior Dean

Harris Manchester College

The College community, which is 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 primary role of the Assistant Junior Dean is to provide timely and effective support to the student community, along with other visitors and guests, during the period that they are on duty.

While on duty Assistant Junior Dean is the initial point of contact for any incidents or issues involving the College's onsite student community. Critical to the role is the ability to assess any given situation, and to decide whether further escalation is required, either immediately or at an appropriate point in

the future. Where this isn't the case, the Assistant Junior Dean will resolve (minor) incidents and complete any subsequent reporting.

To achieve this Assistant Junior Dean will require maturity and good judgement, as well as a high degree of flexibility in response to a wide range of unpredictable situations. They must possess an ability to relate to people at all levels, and an appreciation of the confidential nature of some elements of the role.

It is important that the Assistant Junior Dean understands their own limitations and that of the role, and is comfortable escalating more serious incidents as required.

Assistant Junior Dean will work with the Junior Dean to ensure there is continuous coverage throughout the year. In carrying out their duties, both postholders will be supporting the Dean, Welfare lead and Senior Tutor, who have overall responsibility for discipline, welfare and academic matters respectively. The Assistant Junior Dean also supports the Bursar and the Domestic Bursar to ensure the security and safety of the College (including fire safety).

Although the role includes specific on-call hours, the postholder should also take an active part in college life outside of this period. This will involve attending meals with other students as often as possible, as well as taking other opportunities to build positive relationships with the student body. It is also important that the postholder gets to know tutors, the Principal, and the domestic and administrative staff; Harris Manchester College is a relatively small and close-knit community, so getting to know the key people in college is important.

Key Responsibilities

Out-of-hours cover

- Hold and monitor the college-provided Junior Dean mobile phone when on duty, which is contactable by all students and also links to the college's fire alarm system.
- Respond to out-of-hours calls, carry out an assessment of the situation and decide an appropriate response.
- Resolve minor incidents or call for additional support as required; this could include requesting support from other college officers, emergency services, or University Security services.
- Ensure that all calls are dealt with in a speedy and efficient manner, referring the student as appropriate.
- Ensure that any incidents are logged as part of the incident reporting procedure, and that information is shared in a timely manner with the Dean and Junior Dean.

Support College Discipline

- Enforce college rules and regulations ensuring the Dean is made aware of any issues.
- Resolve minor incidents or call for additional support in more serious or complex situations.

- Liaise with JCR committee and the Bar Manager regarding dates and arrangements for JCR and MCR events (bops); monitor any excessive noise and disturbance, ensuring that events finish, and are quiet, at the agreed time.

Support Student Welfare

Note: more serious welfare cases and ongoing casework should only be managed by the Welfare Lead.

- Act as the initial point of contact for welfare issues and incidents when on duty.
- Resolve minor incidents, or call for additional support in more serious or complex situations.
- Follow-up on minor welfare incidents as appropriate, ensuring the Welfare Lead and Junior Dean are kept updated whilst also ensuring an appropriate level of confidentiality.
- The Assistant Junior Dean may also be asked to assist the Welfare Lead in providing ongoing support by checking in on particular students.

Support College Infrastructure

- Assist the Bursary team by providing key holder support.
- Act as initial point of contact for maintenance issues while on duty and call for additional support in time-sensitive situations.
- Along with the College porters, act as initial point of contact for maintenance security issues while on duty.
- 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 Porter 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 and be in *immediate* and regular contact with the Dean about any crisis situations.
- 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 on a daily basis 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.

Line Management and Reporting

The Junior Dean and Assistant Junior Dean report to the Dean. Weekly meetings are essential, and additional meetings may be needed as difficult or emergency situations arise. The Dean is always the first person to call for information, advice or to discuss difficulties.

The Welfare Lead is also available as a resource for discussion of any difficulties.

Regular communication with the Domestic Bursar, the Bursary staff and porters is also important.

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 disciplinary and welfare issues relevant within a student community
- Experience of working with confidentiality, discretion, tact and diplomacy
- Able to respond and act appropriately on own initiative and with a high degree of flexibility in response to a wide range of unpredictable situations, if necessary, unguided
- Valid First Aid At Work Certificate or willingness to train to become a qualified first aider
- Willing and able to take a flexible approach to duties, 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 £2,000 per annum payable termly in two 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 10th January 2025 to Friday 26 September 2025
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 overnight on-call coverage during term time and during vacations.
7. In addition, the Junior Dean and Assistant Junior Dean will work together to ensure there is continuous onsite on-call support between 07:00 and 22:00 during the Christmas, Easter and Summer vacations. This will include the college's closed periods during which international students remain in college and cover is essential at all times. The Junior Dean and Assistant Junior Dean will provide cover for each other's periods of annual leave, which will be taken at mutually agreed times.

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://www.harris-manchester-college-ox.ac.uk/policy-data-protectionpdf).

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.