



## **Kellogg College Junior Dean Job description**

### **BACKGROUND**

Kellogg College is one of the University's largest colleges, with a diverse range of full-time and part-time students. Kellogg College is committed to providing an excellent, inclusive experience for all its students. Kellogg is a vibrant, growing, friendly and egalitarian College and each of our members and staff has the opportunity to shape our future and traditions.

Kellogg College supports its students in a number of ways whether financial, academic, social, or welfare. There are two Junior Deans at Kellogg College who play an important role within the College's community and are key members of the College's welfare team. They are particularly important this year with students experiencing the changes and restrictions due to Covid 19. The College is looking to recruit one Junior Dean, to work with our existing Junior Dean, starting on Saturday 30 January 2021 until 31 July 2021 (with a possibility for extension over the Summer Vacation). The position may be renewed, subject to review, after this date.

This vacancy is for Kellogg students only.

### **OVERVIEW OF THE ROLE**

There are two Junior Deans who are supervised by, and report to, the Dean. Individuals may serve more than once as Junior Dean.

The Junior Deans play a vital role within Kellogg's scholarly community, assisting the Dean, Academic Administrator, the Domestic Bursar, Head of Facilities Management, Accommodation Manager, and other College Officers in ensuring the smooth running of the College.

The Junior Dean has four primary roles

- i) Assist the Domestic Bursary Team by providing out of hours key holding support and initial maintenance response duties for students in College residential accommodation and guests in its short-term accommodation
- ii) Uphold College and University rules
- iii) Provide a first point of contact with students and student groups to help identify welfare concerns, and to liaise, advise or represent them as appropriate
- iv) Provide a first point of contact for residential students, and guests in short-term accommodation, in emergencies out of normal office hours e.g. a fire or an individual/corporate crisis of any kind and hence help in maintaining the general welfare of the College and achieving a high level of security for the central College site. In particular you will be the first point of reference on the list of College Contacts held by the University Security Services and others in case of alarms, and for the College House Officers when they need authoritative assistance.

All requirements of the role will be delivered safely, conforming to guidance and requirements of fulfilling the role during Covid 19 restrictions.

You will maintain the trust and confidentiality invested in the Junior Dean's role. The Junior Deans are expected to exercise a high degree of personal judgement, and all roles may require acting as an intermediary between students and College Officers. Serious disciplinary issues and welfare concerns should always be reported to the Dean or other appropriate Officer. The Junior Deans will be expected to attend the termly Welfare Team meeting, regular meetings with the College's Accommodation Officer and House Officers, training and awareness events when possible, and represent the College at other meetings as identified by the Dean.

The Junior Deans are required to be members of Kellogg College and to reside in Kellogg College accommodation which will be provided free of charge. College will compensate any successful applicant who incurs costs due to terminating an existing accommodation contract. If the successful candidate is not already living on site, they will be required to move into College accommodation week commencing 25 January 2021.

The Junior Deans must act in the interest of Kellogg College and its members at all times.

## **RESPONSIBILITIES/DUTIES**

### **Emergency contact**

The Junior Deans will be the first point of contact for students in the event of an evening, night-time, or weekend emergency. You will call for medical assistance, University Security, the Police and/or other emergency services as necessary. The Junior Deans will alert other College Officers as required, usually Facilities, Accommodation and/or the Dean, and will record notes of all incidents which they will copy to the College Safety Officer (currently the Domestic Bursar) during the next working day.

### **Security and Fire Alarm monitoring and response**

The Junior Deans will be responsible for a full set of key cards for all residential rooms to be used in the event of an emergency or resident lock-out at evenings, night-time or weekends (these will be issued by the Head of Facilities Management).

The Junior Deans will be the first point of contact with Oxford University Security Services (OUSS) as and when they are required to attend site outside office hours for security or fire alarm response.

In the event of a fire alarm activation the Junior Deans will ascertain whether there is a fire or whether the activation is accidental. If the activation is accidental they will call OUSS and advise them of this. OUSS will then contact the Fire Service to prevent unnecessary attendance.

The Junior Deans will act as Fire Marshalls and will be provided with relevant training.

The Junior Deans are responsible for ensuring buildings are secure at the end of MCR-run events and that the events comply with the College's Premises licence. They should not put themselves at risk at any time but should summon University Security for additional support and assistance if necessary.

### **Welfare and Student liaison**

The Junior Deans serve as the first point of contact for students, the MCR and other student groups. The Junior Deans are not expected to have counselling training but rather to be a first point of contact, being vigilant to welfare concerns, attending training and awareness events when possible and, where appropriate, referring the student to a more qualified service, and alerting the relevant College Officer. The Junior Deans may be required to act as intermediaries in meetings with student members and other parties. The Junior Deans will

assist students to understand and resolve problems. The Junior Deans will be expected to liaise with House Officers, Peer Supporters and the MCR Equality and Welfare Committee. The Junior Deans will attend and actively participate in MCR meetings and events.

The Junior Dean attending Guest Night dinners will be a first point of contact for students who would welcome being met at dinners and seated with the Junior Dean.

Junior Deans will be expected to attend Welcome Week events at the start of each term and other events to raise the visibility of the Junior Dean role, welfare support, and encourage contact from students.

The Junior Deans act as the Returning Officer for the Middle Common Room (MCR) and generally uphold the constitution in the MCR.

### **Discipline**

The Junior Deans are expected to maintain an atmosphere in College conducive to learning by enforcing the rules and regulations of Kellogg College and the University of Oxford. The most common disciplinary issues dealt with are ones of noise and damage to College property. The Junior Deans are expected to exercise their own judgement in the upholding of these rules, but are also expected to report serious violations to the Dean for support and clarification of policies and escalation if required. The Junior Deans should be familiar with the College's disciplinary proceedings and other relevant policies. Copies will be provided.

### **Confidentiality**

Confidentiality and discretion are key components of this role. The Junior Deans will act in accordance with the College's Confidentiality guidelines at all times.

### **Availability**

The Junior Deans should be approachable and available as required (if not in person then via the College provided mobile phone or by email) for students, both those residing on the College site and those in private and University accommodation.

They will be expected to be resident and on call in College, including on Bank Holidays. Ordinarily Junior Deans would not be expected to be resident during the College Christmas closure period. You will not be expected to be resident for the short Easter College closure period. This is not a term-time only role and the Junior Deans, when on call, on weekend days and all evenings, will be expected to be in College or within easy reach (no more than 30 minutes) of College. And will be expected to be on College premises between 11pm and 7am. Additionally, the Junior Deans will be required to assist with Kellogg College Accommodation key card collection arrangements by appointment at the weekend.

The Junior Deans are required to divide on-call time via an equitable rota agreed between themselves and approved by the Dean. This rota, usually one week on/one week off, will be made available to relevant College Officers and staff.

The Junior Deans will not work more than 20 hours per week.

If one Junior Dean needs to be absent from Oxford, it is expected that the other Junior Dean will be on duty. The College recognises, however, that there may be times when both Junior Deans might need to be absent for urgent purposes, such as conference attendance or other extenuating circumstances. Such instances are permissible but should be kept to a minimum, and must be agreed in advance with the Dean as cover will need to be arranged by the Domestic Bursary and Welfare Team.

The Junior Deans will have access to a College email address and are expected to check it regularly and respond to messages promptly.

## **General Conditions**

### **Remuneration**

The Junior Deans receive:

- Accommodation in College designated rooms without charge. The accommodation is provided for the Junior Dean and is co-terminus with that post. Should you or the College terminate your role as Junior Dean, you will be required to vacate the accommodation.
- Complimentary lunch, brunch, and informal dinners when available. Dining and lunching rights apply during vacations as well as term, except when the College and/or the catering facilities are closed. Financial compensation is offered currently because of Covid 19 restrictions on providing catering.
- Free Guest Night dinners when available during term (one Junior Dean to attend each Guest Night dinner in their capacity as Junior Dean, attendance to be on an equitable rota agreed between themselves). Junior Deans may not have guests at Guest Night Dinner when attending in capacity as Junior Dean.
- A basic mobile phone for use relating to the function of being Junior Dean
- Financial compensation is offered when College meals are not available.

**Person specification:** The successful candidate will be able to demonstrate:

- Current Postgraduate student status at Oxford University and student member of Kellogg College. (It will be decided on a case by case basis whether students who experience a period of suspension during their term of office as Junior Dean are able to continue in their Decanal role and/or remain in Kellogg College accommodation)
- Ability to respond to situations reliably, promptly, responsibly, and exercise good judgment
- High levels of personal responsibility and integrity
- Proven experience of holding positions of responsibility
- Accurate record keeping
- Ability to act confidentially
- Ability to build relationships with students to be approachable and yet able to maintain discipline
- Excellent communication skills
- Entitlement to work in the UK.

The following is also desirable:

- Experience of representing people and/or negotiating
- DPhil student status
- Experience of studying at a collegiate university
- At least two years of study remaining (including this year)
- Already living on site in Kellogg College accommodation

Applicants will be expected to demonstrate how their experience equips them to meet these requirements. Kellogg College shall provide relevant training opportunities for Junior Deans.

### **How to Apply**

To apply please provide a covering letter explaining why you are a suitable candidate for the position. Please include details of two referees and enclose a current CV. One of your referees must be your current Supervisor who is required to give their consent that they believe you are a suitable candidate for the role and that they believe it will not detrimentally affect your studies.

**Applications should be addressed to the Dean, Dr Tara Stubbs, and sent to**

[vacancies@kellogg.ox.ac.uk](mailto:vacancies@kellogg.ox.ac.uk) no later than noon on Friday 4 December. If you have any queries please contact the Dean, Dr Tara Stubbs, by email [tara.stubbs@kellogg.ox.ac.uk](mailto:tara.stubbs@kellogg.ox.ac.uk)

Kellogg College will assume that it is free to approach referees at any stage of the application process unless the candidate's application stipulates otherwise. Please state such requirements explicitly alongside the details of the relevant referee(s). All reasonable interview expenses will be reimbursed.

**Interviews will be held via Teams on Friday 11 December.**

Should you be short-listed: You will be asked to provide photocopies of original documentation proving that you have a right to work in the United Kingdom. Tier 4 visa holders are permitted to act as Junior Deans and will be required to self-certify that they will abide by the conditions of their visa.

Should you be appointed: You will be asked to provide the original documentation proving you have the right to work in the United Kingdom.

The appointment will have a probationary period of one term and will be reviewed at the end of the first term in the role. The hours of work are described above.

THE UNIVERSITY IS COMMITTED TO EQUALITY AND VALUING DIVERSITY