

Oxford Centre for Islamic Studies

An institution for the advanced study of Islam and the Muslim world



Assistant Operations Manager

Salary range: £36,024 - £40,521 plus benefits

Full time: 9.00am – 5.30pm Monday to Friday

Location: Marston Road, Oxford OX3 0EE

The Oxford Centre for Islamic Studies is seeking an experienced operations and/or project management professional to support its bursarial services, which includes estate management, housekeeping, maintenance, catering, portering and security and IT services.

You will have excellent interpersonal skills and an ability to establish and consolidate processes and systems in a growing organisation. Excellent written and verbal communication skills and the ability to manage a diverse workload are essential.

You will have a demonstrable ability to work with financial and complex data and contracts. You will have a good knowledge of relevant legislation and 'best practices'. You will also have experience of project-management.

For full particulars please see the website: <http://www.oxcis.ac.uk/vacancies/>

Applications should be in the form of a covering letter and current CV, including the names and full contact details of two referees and should be e-mailed to hr.advisor@oxcis.ac.uk.

The closing date for applications is **9am on Monday, 11 December 2023**.

Assistant Operations Manager

Responsible to:	Home Bursar
Responsible for:	Own work, and work delegated by the Home Bursar.
Hours of work:	37.5 hours per week, usually Monday to Friday 9.00am to 5.30pm, however flexibility is necessary to cover the needs of the Centre at other times including being 'on call'.
Salary:	In the range of £36,024 - £40,521
Benefits:	27 days leave per annum plus public holidays Generous pension scheme Lunches provided during term time (when available)

Job Description

Team co-ordination

- Monitor performance targets set by the Home Bursar for each department and work with the heads of the bursarial departments to ensure those targets are met.
- Ensure agreed budgets and other resources are used efficiently by the team.
- Assist the bursarial departments to work together effectively to better meet the Centre's needs and demands and to maintain an improvement-focused approach.
- Assist in the recruitment and training of new bursarial staff.
- Coordinate with the bursary team in the smooth delivery of a variety of Centre events to a high standard, ensuring all aspect of the event are effectively managed including security, transport, catering and accommodation.
- Assist the Home Bursar in the development of suitable and sustainable third-party conferencing and event provision.

Estates

- Oversee, through the Maintenance Manager and approved contractors, the maintenance of the Centre's estate, ensuring the maximum availability and safety of the estate through effective reactive and planned maintenance, repair and Minor Works.
- Manage the off-site property portfolio suitably, within the appropriate legal framework, optimizing income generation.
- Assist the Home Bursar in co-ordinating and overseeing the implementation of maintenance and refurbishment projects.

Accommodation

- Ensure accommodation in the Centre is optimally used, maximising occupancy, and ensuring that efficient systems are in place for the booking of Centre accommodation, public rooms and other facilities.

- Act as the first point of contact for all accommodation related enquiries, prepare and issue Licence/Tenancy Agreements and monitor timely payment of Licence fees/rents.
- Ensure that student accommodation complies with required Codes of Practice, environmental health standards and agreed repair and maintenance standards.
- Oversee the management of the Asset Register of significant items of furniture, fixtures and fittings.

Porters' Lodge

- Assist the Home Bursar in monitoring effective operation of the Porters' Lodge and the maintenance of a safe and secure Centre environment.
- Ensure established protocols for access and key control are effective and rigorously implemented.
- Assist the Lodge to develop and deliver a customer focused service throughout the day and night.

Catering

- Assist the Catering Manager as required in the provision of Food Services, ensuring these operations are run smoothly.
- Ensure meals booking, attendance, and charges data is recorded in a timely, accurate and adequate manner.
- Oversee procurement of catering supplies in conjunction with relevant departmental managers.
- Coordinate requirements with the Catering Manager for day-to-day catering and special Centre events.

Grounds and Gardens

- Ensure the grounds and gardens are maintained to a high standard as agreed by the Garden's Committee.

Other

- Attend relevant Committee meetings, as required.
- Provide requisite assistance in the management of Centre events as required, including out-of-hours.
- Organise and guide external visits and tours of the Centre.
- Any other reasonable task as requested by the Home Bursar or other senior member of staff.

Person Specification

Essential

- Significant experience of working in operations and/or project management environment.

- Experience of maintenance, construction, refurbishment or minor works project management.
- Excellent interpersonal skills and the ability to build internal and external relationships.
- Strong numeracy skills and the ability to work with financial data.
- Excellent attention to detail including the ability to work with contracts.
- Positive can-do attitude and the ability to inspire team participation.
- Strong organisational skills and the ability to manage a diverse workload and conflicting priorities.
- Excellent written and verbal communication skills.
- Sound judgement on when to use initiative and when to consult.
- Good knowledge of relevant legislation relating to health and safety, food hygiene, and buildings and facilities management.
- Strong IT proficiency.

Desirable

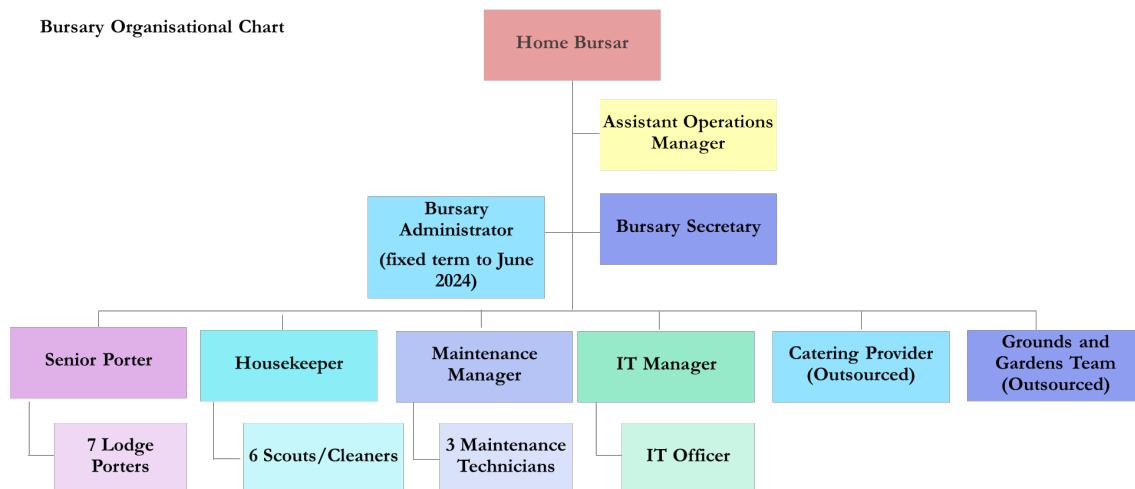
- A health and safety qualification

Background

The Bursary

The Home Bursary is responsible for all aspects of domestic arrangements within the Centre. As such, its work impacts everyone working at, living in or visiting the Centre.

An organisational chart showing the structure of the Bursary is as follows:



The Centre runs an ambitious program of internal events which requires coordinated support from many departments. The Centre is keen to expand its residential occupancy, commercial catering and conference business to generate revenue, while remaining sensitive to its academic purpose and remit.

About the Centre

The Oxford Centre for Islamic Studies was founded in 1985 with the aim of encouraging a better understanding of Islam and contemporary Muslim societies through learning and scholarship.

The Centre delivers in a range of areas in pursuit of its charitable objectives including:

- employment of academic fellows who deliver teaching and research on the advanced study of the Muslim world
- providing student scholarships and accommodation
- running a Visiting Fellowship program whereby multi-disciplinary academics from around the world can spend time in Oxford
- hosting lectures and seminars
- running an annual Young British Muslims' Leadership program
- having the library accessible to students and scholars
- having a Mosque, which is open to general public as well as Centre personnel and guests
- publishing the *Journal of Islamic Studies* and the series *Makers of Muslim Civilization*

The Oxford Centre for Islamic Studies is incorporated by Royal Charter. It is registered as a charity (number 293072).

The Centre's Premises

The Oxford Centre for Islamic Studies is based in purpose-built premises in Oxford, which opened in 2017. This building combines on a single site the academic, social, and residential functions of the Centre, and is a physical symbol of partnership, tolerance, and friendship between the Islamic and Western worlds of learning. The Centre's premises, which combine traditional Oxford and Islamic architectural styles, occupy a 3.25 acre site on the Marston Road.

Working at the Centre

This is an exciting time for the Oxford Centre for Islamic Studies, and a great time to join our team. As we are expanding this is an excellent opportunity to contribute to a significant new development in Oxford academic life.

Right to Work in the United Kingdom

The Immigration, Asylum and nationality Act 2006 makes it a criminal offence for employers to engage someone who is not entitled to work in the UK. Applicants will therefore be asked to provide proof of their right to work in the UK before employment can commence. Please note that original documents will be required. Where such documents are not in English, a certified

translation is necessary. Please do not include these documents with your application. A request for the relevant information will be made at a later stage.

Equality and Diversity

The Centre is committed to the principle and practice of equality of opportunity. The Centre seeks to ensure that all candidates are treated fairly and that selection is based on individual merit and selection criteria relevant to the post.