

Oxford Centre for Islamic Studies



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Accommodation Manager

The Oxford Centre for Islamic Studies, incorporated by Royal Charter and a registered charity, is seeking to appoint an Accommodation Manager.

The Accommodation Manager, manages the accommodation and housekeeping provision for the Centre, currently consisting of 66 bedrooms and a small number of off-site properties. Managing a small team, the Accommodation Manager will continue to build on the standards of quality and professionalism set by the Bursary department.

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.officer@oxcis.ac.uk.

The closing date for applications is **17th October 2021**

Application Process

Applications, which should include a CV and cover letter, should be emailed to hr.officer@oxcis.ac.uk. Please ensure that you provide information which demonstrates how your skills and experience match the selection criteria for the post.

The closing date for applications for this post is **17th October 2021**.

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.

Hours of Work

The post is full-time, 37.5 hours a week. The notional hours of work are from 8.00am to 4.30pm, Monday to Friday, with a one hour break for lunch. However, flexibility is necessary to cover the needs of the Centre at other times, including evenings and weekends where required.

Person Specification

Please see Job Description Below

Salary

The post-holder will be paid between £28,756 and £33,309 per annum depending on experience. The salary will be reviewed annually, usually in August. There will be a six-month probationary period.

Holiday

The post-holder will be entitled to 27 days paid leave per annum excluding public holidays. S/he will normally be entitled to the usual public holidays as leave, although the Centre has the right to require him/her to carry out duties on a normal public holiday; if so, you will be entitled to compensatory time off in lieu taken at a time mutually convenient to the post-holder and the Centre.

Benefits

A pension is available, to which the Centre and the employee contribute. Free lunches are currently provided when served.

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.

Background

About the Centre

The Oxford Centre for Islamic Studies is incorporated by Royal Charter. It is registered as a charity (number 293072). The Patron of the Centre is HRH the Prince of Wales. The Centre was founded in 1985 with the aim of encouraging a better understanding of Islam and contemporary Muslim societies through learning and scholarship. To this end, the Centre supports students and post-doctoral researchers, hosts lectures and seminars, and maintains a well-equipped library.

The Centre's Premises

The Oxford Centre for Islamic Studies is based in purpose-built premises in Oxford. 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 new premises, which combine traditional Oxford and Islamic architectural styles, occupy a 3.25 acre site on the Marston Road and has a mix of 66 single bedrooms and suites, along with other rooms for visitors. There is a small portfolio of off-site residential properties including a 4 person HMO.

The Bursary

The Accommodation Manager is part of the Bursary and reports into the Home Bursar.

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.

JOB DESCRIPTION			
Job Title	Accommodation Manager		
Reports to	Home Bursar	Job Status	Full time Monday to Friday, although flexibility is required, with some evening and weekend work.
Passport/visa and/or nationality requirements	Applicants will be asked to provide proof of their right to work in the UK before employment can commence.		
<p>Personnel Management</p> <ul style="list-style-type: none"> To line manage the Housekeeping Team to ensure they provide high quality cleaning and housekeeping services throughout the Centre. To recruit and manage staff in support of the HR Officer. To arrange training and development for Team Members under your management responsibility. To carry out performance reviews as required. To work in a manner that reflects the high standards of quality and professionalism the Centre expects. <p>Accommodation Management</p> <ul style="list-style-type: none"> To manage Centre's residential accommodation (bedrooms and kitchenettes), offices and public rooms; this will include managing inventory, deep cleans, allocation of rooms, managing arrivals and departures, drawing up invoices and Licences, acting as first point of call for issues and repairs. To manage off-site residential accommodation; this will include managing inventory, deep cleans, allocation of property/rooms managing arrivals and departures, acting as first point of call for issues and repairs. To act as the HMO Licence holder for Centre properties. To assist the Estates Manager in carrying out formal Accommodation Letting duties, including liaising with Letting Agents. To act as an Events coordinator when required. To manage the set up and clear down of meeting and classrooms as requested. To prepare offices for occupation and cleared at end of occupancy. To ensure all furniture and Bursary assets are recorded on the Asset Tagging system, audited annually and any faults/damage is dealt with. To manage the movement and replacement of furniture, FFE and luggage as required, this may include arranging overseas shipping and meeting relevant Customs and Shipping Regulations. <p>Housekeeping Management</p> <ul style="list-style-type: none"> To manage the quality of Housekeeping and accommodation service through inspections and audits and in accordance with relevant Codes of Practice for the HE or Accommodation Sectors. To ensure window cleaning and carpet cleaning is carried out regularly and effectively by both the Team and any contractors. Supervise the provision of linen and laundry for the Centre, maintaining an inventory of stock and ensuring the despatch of dirty laundry and receipt of clean. To manage waste disposal and the waste contracts ensuring the various waste streams are adhered to and meet our legal and environmental remit. <p>Budget and Planning</p> <ul style="list-style-type: none"> To prepare and manage the budget for the Housekeeping and Accommodation (FFE) Cost Codes. To liaise with the Finance Office over accommodation rents due and provide the Home Bursar with forecasts and pricing recommendations. 			

Health, Safety and Welfare

- To provide limited welfare and Safeguarding duties in conjunction with other Centre Staff and relevant external agencies.
- To ensure all health and safety, fire safety, food safety and other compliance duties within Housekeeping and Accommodation are adhered to.

Other Duties

- To act as duty or 'on-call' manager and supervise events if requiring a senior level of supervision.
- Any other reasonable task as requested by the Home Bursar or other senior member of staff.

	Essential	Desirable	Assessment stage
Skills and Knowledge	<ul style="list-style-type: none"> • Good oral and written English communication skills. • Intermediate user of Microsoft Office applications (including Excel) and other relevant PC based systems. • Excellent interpersonal skills, demonstrable ability and confidence to engage with people from a wide variety of backgrounds. • Ability to maintain confidentiality when dealing with sensitive situations. 		Application, interview
Experience	<ul style="list-style-type: none"> • Experience in carrying out accommodation and cleaning duties gained in a school or HE Sector. • Able to supervise the work of others and work effectively as part of a team. • Able to prioritise and be self-motivated when working alone. • Flexible and organised approach to work duties and a willingness to undertake different tasks when requested. 		Application, interview
Qualifications		<ul style="list-style-type: none"> • Experience or training in Accommodation Letting e.g. through National Residential Landlords Association or British Landlord Association. • Training in COSHH. • Safeguarding training • Prevent training • Welfare training such as Mental Health First Aid. 	Application

