

Oxford Centre for Islamic Studies



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Home Bursar

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

The Home Bursar is a senior management role within the Centre. Reporting to the Director, the Home Bursar is responsible for the management of the domestic affairs and operations of the Centre, ensuring the delivery and highest quality of services in support of the Centre's academic and research mission.

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 9.00am to 5.30pm, 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 being 'on call'.

Person Specification

Please see Job Description Below

Salary

The post-holder will be paid between £50,000 and £60,000 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. Ex-officio membership of the Senior Common Room is granted. 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.

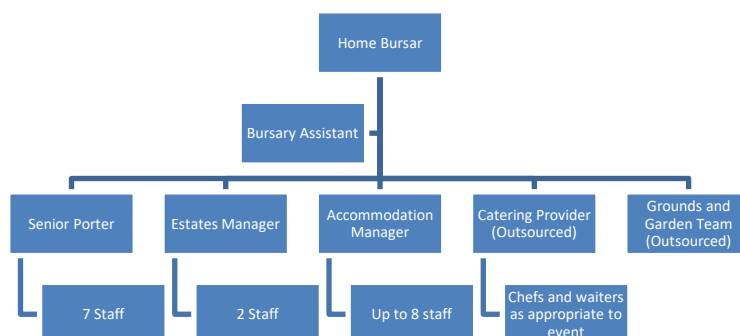
The Bursary

There are currently eight major operational areas under the Home Bursar's remit:

- Estates (including Maintenance and Capital Programme)
- Management of off-site properties
- Accommodation management including Housekeeping
- Daily catering and internal events
- Conferencing and external events
- Grounds and Gardens
- Portering and Security
- Health, Safety and Safeguarding

As the Centre continues to grow / develop it is expected that the Home Bursar will have a wider area of responsibility, within in the scope of this role.

An organisational chart showing the current reporting lines to the Home Bursar and the current overall staff structure is as follows.:



The Home Bursar serves as the strategic lead, overseeing and agreeing future strategy and budgets for these departments, and is responsible for managing, developing, motivating and monitoring the performance of the Heads of each department.

He/she is responsible for all the Centre's residential accommodation as well as catering, ranging from daily meals through to special events and dinners. The Centre runs an ambitious programme of internal events which requires coordinated support from many departments, under the direction of the Home Bursar. The Centre is keen to expand its commercial catering and conference business in the future.

He/she is expected to use his/her position to influence and gain the confidence of Fellows, staff and students in the interactions he/she has within the Centre. The Home Bursar must show sympathy with the educational focus of the Centre, while looking to control costs and to develop and exploit commercial opportunities.

The Centre is keen to develop and grow from its opening in 2017 including further capital development on adjacent land. The Home Bursar will play a key part in assisting with these projects and developing robust policies and procedures to support the growth.

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	Home Bursar		
Reports to	Director	Job Status	Full time
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.		

Team Leadership and Management

- Lead, manage, mentor and motivate the heads of departments and their staff;
- Take overall responsibility for the recruitment and training of new Bursarial staff;
- Undertake annual staff reviews of direct reports, and oversee the staff reviews of all staff under their management, ensuring staff have measurable objectives and that schemes for personal development are in place;
- Set performance targets for each department and work with heads of department to ensure those targets are met, that resources are used efficiently and that the different departments work together effectively to provide the services that the Centre requires;
- Develop professional service standards and key performance indicators, encouraging the application of best practice and ensuring that staff are contributing to high quality service delivery;
- Support and participate when necessary in the Centre's Disciplinary and Grievance Process.

Estate Management

- Oversee, through the Estates Manager and retained Consultants, the development and 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;
- Contribute to the development of new builds and major refurbishments of the Centre's buildings and in the planning of any acquisitions or disposals;
- Develop and maintain a detailed 10 year fully-costed Long Term Maintenance Plan. Identify the level of funding required for the upkeep of the estate and, in consultation with the Director, prioritise projects in light of the funding allocated;
- Co-ordinate and oversee the implementation of maintenance and refurbishment projects, ensuring that consultants, suppliers and contractors are procured efficiently and cost-effectively and that projects are appropriately specified;
- Manage the off-site property portfolio, within the appropriate legal framework, ensuring they are suitably managed and optimizing income generation;
- Work with Fellows, staff and students to improve the Centre's environmental sustainability;
- Oversee insurance with respect to the Centre's estate and operations in liaison with the Finance Team.

Accommodation and Housekeeping

- Oversee the provision of the housekeeping function through effective recruitment, training and deployment by the Accommodation Manager, ensuring agreed standards are met;
- Ensure accommodation is optimally used, maximising occupancy, and ensure that efficient systems are in place for the booking of Centre accommodation, public rooms and other facilities;
- Develop the strategy and methodology for pricing accommodation in liaison with the Finance Committee;
- Ensure that student accommodation complies with required Codes of Practice, environmental health standards and agreed repair and maintenance standards;
- Maintain an Asset Register of significant items of furniture, fixtures and fittings.

Catering

- Oversee the operation of Food Services and the Kitchen department, ensuring these operations are run smoothly and in close cooperation with Centre Officers, Fellows and, on occasion, with students;
- Develop the catering provision as the Centre grows including identifying the optimum service provision for each stage of growth;
- Ensure the food safety provisions are in place and maintained (both in the central kitchen and student kitchenettes) to guarantee meeting Environment Health standards (currently graded maximum 'stars');
- Agree with the Catering provider the appropriate meal provision, stock control and costings for day-to-day catering and special Centre events;
- Develop and maintain the annual catering budget and manage the monthly income and expenditure account;
- Develop and implement a meal charging regime that meets the needs of the Centre as it grows, including cashless payments, vending and income generating activities.

Conferencing and Events

- Plan and deliver a significant number of VIP events (lunches, dinners, conferences and residential meetings etc) to a high standard, ensuring all aspect of the event are effectively managed including security, transport and accommodation.
- Plan and develop the external conferencing and event provision that would be sustainable as the Centre grows to deliver an income contribution determined by the Finance Committee each year.
- Develop the Centre's external business by actively marketing and seeking new opportunities;

Grounds and Gardens

- Ensure the grounds and gardens are maintained to a high standard as agreed by the Garden's Committee and in accordance with appropriate health & safety standards. Effectively utilise the advice of The Garden Master and technical staff employed by the Centre (currently a contract with the University Parks Department).
- Develop and maintain the Grounds and Gardens Budget, utilizing suitable cost-effective contractors as appropriate.

Portering & Security

- Oversee the cost-effective operation of the Porters' Lodge and the maintenance of a safe and secure Centre environment;
- Ensure the Portering Team develop and deliver a customer focused service throughout the day and night;
- Continually develop and deliver an effective Business Continuity Plan for the Centre, including maintaining the Centre's Risk Register;
- Together with the Lodge ensure a robust and effective first line response during emergencies and welfare issues at all times.

Health, Safety and Safeguarding

- Provide suitable and accurate advice as the designated Health and Safety Officer, delivering the appropriate services in accordance with relevant legislation, Codes of Practice, Safe Systems of Work and Risk Assessments;
- Oversee the safeguarding provision for the Centre including acting as the Prevent Lead, in conjunction with other appropriate Centre Officers.

Other Duties

- Preparation for and attendance at Centre events as required, including out-of-hours;

- Attend and Chair Committee meetings;
- Represent the Centre as appropriate at external meetings;
- Organise and guide external visits.
- Any other reasonable task as requested the Director or other senior member of staff.

	Essential	Desirable	Assessment stage
Skills and Knowledge	<ul style="list-style-type: none"> • Have a good understanding of health and safety and risk management issues. • Have experience of budgeting, accounting and reporting and managing a multi-disciplinary team in a complex environment; • Bring good marketing and finance/budgetary skills. 	An IOSH or NEBOSH H&S qualification	Application, interview
Experience	<ul style="list-style-type: none"> • Bring a track record of first-class, senior administrative and general management experience. • Have significant experience gained in working in at least one of the following sectors: hotels, catering, hospitality, residential education, estate or facilities management. • Have experience of 'hard' facilities management (repair and maintenance) and construction, refurbishment or minor works project management experience; • Have experience of leading and delivering policy development, process improvement and change projects. 		Application, interview
Qualifications	<ul style="list-style-type: none"> • Have a first degree in a facilities management related subject or considerable industry experience. 	Ideally have membership of the Royal Institute of Chartered Surveyors (RICS) or Institute of Workplace and Facilities Management (IWFM) or similar.	Application