



Linacre College

Junior Dean: Job Description

Department: Academic Office

Stipend: £3,000 a year. In addition, the postholder will receive free accommodation along with standard lunches and dinners in College with no charge for regular food items and you may also dine at formal hall up to 4 times per term, free of charge.

Hours: Variable depending on agreed shift pattern

Nature of Contract: Fixed-term (two years, or until you are granted leave to supplicate, whichever is the shorter)

Reporting to: Welfare Lead

Additional information: Because of the nature of the role the successful candidate will need to undergo a Standard DBS Check

Vacancy reference: JD122024

About Linacre College

Linacre College was established by the University in 1962 to provide a home for graduate students coming to Oxford to read for postgraduate degrees. The College accepts students for all full-time and many part-time post-graduate qualifications offered by the University. There are currently over 700 graduate students at Linacre, with approximately 350 studying for doctorates and the remainder taking post-graduate taught courses. More than 70% of Linacre students are from outside the UK, representing over 80 different countries and most have not studied in Oxford or the UK before.

Linacre is a friendly and informal community that offers a mature environment suitable for post-graduate study. It has a single Common Room, shared by Fellows, staff and student members alike. The College currently has over 50 Governing Body Fellows. Most of these are Professors, Associate Professors and Lecturers in a wide range of subjects. Students are attracted to Linacre by its multi-disciplinary and international character, and by the fact that it is strongly committed to reducing its impact on the environment.

Linacre College welcomes diversity amongst its students, staff and visitors, recognising the contributions to the achievement of the College's mission that can be made by people from a wide range of backgrounds and experiences. The College is committed to the principle of equality of opportunity in the conduct of the recruitment and selection process for all advertised posts.

About The role

As Junior Dean you will deliver a core part of the College's welfare and pastoral support, assisting the Common Room Executive Committee, Lodge Porters and College Staff to create a welcoming, safe and supportive environment for our College community.

Working Pattern

You will share responsibility with the other members of the Junior Dean team for drawing up a duty rota, fairly incorporating the four team members to provide cover 24/7, in pairs. When you are on duty you will be required to be in proximity to College. As a pair you will either be the first responder or the back-up to the first responder. The rota is to be provided to the Welfare Lead, Senior Tutor, the rest of the Senior Management Team and to the Lodge Team.

Critical Relationships

You will report to the Welfare Lead and will work closely with the Senior Tutor, Domestic Operations Manager, Lodge Manager, Porters, Hospitality Team, Dean for Discipline, and Dean for Equality and Diversity. You will be a core member of the College community and will liaise with other staff and student officers as required (for example the CR Welfare and Equality Officers, Social Secretaries and Bar Coordinators).

Main Duties

While on duty your key responsibilities include the following:

1. **Monitoring student-led events (e.g., College Bops, Balls, and other Common Room events) hosted in the College.** Under the guidance of the Welfare Lead, and in conjunction with the Senior Tutor, Domestic Operations Manager and Common Room Executive Committee, you will:
 - Ensure that these events are in compliance with College rules, as well as Health and Safety regulations. This may involve assisting with welfare related set-up and signage, resolving complaints about excessive noise levels or other disturbances, dealing with inappropriate behaviour in the Bar/Common Room, working as part of the security team at Bops and Balls, and generally ensuring that an environment conducive to study and communal living is maintained.
 - Report students involved in serious or repeated disciplinary infringements to the Dean for Discipline and Senior Tutor.
 - Ensure that at least two of you are on duty whenever there is a significant CR event in College and/or a large number of guests on site. For the biggest events you are expected to work the full night, coordinating the shift rota with all members of the team on duty. The number of Junior Deans required will be discussed and agreed on an event-by-event basis.
2. **Being available for students requiring pastoral and welfare help or advice.** Working under the guidance of the Welfare Lead, you will:
 - Help to channel welfare issues to the wide range of pastoral care resources at the College and wider University as appropriate.
 - Work closely with the CR Welfare and Equality Officers, the team of College Peer Supporters and the Lodge Porters.
 - Respond to requests for help within a reasonable timeframe, including when off duty, and signpost urgent requests to members of your team who are on duty.
 - Actively monitor and assist in any complex, sensitive and ongoing confidential welfare situations to support the Welfare Lead, Senior Tutor and wider College welfare team as and when they arise.
3. **Supporting the Lodge Porters should they require assistance in responding to fire-alarm, security, and accommodation incidents, and any other emergencies that occur outside of normal office working hours.**

- You are expected to deal with incidents as they occur, resolving minor incidents without support.
- For more major incidents you may telephone the University Security Services and off duty College staff for advice, but you remain responsible for the resolution of the incident should staff not be available.
- If a situation arises at short notice where a Porter is unavailable and you are on duty, you will be contacted and will be responsible for emergency cover. You will also cover emergency Lodge calls during standard UK Bank Holidays and short Lodge closure periods.
- When required, assist with a full evacuation of a student property (off site), and assist the Lodge Porter with a full evacuation (on site).

4. Assisting College Staff and the Dean of Degrees during Matriculation and induction events.

5. Providing timely updates and information to the Welfare Lead and Senior Management

Team of incidents that are considered serious. This may include:

- Health and Safety
- Student well-being
- Breaches of security
- Fire related matters,
- Or / and those that involve the emergency services or Oxford University Security Services.

- At all times the you should be prepared to give an accurate account of any events responded to and actions taken.

You will also:

6. When on duty, be responsible for monitoring the Junior Dean @Linacre email account and responding to duty calls from the Lodge within 15 mins if not immediately.
7. Be responsible for proactively formulating the duty rota with the other Junior Deans to ensure sufficient coverage all year.
8. Be familiar and up-to-date with all relevant College By-Laws, regulations and policies concerning welfare, complaints, Freedom of Speech, discipline and confidentiality.
9. Follow the protocols set out in the [Linacre College Policy on Student Staff Relationships](#).
10. Be an active member of the Welfare and Equality Committee and Strategy Liaison Group. If, by exception, you cannot attend these meetings, you will provide a written report to the Welfare Lead and Senior Tutor of any relevant material before the meeting, but attendance is viewed as a core responsibility of this post.
11. Attend regular (normally weekly) catch-ups with the Welfare Lead.
12. Work with the Common Room Executive Committee to run relevant workshops, such as consent workshops, and diversity and inclusion awareness workshops during induction weeks and at other times should the need arise. You should also aim to attend any welfare events arranged by the CR Executive Committee when possible, such as welfare teas.
13. Train and coordinate new team members who will assist in executing the roles of this post.
14. Participate in compulsory training, funded by College, at the start of the academic year, or the nearest point in time the training is offered. This includes:
 - University Junior Dean training
 - University Equality and Diversity training

- University / Charlie Waller Trust e-learning package on supporting students with mental health issues
- 3-day First Aid training
- Mental Health First Aid training

Selection criteria

Essential selection criteria

- Experience of working with confidentiality, discretion, tact, and diplomacy to own initiative within a welfare support role context.
- Applicants must be a post-graduate student of the University and eligible to work in the UK. You will be required to provide suitable evidence to demonstrate this before an offer can be made. A list of acceptable documents can be found on the [Home Office website](#). Candidates should strongly consider whether the demands of their course are compatible with the high level of visibility and presence required for the Junior Dean position.
- Ability to respond and adapt to a wide range of unpredictable changes or situations which may require crisis management and de-escalation skills, individually and as part of a team.
- An appreciation of the welfare and disciplinary issues relevant within a student community based.
- Valid First Aid at Work Certificate or willingness to train to become a qualified first aider.
- Open to and capable of adopting a flexible work style for duties, including working unsociable hours including evenings, weekends and during vacations.
- Ability to live in residence on the main site at Linacre College. Any successful applicant who is not already a member of Linacre College will normally be expected to migrate.
- Ability to undergo a standard Disclosure and Barring Service check, at the cost of the College.

Desirable selection criteria

- Experience of welfare work within a college setting – Junior Dean, Common Room Welfare or Peer Supporter.
- Experience of adopting a flexible work style for duties, including working unsociable hours including evenings, weekends and during vacations.
- General understanding of the NHS system, Support agencies, UK Laws and of the Policies of the University and College.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Additional security pre-employment checks

- A satisfactory basic Disclosure and Barring Service check due to working with vulnerable persons

Important information for candidates

How to apply

Applications are made on the College website www.linacre.ox.ac.uk/vacancies if you need an alternative format for accessibility reasons, please contact the HR Officer at hr@linacre.ox.ac.uk

In the selection criteria section, you may copy and paste a covering letter or supporting statement this section must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application, you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV. Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

If you currently work for the College, please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full-time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

For any questions about the role, please email the [HR Officer](#) quoting the vacancy reference: JD122024

Closing Date for completed applications is 12:00pm (noon) on Thursday 11th December 2024.

Interviews are expected to be held 16th December 2024.

Applications for the post will be considered by a combination of the Welfare Lead, Senior Tutor, Domestic Operations Manager and Lodge Manager.

Benefits and Conditions of working at Linacre College:

- You will receive an annual stipend of £3,000 paid monthly.
- You will be eligible for a single room in the Griffiths building (Linacre College on-site accommodation) for the term of your appointment for which no rent will be charged. If you wish you may opt to live in any other room on the main College site (subject to availability) and would be required to pay any difference in the rental price if this is more than the complimentary room offered.
- You may dine at standard lunches and dinners in College with no charge for regular food items and you may also dine at formal hall up to 4 times per term, free of charge.
- You will be permitted to take 30 days holiday per annum which includes Bank Holidays (pro-rata). The holiday year runs from 1st October to 30th September and the you will not normally be permitted to be away between mid-September and mid-October and long absences, in excess of one week, should be avoided in core Term time. Periods of absence must be discussed with the Welfare Lead and coordinated with the team to ensure adequate cover is provided for the period away. Some flexibility is possible as long as this can be agreed within the team. It is not expected that all members of the team will be absent from the College at any time.

- You will normally be in post for a period of two years from commencement of your contract, or until you are granted leave to supplicate, whichever is the shorter.
- A probationary review will be undertaken after three (3) months in post to confirm appropriateness for the post and following the initial 12 months to confirm continuation for the remainder of the appointment. Linacre College is currently reviewing its in person and out of hours welfare provision; during the course of this appointment, post-holders are likely to be asked to adapt some working protocols.