

MERTON COLLEGE

JUNIOR DEAN/DEPUTY PRINCIPAL OF THE POSTMASTERS

FURTHER PARTICULARS FOR CANDIDATES AND REFEREES

JOB PURPOSE

The Deputy Principal of the Postmasters will be responsible on a day-to-day basis for general discipline in the College. Merton currently enjoys a good academic environment and a very high standard of student behaviour, both of which need to be carefully maintained. The Deputy Principal of the Postmasters will be acting for and on behalf of the College in these matters.

KEY RELATIONSHIPS

The Deputy reports to the Principal of the Postmasters. The postholder will work closely with:

- College Staff, in particular the Porters, the Bar Manager, the Accommodation Manager, and the Head Housekeeper.
- College Officers, especially the Senior Tutor and Domestic Bursar on student matters.
- The Welfare Team, especially the College's resident Welfare Dean and Chaplain

DUTIES

1. In conjunction with the College Staff, the Deputy Principal of the Postmasters will be expected to police and enforce the *Regulations Applying to Junior Members*, which are detailed in section 3 of the *Merton College Handbook for Junior Members* (see <http://www.merton.ox.ac.uk/aboutmerton/collegepolicies.shtml#ch> for further information).
2. Where an offence is reported or discovered, the Deputy Principal of the Postmasters will investigate to determine the guilty party or parties and issue an appropriate penalty. The Deputy Principal of the Postmasters will be able to fine up to £250, charge to a student any costs incurred by the College as the result of the offence, and ban students from the College Bar for up to four weeks. A schedule of typical fines is listed in Appendix I of the *Merton College Handbook for Junior Members*. Serious misconduct should be referred immediately to the Principal of the Postmasters.
3. The Deputy Principal of the Postmasters will pay particular attention to enforcing Regulations designed to protect the working environment of the College, especially those relating to noise, and those relating to the safety of members of the College community. Abuse of fire equipment, including setting off fire alarms by cooking in rooms, should be treated very seriously. Any incident involving violence by or upon a member of the College should be immediately reported to the Principal of the Postmasters.
4. The Deputy Principal of the Postmasters will give permission for, and keep a record of, all parties and other events held by Junior Members (graduate and undergraduate) involving more than 10 people, including official JCR and MCR entertainments. The Deputy Principal of the Postmasters should be present (but inconspicuous) at the Time Ceremony and the College

Ball, and should also, in consultation with the Principal of the Postmasters, maintain a presence at each of the College 'Bops', which are held fortnightly during termtime.

5. The Deputy Principal of the Postmasters will be required to keep copies of all correspondence (including e-mail) and notes of conversations, so that these may be available to the Principal of the Postmasters should the need arise. The Deputy Principal of the Postmasters should submit a written report to the Principal of the Postmasters at least once a week, preferably on Monday.

6. The Deputy Principal of the Postmasters will be required to attend the Joint Committee meetings held twice termly, and the Welfare lunch held once termly. He or she may be asked to attend the Dean's Dessert, held once termly.

7. In order to perform his or her duties effectively, it will be necessary for the Deputy Principal of the Postmasters to be resident in College from 0th week to 9th week of each term inclusive and for six weeks of the Long Vacation to be agreed with the Principal of Postmasters. He or she will normally be in College overnight, but may be relieved by arrangement. It is essential that he or she is present in College after 10 pm on Fridays, Saturdays and Sundays during term, and from Wednesday to Sunday in 0th week, and also that he or she be contactable by telephone and/or email at all other times. Extended absence from Oxford during the vacations may be arranged in advance with the Principal of the Postmasters. It is important that the Deputy Principal of the Postmasters should socialise with undergraduate students at meals, in the College Bar, and other communal areas regularly.

The successful candidate will be expected to be available for briefing from the current postholder during Trinity 2012 and to start in the role by 17 September 2012.

PERSON SPECIFICATION

Applicants should:

- already be, or expect to be, engaged in academic study at Oxford University at postgraduate or postdoctoral level and should expect to remain so for the duration of the period in which this position is held;
- be of proven character and integrity;
- demonstrate personal responsibility and judgement;
- demonstrate resilience;
- possess problem solving skills;
- be effective in communication;
- be able to relate professionally and informally to a wide range of people including colleagues and the junior members of the College;
- have had at least one year's experience of academic life in Oxford or Cambridge or of holding a comparable position elsewhere by 1 October 2012.

TERMS AND CONDITIONS

1. The Deputy Principal of the Postmasters will receive free board and lodging, together with a grant of £3,620 per annum (current rates). He or she will be entitled to take meals at the Common Table (High Table) when the kitchens are open but in line with the duties specified above will be expected to eat some meals with junior members.

2. The Deputy Principal of the Postmasters will be appointed for one year only in the first instance. The appointment will be reviewed during Hilary Term 2013 and may be renewed for up to a maximum of three years in total

3. Employment is conditional upon evidence of entitlement to live and work in the United Kingdom and a satisfactory Criminal Records Bureau disclosure.

APPLICATION PROCESS

Application on the form at Appendix 1, accompanied by a full *curriculum vitae* and an outline of the academic work which the applicant proposes to undertake, should reach the Academic Administrator, Merton College, Oxford OX1 4JD no later than 17 February 2012. Applicants should send to each of their two referees a copy of these further particulars and ask their referees to send references direct to the Academic Administrator by the closing date. If the applicant is a registered graduate student, one of the referees must be the applicant's University supervisor. Interviews are likely to be held in college on 15 March 2012.

The position may be discussed with the Principal of the Postmasters (email: ian.maclachlan@merton.ox.ac.uk)

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of his or her sex, marital status, racial group, disability, or sexual orientation. Candidates are encouraged to complete the recruitment monitoring form at Appendix 2.

Notes for Referees

Please comment in your reference on the general suitability of the candidate for the post and on the extent to which he or she fulfils the person specification. If you have been invited to act as a referee for more than one candidate, it would be helpful to the College if you could add a comparative evaluation. If you feel that the College is unlikely to wish to pursue a candidacy, then a brief note to that effect will suffice.

The closing date for applications is 17 February 2012 and references should reach the Academic Administrator, Merton College, Oxford OX1 4JD, by this date. E-mail references are acceptable only as PDF attachments and when a hard copy is also sent.

Thank you in advance for your assistance to the College.

Appendix 1

APPLICATION FOR THE POST OF DEPUTY PRINCIPAL OF THE POSTMASTERS

MERTON COLLEGE

Name

Date of birth

Course of study (e.g. D.Phil., M.Phil.)

Subject

Date of beginning of course

Date of anticipated completion

Address for correspondence

.....

.....

.....

Telephone and fax

E-mail

Referees (names, addresses, phone numbers, e-mail addresses). It is your responsibility to ensure that references are sent to the Academic Administrator by the closing date.

1.

.....

.....

2.

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.....

On a separate sheet, please write in 250-500 words why you wish to apply for this post and what you see as your credentials.

Signed Date

Closing date for applications and references: 17 February 2012

Appendix 2

EQUAL OPPORTUNITIES APPLICANT MONITORING FORM**CONFIDENTIAL**

This form is available in an alternative format, if required please contact the Academic Administrator. *Please complete this form if you are applying for the position of Deputy Principal of the Postmasters at Merton College.*

The Equality Act 2010 brings together and extends existing equality legislation. The Act introduces protected characteristics in relation to which discrimination is unlawful. The protected characteristics under the Act are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief (including lack of belief)
- sex
- sexual orientation

Higher education institutions have a duty to have effective arrangements for the collection and analysis of data for equality monitoring purposes. Any information given will be used **only** to support the College's diversity and equal opportunities policy and in accordance with the principles of the Data Protection Act 1998. The information will be entered on a computer in Merton College and will be kept strictly confidential and separate from your name and your application. **It is not part of the selection process.** The information you give will be retained only for statistical purposes and is anonymous. The reference at the top of the page is the date the job advert closed, so that we know the year and month the data was collected in, which assists with analysis.

The policy and practice of Merton College require that entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of any of the above protected characteristics. In all cases, ability to perform the job will be the primary consideration.

Please answer the questions by completing or ticking the appropriate box.

Sex	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>							
Age	<input type="checkbox"/> Under 18	<input type="checkbox"/> 18-25	<input type="checkbox"/> 26-30	<input type="checkbox"/> 31-35	<input type="checkbox"/> 36-40	<input type="checkbox"/> 41-45	<input type="checkbox"/> 46-50	<input type="checkbox"/> 51-55	<input type="checkbox"/> 56-60
	<input type="checkbox"/> 61-65	<input type="checkbox"/> 66-70	<input type="checkbox"/> 71 +	<input type="checkbox"/> Prefer not to say					
Marriage and Civil Partnership									
1.	Are you married?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say					
2.	Are you in a civil partnership?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say					
Disability									
Do you have a disability or long term medical condition?									
3.	i.e. a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.								
	<input type="checkbox"/> Yes, please complete Q4.	<input type="checkbox"/> No known disability	<input type="checkbox"/> Prefer not to say						
4.	Please tick one or more boxes: <i>The definitions of disability are those of the Higher Education Statistic Agency</i>								
4.1:	<input type="checkbox"/> Two or more impairments and/or disabling medical conditions	<input type="checkbox"/> A mental health condition, such as depression, schizophrenia or anxiety disorder							
4.6:									

4.2: <input type="checkbox"/> A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D	4.7: <input type="checkbox"/> A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches
4.3: <input type="checkbox"/> General learning disability (such as Down's syndrome)	4.8: <input type="checkbox"/> Deaf or serious hearing impairment
4.4: <input type="checkbox"/> A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder	4.9: <input type="checkbox"/> Blind or a serious visual impairment uncorrected by glasses
4.5: <input type="checkbox"/> A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy	4.10: <input type="checkbox"/> A disability, impairment or medical condition not listed above. Please state:
	4.11: <input type="checkbox"/> Prefer not to say

Ethnic Origin

5. Please describe your ethnic origin: *(please tick one box only)*
The ethnic origin definitions are those of the Higher Education Statistic Agency.

White	Black or Black British	Asian or Asian British
5.1: <input type="checkbox"/> White	5.5: <input type="checkbox"/> Black or Black British -Caribbean	5.8: <input type="checkbox"/> Asian or Asian British - Indian
	5.6: <input type="checkbox"/> Black or Black British - African	5.9: <input type="checkbox"/> Asian or Asian British - Pakistani
Gypsy or Traveller	5.7: <input type="checkbox"/> Other Black Background <i>please specify:.....</i>	5.10: <input type="checkbox"/> Asian or Asian British-Bangladeshi
5.2: <input type="checkbox"/> Gypsy or Irish Traveller		5.11: <input type="checkbox"/> Chinese
		5.12: <input type="checkbox"/> Other Asian Background <i>please specify:.....</i>
Arab	Mixed	Other Ethnic Group
5.13: <input type="checkbox"/> Arab	5.14: <input type="checkbox"/> White and Black Caribbean	5.18: <input type="checkbox"/> Any other <i>please specify</i>
	5.15: <input type="checkbox"/> White and Black African	5.19: <input type="checkbox"/> Prefer not to say
	5.16: <input type="checkbox"/> White and Asian	
	5.17: <input type="checkbox"/> Other Mixed Background <i>please specify:.....</i>	

Gender Reassignment

8. Is your gender identity the same as the gender you were assigned at birth?

8.1: Yes 8.2: No 8.3: Prefer not to say

Sexual Orientation

9. What is your sexual orientation?

9.1: Bisexual 9.2: Gay man 9.3: Gay woman / lesbian

9.4: Heterosexual 9.5: Other 9.6: Prefer not to say

Please specify:
.....

Religion or belief (including lack of belief)

10. What is your religion?

10.1: Atheism 10.6: Jainism 10.11: No religion

10.2:	<input type="checkbox"/>	Buddhism	10.7:	<input type="checkbox"/>	Judaism	10.12:	<input type="checkbox"/>	Prefer not to say
10.3:	<input type="checkbox"/>	Christianity	10.8:	<input type="checkbox"/>	Sikhism			
10.4:	<input type="checkbox"/>	Hinduism	10.9:	<input type="checkbox"/>	Spiritualism			
10.5:	<input type="checkbox"/>	Islam	10.10:	<input type="checkbox"/>	Any other religion or belief			
					please specify			

Please return this form to the Academic Administrator at Merton College. Thank you.