

MERTON COLLEGE

WELFARE DEAN

FURTHER PARTICULARS FOR CANDIDATES AND REFEREES

JOB PURPOSE

The College has a Welfare Dean, who is a postgraduate or postdoctoral student. The position is equivalent to that of a Junior Dean with welfare responsibilities for junior members in other Colleges. Merton currently enjoys a good academic environment and believes its arrangements for welfare are an essential contributory factor.

KEY RELATIONSHIPS

The Welfare Dean reports to the Chaplain. He or she will also work closely with:

- The College Nurse and Women's Adviser
- College Officers, especially the Senior Tutor and Domestic Bursar on student matters
- College Staff across a range of departments
- Junior Members' welfare representatives

DUTIES

1. The Welfare Dean will be expected to live in College at least between the start of 0th Week and the end of 10th Week in Michaelmas Term and Trinity Term, and between the start of 0th Week and the end of 9th Week in Hilary Term and for six weeks of the Long Vacation by arrangement with the Chaplain. He or she will normally be in College overnight, but may be relieved by arrangement.
2. The Welfare Dean will be expected to get to know many College members personally and to be a visible presence in the community. Junior members with a variety of problems are encouraged to contact the Welfare Dean, who may either resolve the problem or bring it to a College Officer. The Welfare Dean is also expected to provide the first point of contact within the college in the case of an emergency occurring during the night.
3. The Welfare Dean may advertise regular times at which he or she is available for consultation, and will be expected to be easily contactable at other times.
4. The Welfare Dean will be expected to share in the supervision of Merton Peer Supporters.
5. The Welfare Dean will be expected to attend regular meetings with College Officers, the Joint Committee, and the termly Welfare Lunch and may be invited to attend other committees for items of business concerning welfare issues.
6. He or she should keep a confidential written record of meetings with students, and contribute to the Chaplain's annual welfare report to the Warden and Tutors' Committee.

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.
- have good inter-personal and listening skills.

- be able to relate professionally and informally to a wide range of people.
- be willing to work effectively and constructively as part of a team.
- have a sound appreciation of the requirement for confidentiality allied with an awareness of the demands of the College's duty of care.
- be willing to play a full part in the life of 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 Welfare Dean will receive free board and lodging, together with a grant of £3,620 per annum (current rates). In addition, he or she will have the right to two free lunches and two free dinners per week at the Common Table (High Table).

2. The Welfare Dean 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 no later than 17 February 2012. If possible, please submit applications electronically to lynn.featherstone@merton.ox.ac.uk. Alternatively, applications can be submitted in hard copy to the Academic Administrator, Merton College, Oxford OX1 4JD.

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 Chaplain (e-mail: simon.jones@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 WELFARE DEAN

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

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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.

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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 Welfare Dean 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	4.6:	<input type="checkbox"/> A mental health condition, such as depression, schizophrenia or anxiety disorder						
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	4.9:	<input type="checkbox"/> Blind or a serious visual impairment uncorrected						

<p>_____ syndrome/other autistic spectrum disorder</p> <p>4.5: <input type="checkbox"/> A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy</p>	<p>_____ by glasses</p> <p>4.10: <input type="checkbox"/> A disability, impairment or medical condition not listed above. Please state:</p> <p>4.11: <input type="checkbox"/> Prefer not to say</p>
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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.

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

10. What is your religion?

10.1: <input type="checkbox"/> Atheism	10.6: <input type="checkbox"/> Jainism	10.11: <input type="checkbox"/> 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 <i>please specify</i>	

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