

MERTON COLLEGE
JUNIOR DEAN FOR DISCIPLINE / DEPUTY PRINCIPAL OF THE POSTMASTERS
FURTHER PARTICULARS FOR CANDIDATES AND REFEREES

Job Title: Deputy Principal of the Postmasters (Junior Dean for Discipline)
Location: Merton College
Contract Type: Fixed term for one year in the first instance, with the possibility of renewal up to a maximum of three years
Start date September 2024
Remuneration: Free board and lodging and meals (when the kitchens are open) and a stipend of £6,714.23 per annum
Reporting to: The Principal of the Postmasters (that is, the Fellow responsible for non-academic discipline at Merton)

MERTON COLLEGE

Merton is one of the oldest and most beautiful colleges in Oxford, tucked away behind the High Street, with glorious views across Christ Church Meadows but within easy reach of other University buildings and the city centre.

We are a vibrant, diverse, inclusive community with a strong record of academic success. The College community currently comprises around 620 students (300 undergraduate and 320 graduate), alongside some 70 Fellows, 40 other academic staff, and over 100 members of support staff. More information about the College is available on our website: www.merton.ox.ac.uk.

JOB PURPOSE

Merton College is committed to providing a residential environment in which all of our students and other community members feel comfortable, safe, and supported.

The Deputy Principal of the Postmasters will be responsible on a day-to-day basis for general non-academic student discipline in the College and will play a role in facilitating student-led events. 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.

A full induction will be provided.

KEY RELATIONSHIPS

The Deputy reports to the Principal of the Postmasters, who is a College Officer appointed on a rotating basis from within the College's Fellowship. The postholder will also work closely with:

- College Staff, in particular the Porters, the Bar Manager, the Head of Accommodation, the Accommodation Coordinator, the Housekeeping Supervisors, and members of the Events team.
- College Officers, especially the Senior Tutor and Domestic Bursar on student matters; and
- The Welfare Team, especially the College's resident Junior Deans for Welfare, the Senior Welfare Adviser and the Chaplain (as Head of Welfare). The Deputy Principal of Postmasters reports to the Chaplain and Senior Welfare Adviser on matters relating to welfare.

DUTIES

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* (<https://www.merton.ox.ac.uk/sites/default/files/inline-files/College%20Handbook%202023-24.pdf>).

1. They will play an important role in maintaining a working and living environment in which all members conduct themselves with respect and consideration to others.

2. 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.
3. 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. Any welfare concerns that the Deputy Principal of Postmasters becomes aware of should be referred immediately to the Chaplain (as Head of Welfare) and the Senior Welfare Adviser.
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.
5. The Deputy Principal is required to be present at certain College events. This includes the JCR and MCR Discipline Talks in Freshers' Week, the Time Ceremony (a tradition that occurs as the clocks go back in the Autumn) and the College's Winter Ball, which is held every 3 years. They should also, in consultation with the Principal of the Postmasters, maintain a presence at each of the College 'Bops' (student parties), which are held fortnightly during term time.
6. The Deputy Principal of the Postmasters will be required to maintain an incident log and to keep securely 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.
7. The Deputy Principal of the Postmasters will be required to attend part of the termly Welfare meeting and the termly Welfare Forum, as required. They may be asked to attend the Dean's Dessert, held once termly.
8. The Deputy Principal of the Postmasters will be expected to live in College at least between the start of 0th Week and the end of 9th Week each term. The postholder will need to monitor e-mail regularly and be in a position to respond and to take action on matters arising within an appropriate timescale.
9. For the remainder of the year i.e. during vacations, with the exception of the periods at Christmas and Easter when the College is closed, the Junior Deans for Welfare and the Deputy Principal of the Postmasters will be expected to share responsibility for cover so that one of them is always available in person. This will equate to c. six weeks' vacation cover for each postholder. They will be expected to live in College during these duty periods.
10. The Deputy Principal of the Postmasters may be required to provide some cover for the Junior Deans for Welfare. Training will be provided. When providing this cover, they will have to be contactable by phone (provided by College) and able to return to College quickly if required – normally within 20 minutes.
11. The successful candidate will be expected to undertake training relevant to the role.

PERSON SPECIFICATION

Applicants should:

1. be engaged in academic study at Oxford University at postgraduate or postdoctoral level for the duration of the period in which this position is held. It is expected that the postholder's student experience is sufficiently recent to that of current students for the best performance of duties and, as such, the maximum duration of the post is limited to 2 years after completion of a doctorate. Please note that postgraduates of other Oxford colleges do not migrate to Merton on taking up this appointment;
2. be able to relate professionally and informally to, and work co-operatively with, a wide range of people including colleagues and the junior members of the College;

3. be judicious and thoughtful in their approach to discharging their duties, and a calm and effective communicator;
4. be committed to promoting a College environment that feels comfortable and safe;
5. have a sound appreciation of the ways in which student welfare and student discipline concerns can interact with each other;
6. be a visible, approachable and engaged member of the College community;
7. be of proven character and integrity and able to act with tact and discretion, including in dealing with sensitive or confidential matters;
8. demonstrate ability to work independently, take personal responsibility and possess the judgement to know how and when to take initiative and when to refer to others;
9. be adaptable, pragmatic in their approach to work and in possession of excellent problem solving skills;
10. be organised and reliable, and willing to have a high degree of flexibility and availability in discharging duties.
11. have had at least one year's experience of academic life in Oxford or Cambridge, or of holding a comparable position elsewhere, by September 2024.

TERMS AND CONDITIONS

1. The Deputy Principal of the Postmasters will receive a grant of £6,714.23 per annum.
2. The Deputy Principal of the Postmasters will be entitled to free board. They 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 also be expected to eat some meals with junior members.
3. The Deputy Principal of Postmasters will be provided with free single accommodation with access to a shared kitchen.
4. The Deputy Principal of the Postmasters will be appointed until 31 August 2025 in the first instance. The appointment will be reviewed during Trinity Term 2025 and may be renewed for a further period, up to a maximum of three years.
5. Employment is conditional upon satisfactory provision of proof of the right to work in the United Kingdom and a satisfactory Disclosure and Barring Service check.
6. The College believes that the post is compatible with Education Committee's guidelines on paid work by postgraduate students – see <https://academic.admin.ox.ac.uk/policies/paid-word-guidelines-graduate-students>
7. Individuals engaged in postgraduate or postdoctoral level study at the University of Oxford are eligible to apply. In line with the duties outlined above, the maximum duration of the post is limited to 2 years after completion of a doctorate.

APPLICATION PROCESS

Those wishing to apply for this post should complete the online application form at <http://www.merton.ox.ac.uk/about-merton/vacancies> and upload the following documents **as a single PDF document named in the format 'Last name First name Application' and in this exact order:**

- a covering letter outlining their motivation for applying and how their skills and experience equip them to undertake it
- a curriculum vitae
- an outline no more than 500 words long of the academic work which the applicant intends to undertake.

The closing date for applications is **12noon Monday, 13th May 2024**. Late applications will not be accepted.

Applicants are also encouraged to upload an Equal Opportunities Recruitment Monitoring form, which should be separate to the application. The information collected on the equal opportunities recruitment monitoring form does **not** form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College's equality policy which is published at <https://www.merton.ox.ac.uk/college-policies> .

References

When completing the application form, you will be asked to provide two references. Applicants should ask their referees to send references direct to the HR team at vacancies@merton.ox.ac.uk. **Applicants are responsible for requesting references from their referees and for ensuring that references arrive by 12noon on the closing date of 13th May 2024**. Applicants should therefore give referees enough time to write in their support. The College will **not** request references directly from referees.

Applicants should ask referees to name their reference document with the applicant's name in the format '**Last Name First Name Junior Dean for Welfare Reference Last Name of Referee**'. If the applicant is a registered graduate student, one of the referees must be the applicant's University supervisor. Hard copy signed references will be required for the successful candidate.

Applicants are also requested to inform their referees that, under the 1998 Data Protection Act, the references they provide will be regarded as disclosable to the subject of the reference unless marked "**strictly confidential**". This instruction must appear on the letter of reference itself and not just on the envelope in which the letter is contained. Referees should also be asked to note that even where a reference is marked "strictly confidential" it could still be disclosed to the subject of the reference if that subject so requested and the College's Data Protection Officer deemed it appropriate.

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

It is anticipated that interviews will be held in the week commencing **27th May 2024**.

The closing date for applications is **12noon Monday, 13th May 2024** and references should reach vacancies@merton.ox.ac.uk by this date.

EQUAL OPPORTUNITIES

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 sex, marital status or civil partnership, pregnancy or maternity, racial group, disability, age, religion and beliefs, gender reassignment or sexual orientation.

The College is committed to improving employment opportunities for ethnic minorities. We therefore particularly welcome applications from Black, Asian and Minority Ethnic (BAME) candidates as well as other under-represented groups.

PRIVACY NOTICE

To view our Privacy notice please see here <https://www.merton.ox.ac.uk/privacy-notices-and-ropas> .

Merton College is an Equal Opportunities Employer