MERON COLLEGE

JUNIOR DEAN/DEPUTY PRINCIPAL OF THE POSTMASTERS

FURTHER PARTICULARS FOR CANDIDATES AND REFEREES

Job Title: Deputy Principal of the Postmasters
Location: Merton College
Contract Type: Fixed term for one year in the first instance with the possibility of renewal.
Remuneration: Free board and lodging and a stipend of £3,844.83 per annum
Reporting to: The Principal of the Postmasters

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 Junior Deans for Welfare and the 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 www.merton.ox.ac.uk/handbook 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 termly Welfare meeting and the termly Welfare Forum. He or she may be asked to attend the Dean’s Dessert, held once termly.

7. 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 10th Week in Michaelmas Term and Trinity Term, and between the start of 0th Week and the end of 9th Week in Hilary Term. The postholder will be on call for five nights per week and on one of these nights she or he will also cover the Junior Dean for Welfare role. Cover on the Deputy Principal of Postmasters’ two nights off will be provided by the Junior Deans for Welfare.

8. 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. This will equate to c. six weeks’ vacation cover for each postholder.

The successful candidate will be expected to be available for briefing from the current postholder in December 2017 prior to starting in the role on 3 January 2018.
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 2017.

TERMS AND CONDITIONS
1. The Deputy Principal of the Postmasters will receive a grant of £3,844.83 per annum (current rates).
2. The Deputy Principal of the Postmasters will be entitled to free board. 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.
3. The Deputy Principal of Postmasters will be provided with free single accommodation with access to a shared kitchen on the main College precinct.
4. The Deputy Principal of the Postmasters will be appointed for one year only in the first instance. The appointment will be reviewed during Michaelmas Term 2018 and may be renewed for up to a maximum of two years and two terms in total.
5. Employment is conditional upon evidence of entitlement to live and work in the United Kingdom and a satisfactory Disclosure and Barring Service check.

APPLICATION PROCESS
Those wishing to apply for this post should complete the online application form at www.merton.ox.ac.uk/about-merton/vacancies and upload the following by 12:00 noon on Friday 17 November 2017:

- a covering letter outlining their motivation for applying and how their skills and experience equip them to undertake the role
- a curriculum vitae
- an outline of no more than 500 words long of the academic work which the applicant intends to undertake
- an Equal Opportunities Recruitment Monitoring form. 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 www.merton.ox.ac.uk/about/college-policies.

Applicants should send to each of their two referees a copy of these further particulars and ask their referees to send references direct to vacancies@merton.ox.ac.uk by the closing date. 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.

Interviews are likely to be held in college during the week commencing 27 November 2017.

The position may be discussed with the Principal of the Postmasters (email: jonathan.thacker@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. Applicants are encouraged to complete the Equal Opportunities Recruitment Monitoring form (available for download from the College website - www.merton.ox.ac.uk/about-merton/vacancies).

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.

Referees are reminded 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 closing date for applications is 12:00 noon on 17 November 2017 and references should reach vacancies@merton.ox.ac.uk by this date.

Thank you in advance for your assistance to the College.

Merton College is an Equal Opportunities Employer