

## JOB DESCRIPTION

### Summary

<b>Job title</b>	Junior Dean
<b>Division</b>	St Cross College
<b>Department</b>	Academic Office
<b>Location</b>	One year in St Cross Annexe and one year on main site
<b>Hours</b>	Variable working hours and on call – see below
<b>Contract type</b>	2 year Fixed Term
<b>Reporting to</b>	Academic Registrar

### The Role

Junior Deans provide an on-call service overnight to deal with security and emergency issues in the absence of porters. Additionally, they are required to handle minor breaches of discipline, report major breaches of discipline, encourage student members to conform to college regulations, provide informal counselling and support to student members and to act as an interface between the student body and College staff.

### Primary Responsibilities

The Junior Deans report to the Academic Registrar in relation to all matters other than breach of regulations where they report to the Dean. Key responsibilities include:

(1) **HEALTH AND SAFETY:** Junior Deans are required to be aware of the operation of the panels which control the fire alarm systems, as well as the procedures relating to situations in which the fire alarms have gone off, and to take control when situations arise whilst they are on duty. If Porters are not on duty Junior Deans are expected to act as a liaison between University Security Services and the fire brigade. In these cases, Junior Deans will be expected to meet the Fire Brigade on arrival and to assist them as required. Junior Deans are required to attend First Aid training (organised by the College in the Michaelmas Term after recruitment), an 'in-house' Health & Safety briefing with the Estates Department, and other training related to the post.

(2) Junior Deans will be the first point of contact in the event of an emergency occurring during the night. The Junior Dean will call the relevant emergency services as well as University Security Services and College staff as necessary.

(3) **SECURITY:** Junior Deans are required to assist with the security and protection of the premises as appropriate. The Main Site and the Annexe are protected by an electronic locking system which operates



on the perimeter doors and on several doors within the site. The Junior Dean on duty should be in contact with the Evening Porter each evening to liaise on any ongoing issues. The Junior Dean should then walk through the public rooms at 23:00 to find out if strangers are present and if found, ask them to leave.

(4) Junior Deans will file “Incident Reports” as soon as possible and submit these to the Estates and Health & Safety Manager the day after the incident.

(5) ASSISTANCE: Junior Deans should work cooperatively and in liaison with the SRC Health & Safety Representative and other College Officers to respond to any problems they observe or which are drawn to their attention, and queries which might arise.

(6) REGULATIONS: Whenever the Junior Dean observes a breach of University or College Regulations, or has such a breach drawn to their attention, they should where possible, take action to stop the breach. They must collect and record evidence of the breach and report this evidence to the Dean as soon as possible. Breaches which relate to Health and Safety issues, Security, the Bar, or matters which will have financial implications (e.g. damage to College property) must, in addition, be reported to the Estates and Health & Safety Manager.

(7) COMMUNICATION: A Junior Dean should attend the following College Committee meetings: Common Room Committee, Student Representative Committee, Equality and Welfare Committee, Executive Committee and Governing Body.

## Specific Responsibilities

(1) Junior Deans are required to patrol the site premises between 23:00 and midnight each day from Monday to Friday to ensure that main entrances/exits are closed and that unwanted visitors have not gained entry to the site. Junior Deans are required to assist such people to leave without putting themselves at risk; if difficulties arise, Junior Deans must contact the Porter or University Security Services for assistance.

(2) Junior Deans must liaise and work co-operatively; they will be expected to make arrangements with each other to ensure that their duties are shared equally. Duty rosters for the term must be submitted to the Estates and Health & Safety Manager and any changes which take place during the term must be communicated. Before taking annual leave, the Junior Dean should discuss and obtain approval from the Estates and Health & Safety Manager.

(3) Junior Deans have an active role in relation to Health and Safety and security during College Bops.

(4) Junior Deans will, from time to time, be asked to do door duty and to issue guest room keys in the event of the absence of the Evening/Weekend Porter.

## Terms And Conditions Of The Post

This post is intended to provide employment during your studies at the College and is for a two-year fixed-term contract.

Junior Deans are not required to remain on site but the Junior Dean on duty is required to stay within reach of the site, to be available for duties if called and to be in possession of the Junior Dean mobile telephone. Junior Deans are required to be available for duties during the following periods:

Monday to Thursday 23:00 – 08:00

Friday to Sunday 23:00 – 10:00

The actual hours of work will fluctuate; however, a Junior Dean is required to work from 23:00 until midnight each night on duty, assisting with security and other responsibilities as appropriate, or for any other duties which may arise. The Junior Dean is then on call for the rest of their duty period. Please note that being on call under these circumstances does not constitute working under the Working Time Directive. If one Junior Dean is on call for duty during the week the other would be on call for duty at the weekend.

A single room is provided. A mobile telephone will be provided, to be used for college business only for the period of the fixed-term appointment and it is an express term of your employment that whilst on call you carry this mobile telephone with you at all times. At the weekend, the same evening hours will apply and, in addition, the Junior Dean should make periodic tours of the site and grounds to ensure that there are no intruders or damage to the property.

Junior Deans are required to complete a timesheet of working hours, including day-time Committee duties and time spent when attending a call out. This timesheet should be submitted to the Domestic Bursar on a weekly basis. The College reserves the right to review the working hours of the Junior Deans at any time.

Junior Deans who are Tier 4 visa holders may be on-call in case something happens at night and only the time spent dealing with incidents will count towards the 20-hour limit (being on-call in case something happens is distinguished from situations in which those who are on-call at night expect frequent call outs). In practice, except in extremely exceptional circumstances, the average number of times that a Junior Dean who holds a Tier 4 visa can be called out to deal with welfare and disciplinary matters at night should not exceed once a week in term time and once a month during the vacations. Where the pattern of frequency of call out regularly exceeds this guidance, alternative arrangements to staffing of Junior Dean posts will need to be made.

All information and data that is acquired by Junior Deans in the course of their duties or is otherwise acquired in confidence and relates to the College's activities or members of the College is to be kept confidential. Any breaches of this policy may result in disciplinary action being taken in accordance with our statutes.

The post holder will receive free accommodation at The Annexe, free lunches, Tuesday hall nights when the Kitchen is open, 2 formal dinners per term (no alcohol), 30 days' holiday, plus any Public/Bank holidays may be taken during a complete holiday year. Leave of absence may not be taken during term time.

## Selection criteria

### Essential selection criteria

- The post holder is required to have a mature attitude and the ability to remain calm in a crisis.
- They must have a keen sense of responsibility and, preferably, experience gained in a similar post.
- The post holder will have excellent communication and interpersonal skills.
- It is essential that applicants are Postgraduates enrolled on the DPhil, and it is expected that they will be pursuing advanced study or research at the University of Oxford.
- They will be a current student at St Cross College.

## About St Cross College

Dedicated solely to Graduate students and Fellows, St Cross is characterised by an intellectually vibrant and truly international community. One of Oxford's youngest colleges, St Cross prides itself on its friendly community filled with inter disciplinary academic excellence.

As part of this close-knit egalitarian college you will find staff, students and fellows welcoming and committed to promoting the world class study, research and innovation of Oxford University. For more information please visit: [www.stx.ox.ac.uk](http://www.stx.ox.ac.uk)