Further Particulars

PA to the Domestic Bursar

About the College

Founded in 1249, University College (Univ) is one of the oldest of the thirty-eight colleges of Oxford University. Similar to other Oxford colleges, Univ is a self-governing establishment run by a Governing Body, which comprises the Master (the Head of the College) and Fellows.

The College functions as an independent institution and as a social and residential center for its members. It has approximately 400 undergraduate and 200 graduate students studying most of the core subjects on offer at Oxford. The College is located on an attractive historic site in the centre of Oxford. Information about the College is available on our website at http://www.univ.ox.ac.uk/.

The Domestic Bursary

The Domestic Bursary is managed and led by the Domestic Bursar. The Domestic Bursary is responsible for the academic working environment of Fellows and students and has overall operational responsibility for the main site, the north Oxford site, the College Boathouse and College sports ground.

The Domestic Bursary is responsible for catering, student accommodation, Fellows’ and staff space allocation, the College gardens, College hospitality and events, commercial business (conferences, summer schools and day meetings), the Lodge (reception) and security. The Domestic Bursary is the largest college department and currently employs 97 staff.

The Role of the PA to the Domestic Bursar

The PA will offer a cross departmental supporting role to the Domestic Bursar, actively engaging with the departmental heads to provide timely and effective research and advice to the Domestic Bursar. The role has an additional commitment to the Domestic Bursar in her capacity as the Chair of the Collegiate Domestic Bursars’ Committee (DBC). Coordination of the Domestic Bursar’s commitment to this with College commitments is crucial, as is administrative and organisational support to workstreams pertinent to the position of Chair.

Further details of the duties and competencies needed are provided in the Job Description and Person Specification.

Pay and Benefits

The salary for post of the PA to the Domestic Bursar is on the Oxford University, Grade 5 salary scale: £25,941 - £30,942 (the starting salary is normally at the minimum point on the salary range).
This is a fixed-term, part-time (0.8 FTE) post for three years. Your working hours would be 29.2 hours per week.

The post-holder may be expected to work extra hours occasionally, especially during major College or University events. The post carries with it generous benefits, including:

<table>
<thead>
<tr>
<th>Annual Leave</th>
<th>Free Lunches</th>
<th>Pension</th>
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<tr>
<td>30 days' annual holiday excluding public holidays*</td>
<td>While on duty and if the kitchens are open</td>
<td>Membership of the OSPS Pension Scheme</td>
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<tr>
<th>Employee Assistance Programme</th>
<th>Occupational Sick Pay</th>
<th>Bus Pass Purchase Scheme</th>
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<tr>
<td>BUPA Health Care Insurance with access to spouse/partner and children</td>
<td>Enhanced Maternity Pay after 26 weeks of service</td>
<td>Bicycle Purchase Salary Sacrifice Scheme</td>
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* Holiday cannot normally be taken during term time except in exceptional circumstances.

How to apply

Applicants are asked to submit a CV and a cover letter, explaining how their experience, skills and qualifications meet the criteria for the post. Late or incomplete applications will not be considered.

Applications should be sent by email to the HR Coordinator at hr.admin@univ.ox.ac.uk.

The closing date for applications is 12.00pm on 27 August 2021. Interviews will be held in w/c 6 September.

*The College is an equal opportunities employer and applicants are asked to complete the confidential and anonymous recruitment monitoring form to support the College in its monitoring duties.*