



## *The* OXFORD UNION SOCIETY

### Deputy Bursar

Full Time (40 hours per week, including meal breaks)

Salary £40,000 - £45,000

**Closing date Thurs 11th August 2022**

**Interviews Thurs 18<sup>th</sup> August 2022**

The Oxford Union Society is an internationally renowned institution that, in addition to the opportunities it offers its members to develop and practise their own debating skills, its provision of an outstanding library, and a wide range of club and social activities, regularly hosts at its debates and speaker events some of the most influential people of our time, including Heads of State and Government and Royalty. For many students, the Union is a central part of their Oxford experience and our alumni reflect this.

The Union is entering a period of growth and renewal as we look forward to celebrating our Bicentenary in 2023. The Deputy Bursar is a new role and will be responsible for operations, bespoke projects outside of term time, contract management for defined services, and to deputise for the Bursar in his absence. This is a high-profile role starting at an exciting period of change for the Union with a genuine opportunity to shape its future, setting the conditions for the institution to survive and thrive for the next two hundred years. This role is ideally suited to someone looking for a unique challenge where no two days will be the same, someone who is committed to championing the Union and what it stands for, and being a driver of change across the institution, ensuring it is fit to operate. This exciting role will provide unique experience that shapes your future as well as ours.

For further details, including application details, please see below. Applications are particularly encouraged from women, ethnic minorities, disabled and other groups with a protected characteristic who are currently under-represented on the Union's staff.

## **The Post**

This is a new post which offers the successful applicant an opportunity to shape and own the role. Key to the Unions future success, the Deputy Bursar will have strong leadership and management skills, the tact and diplomacy to interact with and influence a diverse and at times demanding range of stakeholders, and a calm demeanour with the stamina and conviction to drive change.

The Deputy Bursar will be responsible for daily operations, a proficient planner, comfortable with change and the ability to adapt as the situation develops, a pragmatist with a can-do attitude leading by example. The Union is embarking on a strategic review, identifying what we need to do within the next ten years to secure the institution for the next two hundred, this is an exciting time to join the team in a leadership position and will provide varied and rare experience to develop your career. The role will require familiarity with the areas listed below however finding the right person is as important as relevant experience as some training can be provided to develop the required skills.

## **Main Duties**

The main duties of this post are to:

### **1. Operations**

- a. Provide effective day to day leadership and management to the staff, providing the support to enable the committees to deliver a termcard fulfilling the purpose of the society;
- b. Develop robust plans and procedures ahead of the start of term, then implement and refine these, creating efficiencies where possible;
- c. Lead on operational management for security and liaison with the House and Events Manager to ensure plans are adequately resourced;
- d. Line manage and develop the AV & Digital Manager, Office Administrator and Maintenance Person, ensuring operational effectiveness and efficiency;
- e. Responsible for IT provision and support, including hardware, software and provision of AV services in association with the Digital and AV Manager;
- f. Assist in the planning and management of events, including security arrangements for controversial or high profile guests with embassies, close protection teams and the Police;
- g. Responsible for ensuring daily compliance with H&S and Fire plans, secretary to the H&S board which meets monthly;
- h. Deputise for the Bursar in his absence.

### **2. Projects**

- a. Outside of term time deliver short term bespoke projects aligned to operations and system efficiencies;
- b. Act as the day to day client representative for all major site development projects in conjunction with the Maintenance Person;
- c. Contribute to the strategic review and future of the Oxford Union Society with a focus on operational efficiency and developing commercial opportunities.

## **Person Specification**

Essential:

1. Graduate or equivalent education
2. Able to handle a diverse and complex workload, flexibility and being able to prioritise effectively are key to the success of this role

3. Experience of leading and inspiring a small team to punch above their weight and achieve excellence
4. Excellent communication and interpersonal skills, with vision and creativity
5. IT literate and an understanding of AV provision
6. Organised and efficient
7. Project Management experience, a proven planner with the ability to build and deliver a multi-disciplinary team as the project requires
8. A competent self-starter able to take the initiative and act autonomously within the framework of a team. Must be willing to roll your sleeves up and enjoy participating in the full range of activity at the Union
9. Be an effective ambassador for the Union with the confidence and gravitas to liaise with high profile guests

Desirable:

1. Training in and experience of Health and Safety Management
2. Experience of working in a Higher Education or Academic environment and willingness to use your experience to guide and mentor the committees with patience and humility
3. Experience of building and maintaining an extensive network of stakeholders

Please note this role is located in Grade II\* and II listed buildings. The buildings are currently only accessible via stepped access and although we will seek to make accommodations wherever possible, good physical mobility is required.

### **Conditions of Employment**

This post is full-time (40 hours per week, including lunch breaks) and subject to a probationary period where your suitability will be assessed further. A degree of flexibility is required and can be accommodated by mutual consent to cover deliveries, contractors and personal life. The Union is generally closed for two weeks at Christmas, a week at Easter and two weeks in the Summer. In addition the post holder will have 10 days' elective holiday entitlement, totalling 30 days plus 8 bank holidays. These elective days must be taken during the University vacation period and by arrangement with the Bursar. You will also be automatically enrolled in our contributory pension scheme and entitled to free lunch (to a fixed value) during University term time when the kitchen is open.

### **Applications**

Applications consisting of CV with covering letter and the names of two referees, whom we may contact in the event that you are shortlisted, should be emailed to [careers@oxford-union.org](mailto:careers@oxford-union.org) with the subject 'Deputy Bursar Application'.

In accordance with its Equality Policy the Oxford Union is strongly committed to being an open, diverse, and inclusive society and to ensuring that decisions on the recruitment, selection, and any promotion of staff within the Union are consistent with this policy.

As part of that commitment to ensure that those who are employed by, or seek employment at, the Oxford Union Society are treated equally and that we treat equally all applications and avoid any discrimination involving 'protected characteristics' under the Equality Act 2010, we therefore invite all applicants for employment at the Oxford Union to complete and submit an equality monitoring form, [found here](#). This will be processed separately from your application on an anonymous basis and will not be visible to those involved in making decisions on the appointment.

Please also complete and submit the Equality Monitoring Form separately to the same address with the subject 'Deputy Bursar, Equality Monitoring'.

The deadline for applications is Thursday 11<sup>h</sup> August 2022 with interviews and written tests held on Thursday 18<sup>th</sup> August 2022.