## ST HILDA’S COLLEGE, OXFORD

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Domestic Bursary Support Co-ordinator</th>
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<tbody>
<tr>
<td>Line Manager</td>
<td>Domestic Bursar</td>
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<tr>
<td>Team</td>
<td>Domestic Bursary</td>
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<tr>
<td>Grade</td>
<td>Grade 5</td>
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<tr>
<td>Main purpose of role</td>
<td>To provide support the Domestic Bursar and the Domestic Bursary Team</td>
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<tr>
<td>Contract</td>
<td>Full time - 35 hours per week</td>
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### Summary of responsibilities and duties

- To provide support and assistance to the Domestic Bursar and the Domestic Bursary Team;
- To manage furniture and soft furnishing provision throughout the College;
- To manage equipment provision for student rooms, student kitchens, communal areas and offices;
- To be responsible for organising maintenance and health and safety training for designated areas of responsibility falling under the management of the Domestic Bursar;
- To support management of the boathouse club room e.g. cleanliness, maintained to satisfactory standards, health and safety compliance;
- To support management and organisation of parking in the College;
- To support the Accommodation Manager on matters relating to accommodation including Room Ballot, student arrivals/departures and cover for absence;
- To assist with managing student vacation storage;
- To manage student laundries;
- To manage staff and contractors as required;
- To represent the College at relevant committee meetings and external events.

### Key Relationships

- Domestic Bursary Team
- Events Team
- Catering and Front of House Team
- Lodge Team
- Buildings Team
- Development Team
- Academic Office
- The Principal, Governing Body and Senior College Members
- Communications Manager
- IT Team
- College Accounts Team
Duties and Responsibilities

• To support and work with the Domestic Bursar in co-ordination of a wide range of duties, including:
  o Managing furniture and soft furnishing provision throughout the College, including student rooms, kitchens and communal areas, offices and teaching space. To include but not exclusively limited to:
  o Inventories (including of antique furniture etc: working with Head of Pictures and Public Spaces Committee)
  o Regular monitoring of condition and producing conditions reports to aid forward planning and purchasing.
  o Liaison with relevant teams with regard to timing and requirements of purchase of new furniture relating to new projects/refurbs and refits.
  o Managing procurement, delivery and fitting.
  o Managing removals
  o Managing moving furniture and soft furnishings as required including managing internal team or hiring and supervising external contractors/temporary staff as required.
  o Responding to student and staff requests, including managing replacement and removal of items, within budget parameters

• To work with the Domestic Bursar, Pictures and Spaces Committee and Head of Buildings with co-ordinating procurement and management of logistics relating to furniture and soft furnishings in public areas.

• Day to day management of equipment provision for student rooms, student kitchens, communal areas and offices. To include but not exclusively limited to:
  o Checking condition and issuing/acquiring replacement as required.
  o Monitoring replacement requirements and provision of summary report to aid forward planning and purchasing.
  o Ensuring that all items are PAT tested and compliant through regular checks and liaison with College Surveyor.
  o Responding to student and staff requests, including managing replacement and removal of items, within budget parameters.

• To work with the Domestic Bursar, College Surveyor, Boathouse Manager, Rowing Captains and Mansfield College to ensure boathouse club room is maintained to satisfactory standards, including health and safety requirements. To include regular (2 x term plus 1 x short vac, 2 x long vac) checks on the club room and summary report to Domestic Bursar and College Surveyor.

• Organising regular maintenance and health and safety training for designated areas, and at intervals as required, falling under the management of the Domestic Bursar - e.g. Evac chairs, including keeping appropriate records. Appraising the Domestic Bursar of matters of concern in a timely manner.

• Undertaking and recording risk assessments in conjunction with users as required, particularly relating to use of College spaces and resources, e.g. work station assessments. Advising users how to properly undertake risk assessments. Maintaining appropriate records, issuing reminders of review dates and advising Domestic Bursar of any outstanding issues.

• To be responsible for managing and tracking budgets and resources effectively for all areas of responsibility.

• Working with the Lodge, Domestic Fellow and Domestic Bursar, with regard to day to day parking management in accordance with College policy. This will include dealing with initial visitor and occasional staff user requests, working with the College Surveyor to arrange contractor parking, processing bookings and assisting with administering the renewals process.

• To work with the Lodge, IT and Buildings Surveyor to complete key and access card audit, including periodic (annual) review to ensure customer/client needs, and relevant security requirements are met and to minimise number of systems in operation.

• To manage student contract laundry provision, including troubleshooting.
To work closely with the Accommodation Manager on specific matters relating to accommodation: bookings, Room Ballot, student arrivals/departures and cover for absence.

- Liaising with SCR Members regarding logistical requirements for office moves and in support of new staff, e.g. purchasing and removal of furniture, organising furniture moves between offices and managing requirements as appropriate, including liaising with College Surveyor regarding any works indicated.
- To manage student vacation storage.
- To manage and oversee marquee hire as required, including discussing relevant locations and requirements with Catering and Front of House Manager, Events Team and College Surveyor.
- Assisting the Domestic Bursar e.g. duties related to licensing, acquiring data required for submissions, amendments and extensions, council tax exemptions etc.
- To work with the Accommodation Manager to maintain and update the College website.
- To represent the College at relevant committee meetings and external events.
- To assist and support the Domestic Bursar and, as directed by the Domestic Bursar, to support the Domestic Bursary Team as required.

Person Specification

Essential knowledge, skills and experience

- Experience in planning and delivering logistics to deadlines, often simultaneously with multiple stakeholders.
- Self-motivated, well-organised and able to prioritise their work without supervision.
- Resilient, able to work under pressure, able to find solutions.
- Able to work as part of a team and support team colleagues.
- Strong interpersonal skills: confident and able to work with a wide range of clients and stakeholders.
- Strong customer service orientation.
- Tactful and diplomatic.
- Clear and accurate written communication skills.
- High level of computer literacy: Proficient of Microsoft Office particularly Word and Excel.
- Willingness to learn, develop and improve.
- Willingness and ability to work outside normal business hours, when required, to support service delivery.

Desirable knowledge, skills and experience

- Experience of working in a College / Academic setting
- Experience of undertaking risk assessments
- Experience of managing a small team

The duties and responsibilities described above may be subject to reasonable amendment from time to time. In addition, you will be expected to perform any task reasonably assigned to you by your line manager

June 2021