Mansfield College, University of Oxford
Accommodation Manager
Further Particulars

The College
Mansfield College is one of the constituent Colleges of the University of Oxford. Our membership comprises approximately 50 academic staff, 230 undergraduates, 170 graduates and 40 visiting students. This small size engenders friendly and close relationships not only amongst undergraduates, but also between Junior, Middle and Senior Common Rooms.

Our roots are in the Nonconformist tradition, and since the 1880s Mansfield has prided itself on offering previously excluded constituencies access to an Oxford education. We are renowned for successfully combining the best of Oxford with our own unique and innovative personality. We provide a progressive, informal environment, in which tutors and students work together to achieve academic excellence and sustain a supportive and lively community. Mansfield is also well known for its pioneering work on widening access.

The Accommodation Department
The Accommodation Department consists of the Accommodation Manager, Head Housekeeper, Scout Supervisor and c20 full and part-time members of the cleaning staff (known as ‘scouts’). The Department provides cleaning and other services to students, staff, conference guests and other visitors to the College. It operates across the main College site (c175 student rooms), an off-site annex (c60 student rooms) and a number of other off-site premises. In total the Department manages c375 student rooms.

Reporting Arrangements
For line management purposes the Accommodation Manager reports to the Domestic Bursar but also has a close working relationship with the College Bursar. In addition, close working relationships with the Maintenance Manager, the Kitchen Manager, and the Head Porter are an important part of the role.

Principal Responsibilities

1. Student Accommodation
To work with the Bursar and Domestic Bursar to ensure that the College has sufficient accommodation of the right quality and location to meet the needs of its undergraduate, postgraduate and visiting student population.

To clean and otherwise ensure the maintenance of the accommodation to the required standard.

To draw up and implement a rolling programme of refurbishment, redecoration and other improvements.

To advise on the choice of appropriate student furniture and other equipment for student rooms and kitchens and where applicable to manage the procurement and installation.

To provide advice to the Junior Common Room on a fair process for the allocation of rooms.
To allocate rooms to graduate students based on availability and preferences.

To issue student tenancies.

To manage the arrangements for student vacation residence.

To liaise with private sector landlords and with the University in relation to student accommodation rented by the College or occupied under nomination agreements.

To advise on refurbishment of the SCR, MCR and JCR in conjunction with the Bursar, Domestic Bursar, and other senior members of staff and student representatives as appropriate.

2. **Staff Accommodation**
   To clean and otherwise ensure the maintenance of the accommodation to the required standard.

   To draw up and implement a rolling programme of refurbishment, redecoration and other improvements.

   To work with the Domestic Bursar and the room occupants to select appropriate furniture and where applicable to manage the procurement and installation.

   Servicing of the Fellows Flat in liaison with the Domestic Bursar.

3. **Conferences and Public Rooms**
   To oversee the setting up of rooms for meetings and events.

   To provide housekeeping lists for the College scouts.

4. **Health and Safety**
   To oversee all applicable health and safety policies and procedures which relate to the College’s accommodation (student accommodation, staff accommodation, meeting rooms and other related accommodation) with particular attention to fire safety, manual handling and chemical hazards related to cleaning.

   Undertake risk assessments for all accommodation staff as required.

5. **Financial Control**
   To have personal accountability for the accommodation income and expenditure budget. This is one of the largest budgets in the College with income of £1.7m and costs of £1.3m.

**Person Specification**

The College is looking for someone with highly relevant and substantial experience in managing student accommodation or similar facilities. In particular the following abilities/experience are required:

A high level of personal organisation and an ability to prioritise and deal efficiently with fluctuating workload.

Excellent interpersonal skills and an ability to deal tactfully and sensitively with a wide range of accommodation users – staff, students, conference delegates and other visitors to the College.
Appropriate supervisory and management experience, in particular of teams of cleaning staff.
Experience of managing significant budgets.
The ability to use IT applications relevant to the post, including spreadsheets, databases, and email.
Willingness to work occasional unsocial hours, particularly around the beginning and end of academic terms and in conference peaks.
Willingness and ability to drive on a regular basis to the College’s off-site accommodation (all within Oxford).
Willingness to undertake training in first aid to acquire the relevant qualifications.

Terms and Conditions

The salary for the post will be in the range of £32,236 to 39,609 depending on previous experience and qualifications.
The post carries membership of the Oxford Staff Pensions Scheme.
Allowances are payable for off-site travel and a mobile telephone is provided.
All meals are provided free of charge when on duty and a car parking space is available on the College main site.
Hours per week: 36.5 hours with flexibility on start and finish times.
25 days annual leave, in addition to the College closed period (5 days at Christmas) plus Bank Holidays.
The appointment will be conditional on the verification of the successful candidate’s availability for employment in this country.

Application Details

Please provide a CV, covering letter and details of two referees, either in hard copy to Jane Buswell, Mansfield College, Mansfield Road, Oxford OX1 3TF or by email to jane.buswell@mansfield.ox.ac.uk to arrive by noon on Friday 29th March, 2019.

Recruitment Monitoring Forms should be returned to the College in a sealed envelope marked “Recruitment Monitoring Form” for the attention of the Bursary.