MAGDALEN CENTRE MANAGER

JOB DESCRIPTION – 14th October 2019

Owned and managed by Magdalen College, Oxford, The Oxford Science Park is one of the most influential Science & Technology environments in the UK. The Park is now home to more than 2,700 people and 130 businesses, many engaged in Research & Development.

At the ‘heart’ of The Oxford Science Park is the Magdalen Centre which in 2020 will become one of the largest Innovation Centres in Europe and is already home to many exciting Science & Technology SMEs. The Magdalen Centre will continue to play a pivotal ‘seedbed’ role in the growth of The Oxford Science Park.

Reporting to the CEO, this important ‘front-of-house’ role sets the tone of service delivery and comes with a requirement to reconcile commercial business objectives with the expectations of numerous stakeholders. The Oxford Science Park has entered a new era of growth and development – with customer and supply chains growing markedly – and this role will inevitably grow too.

Duties

- Responsibility for the smooth running and operation of the Magdalen Centre, and the Sadler Building, on a daily basis.

- Ensuring Facilities are properly maintained.

- Appointing, and managing, contractors for Services, Planned Preventative Maintenance of the Facilities and for emergency repair and maintenance as issues arise.

- Responsibility for the scope of Services within the Magdalen Centre and Sadler Building, and ensuring contract ‘value for money’. The scope of Services, particularly technical lab services, may be extended.

- Ensuring all Services and Facilities offered to occupiers are of a high standard, with units refurbished when occupiers vacate and then well presented to new occupiers.

- Managing the in-house Catering Manager.

- Overseeing the security contract.

- Management of telephone and internet systems, including the Server Room.
• Marketing and promotion of the Magdalen Centre, the conference facilities and the wider Park offering.

• Ensuring the ‘conference visitor’ experience is fulfilling such that repeat business is captured and sustained.

• Routinely maintaining Tenancy Schedules and Enquiry Schedules.

• Meeting with existing occupiers, new prospective occupiers, and ensuring the team adopts a welcoming ‘can do’ and ‘open door’ ethos within the Centre.

• Managing the timely communication of any operational issues affecting occupiers within the Magdalen Centre and the Sadler Building.

• Supporting occupiers as required.

• Preparing monthly licence agreements, including collecting rent deposits.

• Day to day management of issuing licence fee invoices, credit control and invoice processing.

• Responsible for Health & Safety within the Magdalen Centre, the Sadler Building and the Park overall. Keeping appropriate records with the Park Services Manager.

• Management of the Assistant Centre Manager, the Business Liaison Officer and the Receptionist.

• If required, advertising vacant positions, interviewing applicants and agreeing appointments.

• Maintaining holiday and attendance records for the team, and liaising with Magdalen College HR at least once a month.

• Work closely with the CEO on Business Development related matters.

• Attending, and making a valued contribution to, Management Meetings, Marketing Meetings and occupier forums.

• Support the CEO with Board reporting (currently a bi-monthly cycle).

• Close liaison with the in-house Finance Manager, Park Services Manager, and out-of-house with the Park’s Commercial Agent (Carter Jonas) and PR Consultant (Emma Palmer Foster).
Qualifications & Experience

Essential
- Degree level or equivalent, with 8-10+ years of commercial experience
- Excellent interpersonal skills
- Ability to work under pressure
- Experience of line management

Desirable
- Scientific academic background
- Experience of finance systems
- Experience of stakeholder management
- Laboratory experience in either an academic or commercial capacity

Remuneration

Basic Salary: £55,000 - £62,500, depending on experience

Benefits: PLEASE INSERT
- 25 days holiday plus bank holidays
- Membership of a contributory pension scheme
- Discount at The Old Station Nursery
- Car Parking on site
- Cycle to work scheme

The Oxford Science Park provides for maternity leave on a basis that exceeds the statutory provisions. From 1 January 2020 this will be a day one entitlement and there will be no qualifying period, women are eligible for 26 weeks’ maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave. Arrangements are available for Adoption Leave, Shared Parental Leave, and Paternity Leave. Magdalen College has a priority claim on four places in the University nurseries.

The job description and recruitment monitoring form can be found on our website: at [http://www.magd.ox.ac.uk/job-vacancies/](http://www.magd.ox.ac.uk/job-vacancies/) or telephone 01865 276033. Applicants are requested to complete the recruitment monitoring form and return it to Human Resources, Magdalen College, Oxford, OX1 4AU (or by e-mail to human.resources@magd.ox.ac.uk)

CVs should be sent, together with covering letter detailing suitability for the role, and recruitment monitoring form to: Piers Scrimshaw-Wright [pscrimshaw-wright@oxfordsp.com](mailto:pscrimshaw-wright@oxfordsp.com) or The Oxford Science Park, Magdalen Centre, Robert Robinson Avenue, Oxford, OX4 4GA. Closing date: 5pm on Monday 11 November 2019.

Late or incomplete applications will not be accepted.
**Data protection**
All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018 and the College’s Data Protection Policy which can be found at [http://www.magd.ox.ac.uk/other-policies/data-protection/](http://www.magd.ox.ac.uk/other-policies/data-protection/).