



MAGDALEN COLLEGE, OXFORD

Job Description and Selection Criteria

Post	Dean for Welfare and Research Fellow
Contract type	Fixed-term from 1 September 2022 (or as soon as possible thereafter) to 31 August 2026
Salary	On grade 7, starting at £33,309 p.a., plus accommodation in College or a housing allowance of £15,000 p.a.
Deadline for receipt of applications and references	12.00 noon BST on Wednesday 18 May 2022

Overview of the post

Magdalen College invites applications from suitably qualified candidates for the four-year fixed-term post of Dean for Welfare and Research Fellow, available for the period 1 September 2022 (or as soon as possible thereafter) to 31 August 2026. This is a Career Development Position. The College is seeking a person with a demonstrably strong commitment to student welfare, and experience of pastoral care, who is also engaged in academic research at a high level (in any discipline). The role of Dean for Welfare and the role of Research Fellow will each occupy 50% of the postholder's time over the year, with the balance between these two sets of responsibilities in any given week liable to vary according to need (the demands of the role of Dean for Welfare are usually heavier in term-time).

Candidates who would like to discuss this post and find out more about joining the academic community at Magdalen should contact Dr Mark Pobjoy, Senior Tutor at Magdalen (mark.pobjoy@magd.ox.ac.uk). Queries about the application process should be addressed to the Fellows' Administrator, Rachel Mehtar (rachel.mehtar@magd.ox.ac.uk). All enquiries will be treated in strict confidence and will not form part of the selection decision.

Applications are particularly welcome from women and from Black, Asian, and Minority Ethnic candidates, who are under-represented in academic posts in Oxford.

Duties of the post

The main duties of the post are as follows:

- (i) Ensuring the smooth running of the College's student welfare provision, working closely with the Senior Dean and the College welfare team, including the Student Support Administrators, the College Mentor for Students, the College Counsellor, the Dean of

Divinity (College chaplain), the Tutors for Equality and Diversity, and the four Sub-Deans (graduate students who are available to respond to student problems out of hours and at weekends), and liaising where appropriate with the College Doctors, the University Counselling Service, and other external bodies.

- (ii) Acting as a first point of contact for student welfare concerns, in conjunction with the Student Support Administrators, at regular Deans' Hours and as appropriate when particular issues arise, and referring students to appropriate internal and external sources of support, including counselling and the College Doctors.
- (iii) Maintaining excellent channels of communication with the various sources of support for students, which include their academic Tutors and the welfare teams of the undergraduate and graduate student bodies (the JCR and the MCR), whilst upholding the College's policy on confidentiality.
- (iv) Together with the Senior Dean, managing the process by which undergraduates access the Student Support Fund, and offering welfare support to students facing disciplinary processes.
- (v) Together with the Senior Dean, recruiting Sub-Deans.
- (vi) Serving on the College's Tutorial Board (which determines the academic policy of the College), and contributing to the formulation of College policies on welfare issues, serving on various other College committees and specific working groups as required, and representing the College in intercollegiate and University discussions of student welfare issues.
- (vii) As Research Fellow, managing a programme of independent research and producing high-quality publications.

The post does not carry with it an obligation to teach, but it may be possible for the postholder to undertake a certain amount of teaching (for additional College remuneration if the teaching is for Magdalen), subject to satisfactory fulfilment of the responsibilities of the post and the approval of the College's Tutorial Board.

Selection criteria

Applications will be judged only against the criteria which are set out below. Applicants should ensure that their application shows clearly how they believe that their skills and experience meet these criteria, and should ask their referees to address these criteria in their letters of recommendation.

The College is committed to fairness, consistency, and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection, and the risks of bias. There will be both female and male committee members wherever possible.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your research may be reduced as a result.

Selection criteria:

1. A higher degree in any discipline (whether doctorate or LLM equivalent) already awarded at the time of interview, and a coherent programme of high-quality academic research, both current and future.
2. Substantial experience of providing pastoral care and dealing with student welfare, or equivalent experience.
3. Excellent team-working and organisational skills.

4. Excellent communication and interpersonal skills, and the ability to remain calm and sympathetic in difficult situations.
5. A willingness to participate in the College's communal life.

It is envisaged that the Dean for Welfare will refer students to professionals as necessary, and it is not a requirement of the role that its holder have a specific qualification as a counsellor, psychologist, or therapist.

The appointment committee recognises that candidates can contribute to these goals in many different ways and will use its professional judgment, based on the evidence available, to decide how successfully candidates could make such contributions, bearing in mind the specified needs of the College.

Benefits, Terms, and Conditions

This fixed-term Career Development Position is tenable for the period 1 September 2022 (or as soon as possible thereafter) to 31 August 2026, following successful completion of a seven-month probationary period. The postholder will be elected to a stipendiary Fellowship by Special Election, with salary on Grade 7 (starting at £33,309 p.a.). The Fellow will be entitled to rooms in College free of charge (HMRC tax liabilities will apply), or, if not residing in College, to a taxable and pensionable housing allowance (currently £15,000 p.a.) together with a study room in College; and will have shared use of the Deans' Office in the Grammar Hall solely for their responsibilities as Dean for Welfare. The Fellow will also be entitled to the Common College dinner and luncheon free of cost, and will have a budget of £2,000 p.a. for welfare events. In addition, the College operates a scheme whereby Fellows' research costs (including travel and books) can be reclaimed, up to a current maximum of £1,750 per annum. There will also be an allowance of £1,400 for computer equipment in the first year of employment, and £500 per year thereafter (the equipment must be purchased by the College and remains the property of the College). There is also a Research Fund to which Fellows can apply for particular expenses.

The College accommodation will be for the postholder alone or for the postholder and their partner free of charge (tax liabilities will apply): the College does not accommodate children of any age. Locations of College flats vary, but all are on the main site or very close to it. The allocation of a flat is for the length of the Fellowship unless a Fellow indicates a wish to move out of residence in accordance with the prevailing regulations. It is preferable that the Dean for Welfare should live in College, but this is not a requirement of the role.

The post carries an entitlement to join, or to remain a member of, the Universities Superannuation Scheme (USS).

The College provides for maternity leave on a basis that exceeds the statutory provisions. Mothers 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. Magdalen has a priority claim on a number of places in the University nurseries: this is a day one entitlement. Arrangements are available for paternity leave, shared parental leave, and adoption leave.

Following the offer of the position, appointment will be subject to (a) satisfactory completion of a medical questionnaire, and (b) provision of proof of the right to work in the UK. Applicants who would need a work visa if appointed to the post are asked to note the information given by the UK government in respect of obtaining a Skilled Worker visa:

www.gov.uk/skilled-worker-visa.

Equality

Magdalen College is committed to Equality and Diversity. Further information can be obtained on the College website at: www.magd.ox.ac.uk/equality/.

Magdalen College

There are 39 self-governing and independent colleges at Oxford, giving both academic staff and students the benefits of belonging to a small, interdisciplinary community as well as to a large, internationally renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

Magdalen College was founded in 1458 by William Waynflete, Bishop of Winchester, and Lord Chancellor, on the site of the Hospital of St John, just outside Oxford's East Gate, near the centre of the city. Magdalen has many traditions, but enjoys a modern outlook. Its top priorities are academic excellence and the fostering of a supportive and inclusive community, and it is committed to the tutorial system as a personalised and intellectually challenging method for undergraduate teaching. It also seeks to provide an outstanding environment in which graduate students may flourish. For all its students, the College seeks to provide excellent welfare support and extracurricular opportunities. At any one time there are approximately 400 Magdalen undergraduates and 230 graduates. The Governing Body of Magdalen College consists of the President, Dinah Rose QC, and 69 Fellows, including Professorial Fellows, Tutorial Fellows, and Fellows by Examination (Junior Research Fellows). There are 37 Lecturers at the College, and approximately 200 non-academic staff (including casual staff).

Magdalen's Fellowship contains strong contingents of researchers across the Humanities, Social Sciences, Medical Sciences, and Mathematical, Physical, and Life Sciences. Further information is available on the College website at: <http://www.magd.ox.ac.uk>.

How to apply

The closing date for the receipt of applications is **12.00 noon BST on Wednesday 18 May 2022**. Applications should be sent by email to:

Rachel Mehtar, Fellows' Administrator, Magdalen College, Oxford OX1 4AU:

Email: rachel.mehtar@magd.ox.ac.uk

Telephone: (+44) 0 1865 276060

Applications must include:

- The completed application cover sheet (attached at the end of this document, and available separately on the Magdalen website at <http://www.magd.ox.ac.uk/job-vacancies/>), including the names and addresses of three referees.
- A detailed covering letter, which should include information about your interest in student welfare, your pastoral experience, and your academic research.
- A full *curriculum vitae* including a list of publications.

In addition, each candidate should submit electronically in the same email **TWO items of written work** (each about the length of a thesis chapter or article), published or unpublished. Candidates should note that (a) single-authored pieces are preferred whenever possible (co-authored pieces should be identified as such); and (b) the work will be considered at the interview stage.

Candidates should supply each of their three referees with a copy of these further particulars and ask them to email their references directly to the Fellows' Administrator at the above address by 12.00 noon BST on Wednesday 18 May 2022 without further prompting. At least two of the three referees must be able to comment in detail on the suitability of the candidate for the role of Dean for Welfare. The College wishes to take this opportunity to thank in advance

those referees who write on behalf of applicants. Candidates who wish to approach a referee or referees only if they are being called for interview or are in receipt of a conditional offer are asked to state this explicitly alongside the details of the relevant referee(s) on the application cover sheet.

The deadline for applications and for receipt of references direct from referees is 12.00 noon BST on Wednesday 18 May 2022. It is the responsibility of each applicant to ensure that their application and references arrive by the deadline.

It is expected that interviews will be held on Thursday 9 June 2022. Short-listed candidates will be contacted in good time before the date of interview.

The selection committee for this post is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Governing Body of Magdalen College, on the basis of a recommendation made by the selection committee. No offer of appointment will be valid therefore until and unless the recommendation has been approved by the Governing Body of Magdalen College and a formal contractual offer has been made.

The College welcomes applications from candidates who have a disability or long-term health condition and is committed to providing support for the duration of an appointment. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio, or other formats. If we short-list you, we will ask whether you require any particular arrangements in respect of the interviews.

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date.

Recruitment Monitoring

A Recruitment Monitoring Form will be found at the following page on the Magdalen College website:

<http://www.magd.ox.ac.uk/job-vacancies/>.

Applicants are requested to complete the form and return it to Human Resources, Magdalen College, Oxford OX1 4AU (or by email to human.resources@magd.ox.ac.uk). Please note that the form is anonymous and is used only to monitor and ensure equality of opportunity for all candidates: it is not part of the selection process and will not be seen by any member of the selection committee.

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 <https://www.magd.ox.ac.uk/other-policies/data-protection/>.

Please complete all sections of this form and send it by email together with a detailed covering letter, which includes information about your interest in student welfare, your pastoral experience, and your academic research, a full curriculum vitae including a list of publications, and (in the same email) two samples of written work:

SURNAME: First Names:

TITLE:

Postal Address:	
Telephone No:	
E-mail address:	
University/College attended: (with dates)	
Appointments held (with dates):	
Referees (please give name, full address, and e-mail address): (If you wish to approach a referee or referees only if you are being called for interview or are in receipt of a conditional offer, please state this explicitly alongside the details of the relevant referee(s)).	1. 2. 3.

How did you hear of this post?

Signature:

Date: