St Peter’s College is looking to appoint an outstanding individual to the post of Bursar of the College. The successful candidate will be expected to take up their appointment on **15 January 2024** or on a date to be agreed thereafter.

The appointed person will bring vision and application to their work in overseeing crucial areas of the College’s non-academic work, including its finances and its estate, be well placed to support and manage a team with conscientious care and to support the Master and fellows in many aspects of the governance of the College. This is a key senior appointment for the College and the appointed person will play an important role in the strategic direction and broader life of the College.

Applications must be received by 5pm on **12 September 2023**

The Bursar is the senior financial and administrative officer of the College and plays a pivotal role in the leadership of a diverse College community. The post holder will be responsible for helping to develop and execute the College’s strategic vision and for driving operational policy that supports the College’s core educational mission.

The Bursar has responsibility for the finances and operations of the College, including the College’s financial planning and investments, the management of the College’s material estate, IT, non-academic staff and HR. The Bursar will be elected to a Fellowship and must be eligible to act as a charitable trustee of the College. The Bursar will be a member of, and accountable to, the Governing Body.

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Introduction from the Master of the College

Thank you for your interest in the post of Bursar for St Peter’s College.

St Peter’s College is a special place that changes lives in lasting ways. It is known for its vibrancy, informality and warm sense of inclusive community. Recognised as a college with both heart and momentum, it is both famously friendly and academically excellent and has grown significantly in strength of contribution and reputation across the past fifteen years. Our academic achievements and community life depend upon an institutional environment characterised by sound financial planning, a cared-for, and income-generating estate, fit-for-purpose IT systems, a judicious approach to risk and HR processes that value our staff. Sitting within the portfolio of the Bursar, these things are crucial for the good functioning of the College.

The academic fellows and non-academic staff of the College look forward to working closely with the new Bursar in continuing to build the College’s resources and reputation. The new Bursar will be a key senior appointment carrying significant responsibility for the current operations and future strategic direction of the College. The new appointment will need to be thoughtful, responsible and imaginative in stewarding and building the resources of the College for the future, seeking, alongside colleagues, to pass it on to the next generation both in good heart and in a sound financial position.

This is an exciting time to be joining St Peter’s. We are just completing a major building project to provide more on-site accommodation for our students. Post-pandemic, we have been building back strongly on our summer conference trade, which helps to cross-subsidise our central mission. Our alumni are strongly supportive in their engagements with the College. We both have many achievements to celebrate and much to do. 2029 will be both our centenary year and the 50th anniversary of the admission of women to the College. We are planning for a programme of significant celebrations, campaign initiatives and centenary events to take us there. Our relationship with our community of friends and alumni, supported through the Development Office, will play a crucial role in this.

Come and invest as a key contributor to taking forward the life and work of the College. In doing so, you will be contributing directly to the future of St Peter’s and of the University of Oxford and, indirectly, through our fine students and academics, to the future of many significant fields beyond.

Do take time to read this candidate brief and be in touch if you would like to discuss the role informally: we look forward to seeing your application.

Professor Judith Buchanan
Master, St Peter’s College, Oxford
About St Peter’s College

St Peter’s College is one of the thirty-nine colleges in the University of Oxford. It occupies a central but quiet location in the heart of the city of Oxford, within easy walk of all shops, amenities, departments, libraries, and both the bus and railway stations. It was founded in 1929 as St Peter’s Hall on the site of two of the University’s oldest inns or medieval hostels - Bishop Trellick’s (later New Inn Hall) and Rose Hall - which can be traced back to the thirteenth century. St Peter’s Hall was founded by Bishop Francis James Chavasse. Part of the founding vision for St Peter’s was that it should make possible a first-rate but still affordable Oxford education for promising students irrespective of means or background. St Peter’s was granted full college status in 1961.

Each college of the University of Oxford is financially independent and fully self-governing. Colleges have primary responsibility for the admission, tutorial provision, community life, and welfare of undergraduates and for the collegiate life of graduate students and academics. The University has primary responsibility for the admission and academic supervision of graduate students and for the research life of the institution. The University includes many departments and faculties, organised into academic divisions. Many academic staff are employed both by a college and by the University (through an academic department).

St Peter’s College is committed to academic excellence and to selecting the most academically able students, irrespective of means or background. Modern, liberal, and progressive in outlook, though with a sustained respect for some of Oxford’s elegant traditions, the College provides an elite education in a wide range of academic subjects across the sciences, social sciences, arts, and humanities. It offers students the life-changing experience of living in the heart of Oxford, being taught by tutors of recognised distinction in their fields, and enjoying being part of an energetic, diverse, inclusive, high-achieving, and generous-spirited community.

Students thrive in the supportive and intellectually challenging environment of a college committed to the benefits of the tutorial system, and attentive to the intellectual and broader development of its students. St Peter’s has lively and successful musical, theatrical and sporting traditions. Students are also involved in many charitable volunteering projects. St Peter’s has a reputation as a friendly and supportive community and its catering provision garners excellent reviews. It runs a busy and committed outreach programme and was the first college in the University to appoint a full-time Access and Outreach Officer. Its outreach work is focused on the areas of the country assigned to St Peter’s by the University. This includes the North West and the City of Liverpool. As a result, St Peter’s has a special connection with Liverpool schools, which also connects well with the College’s own history.

St Peter’s is marked both by a vibrant community life and significant academic strength. Those that gain a place at undergraduate level are overwhelmingly awarded either a 2:1 or a first class degree. In recent years, St Peter’s has been in the top third of the Norrington Table for final honours school academic results. Graduate students at St Peter’s College study for a broad range of taught courses and research degrees. Graduates from St Peter’s are highly employable: former students include high court judges, leading business people, university vice-chancellors, ambassadors, national newspaper editors, charity chief executives, award-winning actors and artists, politicians, the former Governor of the Bank of England, the former Chief of the Defence Staff, the recently retired First Sea Lord, the first woman to be made a bishop
in the Church of England, the Chief Justice of Rwanda, and many leaders across other fields. The College helps young people from all backgrounds make the most of their talents, academic and otherwise, and provides a home for outstanding teaching and research. St Peter’s graduates use the opportunities that their education has provided to make their contribution in the world.

**Composition and Governance of St Peter’s College**

The College community is made up of the Master, 65 Fellows and College Lecturers actively engaged in teaching and research in a wide range of subjects, 380 undergraduate students, 240 graduate students, c24 Visiting Students and c80 members of administrative and domestic staff. St Peter’s is proud of being highly international across all sections of its community.

**Governance**

The College is a registered charity. It is governed by the 40 Official and Professorial Fellows who sit on the Governing Body, chaired by the Master, and who have the status and responsibilities of charity trustees. Most of the Official Fellows are employed jointly by the College and the University, though a small number are entirely College-based. Professorial Fellowships are held by Statutory Professors of the University.

The Governing Body normally meets three times per term. Its business is co-ordinated by the College Registrar in consultation with the Master. The Governing Body determines the strategic direction of the College and is responsible for its administration and for the management of its finances and assets. It is advised by a run of sub-committees.

Much of the business of the Governing Body is driven by the work of these sub-committees, and by that of College Officers; reports and recommendations are sent through to Governing Body from its sub-committees and College Officers. The Governing Body can approve, amend or over-rule recommendations received.

The Bursar will be an Official Fellow of the College and thus a trustee and a member of the Governing Body. The Bursar will sit on appropriate College and inter-collegiate committees.

**College Officers**

The Master has oversight of all activities of the College and chairs many of its principal committees. College has several key officers elected from the membership of the Governing Body. These include the Senior Tutor, the Vice Master, the Tutor for Undergraduates, the Tutor for Graduates, the Tutor for Visiting Students, the Tutor for Admissions, the Tutor for Welfare and the Dean (in charge of student discipline). The College’s day-to-day work is undertaken and overseen by the Master, the Bursar, the College Registrar and College Officers. Officers and staff reporting to the Master include the Bursar, College Registrar, the Director of Development & Alumni Relations and office-holding members of Governing Body. Academic administration is the responsibility of the Academic Office under the College Registrar. Officers reporting directly to the Bursar include the College Accountant, the Domestic Bursar, the HR Manager, the Director of the IT Consortium to which the College belongs, and the Project Manager for any major capital works in train.
Finance overview
St Peter’s College is not well endowed compared to many Oxford colleges, but it has successfully improved its financial position in recent years. As a result of prudent financial management and generous donations from alumni and supporters, its endowment now sits at c.£54m. The College is firmly committed to its fundraising programmes in order to enhance and secure the education, resourcing and experience of its students for the long term.

Apart from the buildings on its core site and its annexes, the College has total assets in property and investments to a net value of c.£78m, including debts of c.£20m. The College has an annual turnover from all its activities of c.£8.5m. The financial environment during the pandemic has been challenging due to the loss of conference and residential income but conference income is now returning and College is increasing its income once again.

The tutorial teaching model at Oxford Colleges and the level of provision made available for students in College means that delivering the College mission is expensive. St Peter’s, like all Oxford colleges, needs additional sources of income, beyond student fee income and accommodation income, in order to support its core activities. Its additional sources of income include philanthropic donations and conference business.

Conference and function business
The College currently has a turnover of approximately £600k from its conference and function business. The College has a couple of medium-term clients and a significant amount of one-off event business. Continued growth in the area of both conference and events is needed. It sits with the Domestic Bursar, working closely with and to the Bursar, to ensure the long-term growth of the business in ways that remain sensitive to the core academic purpose of the College.

Facilities and domestic services
The College can house 343 students in purpose-built accommodation either on its main site or in one of the modern annexes within a few minutes’ walk. Many Fellows and College Lecturers have offices in College. The College has a Dining Hall, Library, Chapel, Music Room, Senior, Middle and Junior Common Rooms, and various other teaching and public rooms. The College provides a wide range of catering services, for students and senior members, as well as for College, conference and function guests. The Law Library and Law tutors’ offices, together with the College Archives, are located in Barron House (the old Probate Office) on New Road. This used to be separate from the main College estate. However, because the College has now purchased the Castle Hill House land in between, Barron House has now been fully integrated into the College’s expanded estate.

St Peter’s College acquired the Castle Hill House parcel of land on New Road in 2018 and has developed the site into an impressive expansion of the College’s existing estate. Soon, the College will be opening two new student accommodation buildings, Damazer House and Westfield House, on a brand new quad, Castle
Bailey Quad. The new student accommodation buildings, built according to ecologically ambitious Passivhaus standards, will provide 54 new ensuite rooms for students to live in College throughout the academic year and to boost the College’s conference trade across each summer.

Architect’s view across to the two new student accommodation buildings of Castle Bailey Quad

* The Role of Bursar

Responsibilities and reporting structures
The Bursar is responsible for the management of the College’s finances, buildings, IT, human resources, risk profile and regulatory compliance.

The Bursar’s direct reports are the Domestic Bursar, the College Accountant, the HR Manager, the Project Manager (when appropriate for capital works projects) and the Director of the IT Consortium to which the College belongs. The Bursar is directly or indirectly responsible for the overall supervision of c.eighty non-academic staff of the College.

The Domestic Bursar directly manages the College’s operational departments and is responsible for the maintenance of the College estate and conferencing business. Through the Domestic Bursar the Bursar has high-level oversight of the College’s conference business and accommodation, catering department, domestic services, maintenance, facilities, reception (/Lodge) and security operations.

The College Accountant, supported by colleagues in the Finance Office, is responsible for the management of the College’s finances, accounts and investments, with oversight and strategic direction provided by the Bursar, working closely with Finance Committee and Governing Body.

The Bursar reports directly to the Master.

College finances
The Bursar leads on and steers the College’s financial strategy. The detail of College’s robust management accounting and budgetary systems is managed by the College Accountant but the Bursar needs to be able to speak with well-informed oversight about the College’s financial position and strategic direction with the College Accountant and members of the Finance team, with the Finance Committee, the Investment Committee and Governing Body, with donors and with externals (including investment managers, auditors and the University’s CFO). Leading on the financial strategy of the College requires responsibility, insight, foresight and a breadth of vision both about the College operation and the broader financial landscape beyond the College.

Major capital projects
The Bursar has oversight of major capital projects. This may sometimes require the services of a contracted project manager, and may sometimes be managed in-house through the work of the Buildings and Maintenance Manager. The Bursar is responsible for seeking and securing the necessary approvals to
proceed through the appropriate governance channels, for negotiating on budgets and contracts, on putting work out to competitive tender when required, on managing the high-level relationships with contractors, and on ensuring that the internal communications in College keep the community appropriately informed about work in train and its possible and actual impacts on the College operation.

Management of Risk
The Bursar manages the assessment of risk in College, and the planned mitigations for identified risks, liaising with and reporting to the College’s externally chaired committee which scrutinises the College’s risk profile (the Audit, Risk and Remuneration Committee). The identification of risks to College, and the measures in place to mitigate risk, are formally recorded in the College’s Risk Register. This is managed by the Bursar but with responsibility for individual risks delegated to several other colleagues across the College operation.

IT Provision
The College is part of SOCIT (Shared Oxford Colleges Information Technology), a cross-college consortium responsible for the delivery of the College’s IT provision. Alongside St Peter’s College, the other members of the consortium are Christ Church College, Pembroke College, Harris Manchester College, Mansfield College and Wycliffe Hall. The Bursar represents the College on the SOCIT consortium management board and manages the College’s ongoing contract and relationship with the consortium to ensure that the IT provision for College is fit for purpose.

HR – staff management
With the active support of the HR Manager, the Bursar has overall responsibility for HR-related policies and for the College’s non-academic staff, including their professional delivery, wellbeing, remuneration, conditions of employment and development. This work is overseen by the Master, by the Audit, Risk and Remuneration Committee, and by the Remuneration Review Group as required.

Main duties and responsibilities (to deliver or oversee)

Governance and legal
The Bursar:

- Produces high-quality reports for the Master, the Governing Body and for the Audit, Risk and Remuneration Committee on the operations and performance of the College and its subsidiaries, including recommendations in relation to future actions and approaches in order best to serve the interests of the College;
- Ensures that the regulatory compliance requirements for the College, its subsidiaries and investment activities are met, including compliance with Charity Commission and Companies House reporting requirements;
- Deals with any matters affecting or relating to the legal position, duties or liabilities of the College;
- Maintains and keeps under review the College’s Risk Register;
- Works in consultation with the Audit, Risk & Remuneration Committee (ARRCo) to control and mitigate risk across all areas of the College’s operations;
- Reviews and signs off on contracts entered into on behalf of the College and its subsidiaries, with employees, donors, grantors, contractors, and service providers;
• Advises the Governing Body on new or adjusted pieces of legislation, and on relevant guidance from the Charity Commission, the College’s regulatory body, as these might affect the College;
• Employs lawyers, accountants, financial advisers and agents as necessary to help administer, manage and assure College assets and operations;
• Oversees and monitors the College’s GDPR policy and ensures compliance with all legal requirements of data protection and the College’s requirements for information security;
• Acts as the College’s Point of Contact for Freedom of Information requests.

**College Finances – working with the College Accountant**
• Carries overall responsibility for the College’s finances and investments, working closely with the Master and the Investment Committee on matters of investment strategy;
• Carries overall responsibility for the annual accounts and arrangements for their audit, working with the College Accountant, the Finance Committee, and the Audit, Risk and Remuneration Committee;
• Draws up proposals relating to the strategic management of the College’s finances for the consideration of Finance Committee and Governing Body;
• Provides high-quality information to the Finance Committee, Buildings and Households Committee and Investment Committee to inform their deliberations and decisions;
• Ensures that the trustees of the College are kept well informed about the financial position of the College and so able to make appropriately informed decisions about all other aspects of the work of the College;
• Prepares bids to the University’s College Contributions Scheme and, where required, contributes the financial aspects to bids to major individual and corporate donors, working with the College Accountant and Director of Development as appropriate;
• Provides a framework within the College for the effective procurement of goods and services, ensuring that value for money is obtained in respect of all supplier contracts and other purchases.

**College Estate – working with the Domestic Bursar**
• Oversees and assures the appropriate care, maintenance and ongoing refurbishment of the College estate;
• Oversees and assures the timely and cost-effective planning and delivery of capital projects, including preparing the brief for new projects, obtaining tenders, managing planning permission applications, and liaising with architects and other professional advisors as appropriate – with the assistance of a Project Manager where appropriate;
• Oversees the setting of targets for the development of the College’s conference and catering business to diversify the College’s income streams and contribute to the College’s overall financial sustainability;
• Plays a lead role in developing and delivering on the College’s sustainability goals, working with fellows, staff and students to improve the College’s environmental performance across its operations and services.
Human Resources - working with the Human Resources Manager

- Ensures compliance with all relevant aspects of employment law, equalities law, immigration law, and good employment practice, maintaining appropriate and necessary procedures and policies including contractual documentation;
- Ensures the provision of effective advice to line managers in the College;
- Leads on and supports a positive approach to the professional development of the non-academic staff of the College;
- Ensures the provision of effective advice to line managers in the College;
- Provides regular updates to the non-academic College staff to ensure all feel included in the overall work of the College;
- Ensures efficient and effective policies, systems and processes for handling employee relations, complaints, grievances, investigations, disciplinary matters, and, if necessary, dismissals, participating in the processes as required.

Information and Communications Technology – working with SOCIT

- Ensures that the College’s IT infrastructure and administration are secure, up-to-date, efficient and meet the needs of the College staff, Fellows, students and visitors;
- Ensures that the College’s business systems are secure, up-to-date, efficient and meet the needs of the College staff, Fellows, students and visitors.

The Bursar carries a broad portfolio. The balance of priority attention needed across the portfolio will vary across the course of the year. The details outlined above are intended to supply a clear indication of the nature of the duties and responsibilities carried. They should not, however, be taken as a fully comprehensive list of all the duties and responsibilities of the role; the role-holder will need to be adaptable to needs and opportunities as these arise, within the broad areas indicated.

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Person specification (essential experience and strengths)

The appointed person will be purposeful and committed, with both outstanding leadership and management abilities and an outstanding capacity to collaborate as part of a purposeful and committed team. The appointed person could come from a wide range of professional backgrounds, but someone with strategic clarity, good operational grip, considerable personal/professional poise, innovative ideas, a deft capacity to prioritise from a busy portfolio of responsibilities, and excellent communication skills will be best placed to make the most of the role. The role of Bursar of the College would particularly appeal to someone who relishes carrying a broad remit of responsibilities with many opportunities to create, collaborate and contribute to projects, initiatives and community.

The appointed person’s professional profile will include a proven track record in:

- responsible, knowledgeable and deft financial management at senior levels;
- excellent strategic planning;
- successfully managing people and teams in clear, supportive, and enabling ways, and with an appropriate grasp of HR policies and requirements;
- successful project management;
- high-level administration;
- committee/board work (agenda-setting, paper writing, presenting, reviewing minutes, logging actions);
• reviewing, developing and refining policies;
• change management;
• demonstrating excellent communication skills, both oral and written, in ways attuned to multiple different audiences.

The appointed person must:
• have a strong belief in the value and transformative power of higher education for smart young people from all backgrounds;
• support the College's aims and be committed to its core values of academic excellence, inclusive community, and mutual respect;
• be flexible, personally adept, resilient, positive, sensitive, good-humoured and with excellent personal poise;
• have outstanding leadership and interpersonal skills, with an ability to inspire trust in others;
• be able to lead while appreciating the particular democratic governance model of the College in which decisions are made collectively following detailed collective consideration;
• have professional strength both in big picture thinking and in grasp of operational detail;
• have excellent analytic skills;
• have good commercial instincts for sound income-generating projects and activities;
• be a good negotiator;
• be able to identify and pursue priorities from across a range of work streams in train;
• be judicious about the differing levels of delegation, oversight and intervention needed in different circumstances with colleagues and teams working to the Bursar;
• be IT-literate;
• be committed to supporting the College’s development and fund-raising ambitions;
• be able to engage naturally with people from diverse educational, social and cultural backgrounds;
• understand how to build positive, collaborative professional relationships in a place of work that is both a high-functioning professional environment and a socially engaged human community;
• be an excellent ambassador for the College;
• be educated to degree level or higher.
Terms and Conditions of the Appointment

- The appointment will be conditional on verification of the candidate’s availability for employment in the UK.

- Salary will be in the range of £84k - £94k (+ an annual housing allowance of £10,400, taxable). Salary will be reviewed annually. The post is pensionable with the Universities Superannuation Scheme (USS) and a current employer pension contribution of 19.5%.

- In this role, the appointed person will be expected to work a nominal 40-hour week. However, being a visible and active year-round presence in College is important to the individual’s success in the role. The role requires the flexibility and commitment appropriate to a very senior post. Taking one working-from-home day each week would be acceptable if desired, in discussion with the Master. Some out-of-business-hours work may be necessary in busy periods.

- The Bursar may not take any additional employment or consultancy work beyond the College without the prior permission of the Governing Body.

- The appointment is subject to the successful completion of a 12-month probationary period. At the end of this period, the post-holder’s confirmation in role will be considered by a small group of trustees convened by the Governing Body. As part of this process of confirmation in role, the role-holder may be asked to produce a short report.

- The appointment will be subject to a contract terminable during the probationary period by one month’s notice given by either party to the other and thereafter terminable by three months’ notice given by either party to the other.

- The Bursar will be elected to an Official Fellowship of the College. The Bursar’s Fellowship will be held directly in conjunction with the bursarial appointment and will automatically cease when the Bursar’s employment by the College ceases.

- The Bursar will be eligible to apply to the College’s Joint Equity Housing scheme (once confirmed in post).

- The Bursar will be eligible to apply for membership (at own expense) of the Oxford Colleges Healthcare Plan, a health insurance scheme offered through AXA PPP Healthcare Ltd.

- All Official Fellows, including the Bursar, are full members of the College’s Senior Common Room (SCR). Full membership of the SCR comes with full dining rights (ie meals free of charge) whenever the College kitchens are open. All SCR members are charged a termly membership subscription, which is currently £40 per term. The Bursar may bring a guest into College for lunch or dinner from time to time, where this may assist in the fulfilling of the Bursar’s responsibilities. Additionally, all members of the SCR are entitled to bring a personal guest or guests to dine in with them at their own expense, should they choose to do so.

- In being elected to an Official Fellowship, the Bursar will also automatically become a trustee of the College.

- The responsibilities of trusteeship include all the legal obligations that accompany the oversight and assurance of the good governance of the College as a charitable entity. Being a trustee and an executive officer simultaneously is an unusual combination. It requires of all such double role-holders a degree of heightened scrupulousness and integrity in navigating any potential conflict of interest.

- The Bursar will be entitled to 30 days of annual leave plus the appropriate public holidays. When a bank holiday falls in term time, the Bursar, like other members of staff, may be asked to take the day off at another time. It is generally difficult for members of staff involved in academic administration to take holidays of any length during term time.
How to Apply

Application schedule

12 September 2023 (5pm)  Closing date for application. (Late applications will not be considered.)
20 September 2023  Longlisted candidates informed.
28 September 2023  Longlist interviews.
29 September 2023  Shortlisted candidates informed.
5, 6 or 9 October 2023  Half-day informal information-gathering/familiarisation visits to the College for shortlisted candidates.
12 October 2023  Short interviews.

Application process

To apply: please send to the College’s HR Manager, Mr Graham Stowell, at human.resources@spc.ox.ac.uk the following three submissions:

(i) a detailed CV, including full career details, achievements and qualifications (no more than three pages), including a brief explanation of any career breaks;
(ii) a cover letter addressed to the Bursar’s Appointment Panel (no more than two pages) setting out your interest in the role, highlighting your professional experiences and competences matched to the key responsibilities and person specification outlined;
(iii) a separate document containing details of your current salary and the names and addresses of three referees, to include one from current employer wherever possible. (Referees will not be approached until the final stages and not without prior permission from candidates.)

The College may be in contact with applicants by email and/or by phone. As part of your application, please provide both an email address and a mobile phone number on which you may be contacted for this purpose.

Interested candidates wishing to discuss the post informally ahead of applying should contact Professor Buchanan’s confidential EA, Amanda Jones, to make an appointment: amanda.jones@spc.ox.ac.uk The College welcomes approaches for informal conversations from those considering applying.

Applicants will be asked to complete an Equal Opportunities Monitoring Form which will assist St Peter’s College in monitoring selection decisions as part of the College’s ongoing project to ensure equality of opportunity. Any information collated from the Equal Opportunities Monitoring Forms will be treated as strictly confidential; it has no role in the selection process.

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, as defined in the General Data Protection Regulation (“GDPR”), the Data Protection Act 2018 and the College Policy on Data Protection as amended from time to time.

St Peter’s is an equal opportunities employer that supports and encourages underrepresented groups, values diversity and seeks to be inclusive in its life and work.