

St Chad's College, Durham University
Bursar & Vice-Principal
Job Description

Summary

Reports to: College Principal and the College Governing Body

Responsible for:

- Member of the College's Senior Management Team.
- Oversight of six key areas of operational activity: Finance, Catering, Commercial, Housekeeping, Maintenance, and Reception. The Bursar has 4 direct line reports (see attached organisational chart).
- Cross-cutting functions of Human Resources, Health & Safety and Risk Management.
- Total college expenditure in a typical year is £2.5 million per annum, and there are 50 staff, of whom 36 work in functions that report to the Bursar.

About St Chad's

St Chad's is a distinctive, independent college within Durham University. A separate registered charity with its own governing body, its origins date back to 1904 when it was created as a Church of England foundation to enable the ordination of clergy. Today it is a vibrant progressive academic community, home to 500 students, including 150 postgraduates. With a foundation rooted in the Anglican tradition, St Chad's welcomes students of all faiths, cultures, nationalities and backgrounds and students of no faith. Its culture is friendly, contemporary but with a strong sense of tradition. St Chad's historic college buildings are situated on a World Heritage Site, adjacent to Durham Cathedral. Students and staff live and work side by side, sharing the life of a multigenerational and interdisciplinary scholarly community. The College has a strong tutorial system and is one of very few colleges to have academic research staff based within its community. St Chad's students are high achievers, regularly securing the highest academic results among the Durham colleges. Outside undergraduate term-time, St Chad's successfully runs commercial events and conferences.

About the role

The main job purpose is to support the Principal – alongside two other Vice-Principals – in the overall leadership and management of the College, with the postholder taking the lead in all operational areas. In practice the duties are wide ranging and varied and the Bursar must expect to be involved in all aspects of College life, which often involves working outside normal hours. St Chad's is committed to delivering the highest possible standards of service to all its stakeholders, and the role of Bursar is a key post in ensuring this objective is maintained across the College. The Bursar also plays a major role in

engagement with the College student body, providing mentoring to students in respect of management of the common rooms, the bar, financial matters and event management.

Specific Tasks and Duties

- a) Play a full role in the management of the College, through membership of the College's senior management team and provide strategic, financial and operational expertise.
- b) Take responsibility for personnel management across the college, including staffing levels, working practices and staff training - effectively acting as the college's Human Resources Manager.
- c) Take responsibility, with the help of the College Accountant, for the financial operations of the College, including payroll and cashflow management, handling student fees, trading activity, investment management, budgeting and forecasting. Acting as Finance Director in the preparation of management and statutory accounts and liaising with the Governing Body's Audit Committee and the College's external auditors.
- d) Undertake the role and legal responsibilities of Company Secretary, supporting the smooth operation of Governing Body and ensuring adherence to good governance practices
- e) Take responsibility for day-to-day health and safety matters across the College with due regard to statutory requirements and in consultation with all the relevant staff.
- f) In partnership with the Vice-Principal & Postgraduate Director, carry delegated responsibility for ensuring legal compliance and risk management in all areas of college life.
- g) Provide assistance and guidance to the Clerk of Works who manages the maintenance of College grounds and premises, working closely regarding major refurbishment and planning strategically for the future.
- h) Support the Assistant Bursar with the day-to-day functioning of College Reception as the first point of contact for students and commercial customers.
- i) Work closely with the Assistant Bursar to maintain and develop trading strategies to ensure maximum profitability during the vacation periods and generally oversee and maximise the profitability of College's trading operations.
- j) Manage the College's catering operation, in conjunction with the Catering Manager.
- k) Manage the College's housekeeping operations, in conjunction with the Assistant Bursar
- l) Take overall responsibility for the College Bar and entertainments, in doing so accepting the requirement to be a Personal Licence Holder.
- m) Participate in emergency rota duties as College Duty Officer outside normal working hours – on a 1 in 4 basis with other College Officers.
- n) Keep under review the ways in which goods and services can be provided most cost effectively including, where appropriate, the use of outside contractors.
- o) Take an active interest in the College's fund-raising activities, supporting the Principal and Development Director.
- p) Carry out such other duties as may from time to time be allocated by the Principal or Governing Body.
- q) The Bursar is expected to dine regularly in College and to take an active part in its social life.

Person Specification

The College Bursar should have:

- Commitment to St Chad's ethos as a Christian organisation aiming to build a thriving and inclusive community of learning, committed to excellence.
- Excellent managerial and interpersonal skills, with the ability to lead, manage and motivate staff.
- Commitment to team working and participating in collective decision making.
- Excellent financial skills and commercial acumen.
- Able to deal with rapid pace of change, high workload and demanding deadlines and targets.
- Friendly and engaging, able to relate well and credibly to students, academics, governing body members, alumni, commercial clients and visitors, understanding their differing needs.
- Excellent communication and presentation skills
- Practical administrative and organisational skills, with high levels of accuracy and attention to detail, and a well-developed capacity for problem solving, time management and determining priorities.
- Enthusiasm, energy and initiative, with a "can do" attitude and commitment to delivering continuous improvement and innovation.
- Strong commitment to maintaining high ethical standards.
- Flexible approach to hours at work and a willingness to work some evenings and weekends to support the delivery of College activities and initiatives.

Experience and Qualifications

Essential

- At least three years of sustained and successful achievement at senior management level in an organisation of comparable size and complexity.
- Proven track record of successful staff management, able to support, engage and motivate staff.
- Experience of managing residential, catering, premises and ancillary services.
- Experience of operating in a commercial/entrepreneurial environment
- Appropriate professional qualifications (e.g. in accountancy or HR management).
- IT literate, with experience of using Microsoft Excel, Word, Sage, and Outlook.
- Experience of business IT applications, and the ability to specify management information.

Desirable

- Experience in the maintenance and refurbishment of listed buildings (St Chad's buildings are all Grade II listed).
- Understanding of higher education in the UK and an appreciation of the role of colleges in a collegiate University.
- A higher degree.
- Understanding of fundraising and alumni relations activity.

Grading and Pay Level

This post falls within the Grade 9 band (salary scale from £49,230) of the University scales; although St Chad's is a charitable organisation independent of the University it broadly follows the University scales.

Outline Terms and Conditions:

The post is based at 18 North Bailey, Durham, DH1 3RH, opposite Durham Cathedral.

This post is a full-time role with a working week predominantly Monday to Friday, but with a requirement to work as necessary beyond these hours. The nominal working hours are 40 per week.

Holiday entitlement is 30 days plus 8 public holidays.

The post holder can opt to join the Universities Superannuation Scheme (USS) into which the College will make a contribution.

Application process

For further information please contact Dr Margaret Masson (Principal), or Gary Cox (Retiring Bursar).

Written applications with full curriculum vitae, and the names, addresses, telephone numbers and emails of three referees, should be sent to Dr Margaret Masson, St Chad's College, 18 North Bailey, Durham, DH1 3RH (m.j.masson@durham.ac.uk) by 12 noon on Monday 10th October.

Interviews are likely to be held in mid/late November.