Job Description

The context and opportunities of this role

Wycliffe Hall is a Permanent Private Hall of the University of Oxford, and an Anglican theological college in the evangelical tradition. It is committed to excellence in teaching and research, thereby making a significant contribution to the intellectual life of the University and the wider society. Our mission is to be a centre for the renewal of Christian prayer, character, preaching and thinking. We have about 110 students, of whom around 40% are Church of England ordinands. Students study for undergraduate and graduate qualifications, from the certificate to doctoral level, and come from a wide range of backgrounds. We are committed to expanding that range.

The Accommodation & Property Officer is a critical role in terms of ensuring the effectiveness and quality of our student accommodation both on site for 76 students and 10 properties around the campus and in North Oxford. In addition, they will administer and run our property portfolio liaising with estate agents and other property professionals as required. An increasing emphasis will be on maximising the use of our facilities for conference and commercial purposes when not required for student needs. This is a newly focused role following an internal promotion.

Duties and Responsibilities

1. Accommodation
   1. Allocate student rooms and family accommodation in accordance with accommodation policy.
   2. Charge students and other guests for room usage and monitor non-payment in conjunction with Finance team.
   3. Recommend changes to accommodation policies and fees as appropriate.
   4. Respond to student accommodation queries within directed timeframes and priorities (Both residential and privately let).
   5. Participate in open days and interviews to explain accommodation offerings.
   6. Produce and maintain licence agreements for resident students.
   7. Work with Domestic Manager in termly inspections of all our onsite conference rooms, bedrooms, shared facilities etc.
9. Keep accommodation pages of website up to date in conjunction with Communications and Marketing Officer.
10. Utilise bookings management system used by the Hall (Turbo)
11. Manage accommodation budget and provide regular updates to Management
12. Monitor utility usage across Wycliffe owned property (both residential and privately let).
13. Attendance at University Accommodation Managers meetings

2. Property Management

1. Produce tenancy agreements and liaise with external landlords and estate agents in relation to external and commercially rented properties.
2. Facilitate access to site and moving in of resident and external family students, including management of inventories and deposits.
3. Carry out bi-annual property inspections of our privately let houses.
4. Act on behalf of Hall for the sale of any Wycliffe owned property at the direction of the Bursar
5. Ensure compliance with and reporting to ACOP.
6. Organise EPC’s, EICR’s and Landlord Gas certificates for all properties in liaison with Maintenance department.
7. Ensure compliance with Oxford City Council licensing requirements.

3. Domestic Bursary Administrative Support

1. Manage distribution of proximity access cards.
2. Support establishment of procedure to ensure compliance with Health and Safety requirements and report regularly on outcomes.
3. Assist Clerk of Works with work allocation & logistics on external properties where and when required.
4. Fire Safety: Responsible for providing fire wardens for training and assist with Fire Alarm Drills.
5. Participate in Domestic Bursary Management meetings
6. Provide Receptionist cover. This will include lunches and holiday cover.
7. Any other support work reasonably requested by the Domestic Bursar or Bursar.

Any other responsibilities that the Bursar or Domestic Bursar may reasonably require.
Key Selection Criteria

Role related skills:
- Experience with managing student accommodation within a university setting
- Experience of property management and related issues.
- Excellent customer service skills with the ability to achieve and maintain high service levels.
- Experience of using a room booking system.
- Exposure to the accommodation and property challenges in Oxford

Personal Aptitudes:
- Ability to operate at a strategic level, as well as dealing with detail as required.
- A collaborative, proactive working style, and a desire for excellence in all areas of work.
- Excellent interpersonal skills and the ability to relate to colleagues, students, and external stakeholders from a wide range of backgrounds with confidence.
- The ability to work independently and as part of a team whilst managing and prioritising a busy workload.
- Excellent financial skills, including budgeting, billing, and costing.
- Outstanding written and verbal communication skills
- Evidence of solid intellect and analytical skills, demonstrable through educational qualifications or equivalent professional or life experience.
- Sympathetic to the vision, mission, and values of the Hall

Key Relationships: Bursar, Clerk of Works, Conference & Events Manager and Catering Manager

Remuneration
This post is offered subject to the satisfactory completion of a six-month probationary period and the capability and disciplinary provisions set out in the employee handbook. The salary is provided on Wycliffe Hall’s scale (linked to the University of Oxford) between £30,000 - £32,000, depending on experience.

Pension: Wycliffe Hall will contribute an amount equal to 10% of salary to a Group Personal Pension Scheme.
Working hours: Full time, 35 hours per week, with some evenings and weekends for which time off in lieu will be given.
Place of Work: Wycliffe Hall, 54 Banbury Road, Oxford OX2 6PW
Notice Period: The standard notice period is three months.
Holidays: Initially 25 days per year, in accordance with the College Holiday Policy, in addition to public holidays, which, if these fall during the college term, shall be taken at an agreed time during vacations.
Meals in College: The appointee will be entitled to free college meals during working hours except when the kitchen is closed.

DBS Disclosure: An enhanced DBS Disclosure will be required
Application Process:
To apply for this post, please send the following:

1. A full CV
2. A covering letter outlining your reasons for applying and demonstrating how you meet the key selection criteria.
3. The names and contact details of two referees

Applications are to arrive by 12 noon on 7 November 2022. Interviews are likely to take place at Wycliffe Hall on 14 November 2022.

Please send applications to vacancies@wycliffe.ox.ac.uk.

The job description is correct as of 17 October 2022. It will, however, be discussed between the appointee and the line manager, and may be amended, following consultation, to reflect developments in or changes to the job.