



Scholarship and Christianity in Oxford (SCIO)

Wycliffe Hall's partner in international education

Facilities Coordinator: part time (50% FTE)

Organization

SCIO, a registered UK charity (formally, CCCU-UK), is the UK subsidiary of the Council for Christian Colleges & Universities (CCCU), which is an international higher education association of Christian liberal arts colleges and universities with headquarters in Washington, DC.

SCIO is an important centre for international grant funded research, particularly in science and religion, and biblical texts and their curation. In partnership with Wycliffe Hall, SCIO organizes programmes for students registered for degrees in overseas, mainly American, institutions. It runs the SCIO semester and yearlong programmes, SCIO summer programmes, SCIO Online from Oxford.

Mission

To foster scholarly engagement, intellectual excellence, and authentic Christian spirituality and the connections between them within an international academic community at Oxford.

SCIO strives to do this by:

- Helping students drawn largely from CCCU colleges realise their academic and personal potential at Oxford, at graduate or professional school, and throughout life
- Encouraging high quality research on the part of its staff and faculty from CCCU colleges as individuals and as members of research programmes based at SCIO
- Cultivating a community of alumni who support each other and SCIO's mission
- Enabling its staff to develop professionally and flourish personally

The Position

Wycliffe Hall's partner, Scholarship and Christianity in Oxford (SCIO), seeks to appoint a Facilities Coordinator. More information on SCIO can be found at: www.scio-uk.org.

Reporting to the Director of Finance and Operations, the Facilities Coordinator will be responsible for managing the day-to-day operations related to buildings and IT.

This is a good opportunity for an enthusiastic and proactive individual who has experience with building maintenance, scheduling, health and safety risk assessments, and managing contracts and relationships with key facilities providers and IT service delivery.

The appointee will work as part of a supportive team in a pleasant office in North Oxford and must be able to travel to site in Headington. There is a Genuine Occupational Requirement that the appointee, who will have to represent the aims and objectives of SCIO in all contacts with SCIO students and academic visitors, will be able to sympathise with those aims and ethos, as listed above.

Applicants should send a covering letter, *curriculum vitae*, and details of two referees via email to Dr S. Rosenberg. Email: paulina.kingbravo@wycliffe.ox.ac.uk. **Applications should be received by 27 April 2021 with an ideal start date of 1 June 2021.** SCIO reserves the right to employ before that date should a suitable candidate be found or to postpone appointment in the absence of suitable candidates.

Position Description

Accountabilities and responsibilities include but are not limited to:

- Managing a 8,000 sq ft property for 43 students and a small office suite
- Managing and controlling activities undertaken by SCIO's appointed contractors delivering work within the premises
- Liaising with all contractors and suppliers at regular intervals in regard to services, contracts and compliance work related to building maintenance and IT
- Liaising with SCIO's third-party IT provider to deliver IT services and support. Expansion of IT responsibilities and duties possible if suitable with candidate's interests and skills. IT support for 6 staff and 40-50 students; general understanding of telecom systems - VOIP phone system – and basic management of broadband systems
- Implementing IT work as appropriate
- Implementing of basic website changes (currently on Wordpress),
- Project managing major changes to website if/when such a change is made
- Acting as main point of contact for maintenance, cleaning, repairs, IT requirements and general office facilities
- Act as health and safety subject matter expert (completing site inspections and reviewing/revising risk assessments ensuring identified issues are resolved promptly and professionally)
- Being responsible for drafting responses and plans for self-assessment questionnaires related to student accommodation (e.g. National Codes UNIPOL)
- Being responsible for preparing and maintaining systems for compliance visits e.g. fire risk assessments, fire alarm assessments, Legionella, pest management, etc.
- Ensuring that the fire log, maintenance log, water monitoring log and cleaning log are updated as required
- Being responsible for responding to queries and complaints made by students, conference attendees, or tenants and for maintaining a register of those incidents. This register should be used to develop a proactive maintenance plan quarterly and annually
- Being responsible for maintaining adequate stocks of cleaning and office supplies
- Arranging PAT testing periodically aligned with recommendations for student accommodation – National Code – UNIPOL
- Managing accommodation and office needs: supplies and inventory, desk and other furniture moves, IT equipment moves, kitchen equipment, etc.
- Overseeing invoices and contracts related to maintenance and IT including monitoring that they are reviewed and passed to finance for signing in a timely manner
- Arranging relevant call outs with suppliers when equipment needs to be repaired of building requires maintenance and ensure any maintenance takes place on time
- Maintaining a tidy, safe, and pleasant working environment for students, visitors, and staff
- Performing additional administrative duties as assigned
- Performing occasional physical work such as moving furnishings

Selection Criteria

Essential

- Undergraduate or HND degree
- Strong knowledge of Health and Safety with proven experience in this area

- Excellent written communication skills
- Excellent interpersonal skills. The post holder will need to engage helpfully and effectively with wide variety of contacts, including students, staff and external visitors
- A medium- upper level of IT literacy, including MS Excel, Word, Outlook, and the Microsoft Nexus 365 suite (SharePoint, Teams, OneNote, etc.)
- Demonstrable experience working with budgets
- A willingness to learn and a proactive attitude
- A keen eye for detail and focused on sorting out problems
- Strong team player and a 'can do' attitude
- Willingness and ability to work in a context with university students
- Willingness to work in central North Oxford and make regular visits to the student accommodation site in Headington and work within normal office hours (normal office hours are 9.00am to 5.00pm with a lunch break)
- Willingness to be flexible about hours when the programme demands e.g. planning for student programme arrival days
- Basic DBS is required

Desirable

- Cross cultural experience
- NEBOSH qualification (National Examination Board in Occupational Safety and Health)
- Willingness to participate in programme social and academic events (where appropriate)
- First aid certification

Salary and benefits

- Salary: £24,000–£27,000
- Pension scheme
- Annual leave: public holidays (8), plus 26 days per year (pro rata)
- Sick leave: 10 days per year (15 after three years) plus 3 personal leave days per year (pro rata)
- Study support may be available
- Parking may be available

Start date: 1 June 2021 or as soon as possible thereafter; an earlier start date is desirable.