



Scholarship and Christianity in Oxford (SCIO)

Wycliffe Hall's partner in international education

Facilities Administrative Assistant: 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 Administrative Assistant will be responsible for supporting on the management of the day-to-day operations related to buildings.

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.

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 20 August 2021 with an ideal start date of 1 October 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

Principal Accountabilities

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| 1 | To assist the Director of Finance and Operations on the sites management | 50% |
| 2 | To participate actively on the preparation on compliance reports for external parties | 15% |
| 3 | To overseeing activities undertaken by SCIO's appointed contractors delivering work within the premises | 20% |
| 3 | To undertake wider agreed tasks that support the work of running effective operations in the office and the student residence and any other tasks reasonable delegated by the Director of Finance and Operations | 15% |

Duties and Responsibilities

To assist the Director of Finance and Operations on the sites management

- Ensure sites (property of 8,000 sq ft property for 43 students and a small office suite) are tidy and clean in order to meet the requirements and demands of Academic Programmes, Conferences or Rentals
- Plan and organise work to be completed to a high standard and in a thorough and timely manner before arrival of students or when student property is rent out to third parties
- Be responsible for responding to queries and complaints made by students, conference attenders, or tenants and for maintaining a register of those incidents.
- Manage accommodation and office needs: supplies and inventory, desk and other furniture moves, IT equipment moves, kitchen equipment, etc.
- Maintain a tidy, safe, and pleasant working environment for students, visitors, and staff
- Ad-Hoc assistance on request when attending a site
- Monitor utilities usage (water, gas, electricity) by reporting meter readers and recording results
- Conduct Fire Alarm Testing, Water Temperature Testing and recording results in absence of Junior Dean at the Student Residence

To participate actively on the preparation on compliance reports for external parties

- Assist the Director of Finance and Operations on the preparation of compliance surveys or reports related to the properties

- Ensuring that compliance logs (fire, maintenance, water monitoring, cleaning, pests) are updated as required
- Being responsible for preparing and maintaining systems for compliance visits e.g. fire risk assessments, fire alarm assessments, Legionella, pest management, etc.
- Supporting the implementation of risk assessments e.g. Covid-19 actions, signage or cleaning kits

To overseeing activities undertaken by SCIO's appointed contractors delivering work within the premises

- Arrange relevant call outs with suppliers when equipment needs to be repaired of building requires maintenance and ensure any maintenance takes place on time
- Monitor work executed by SCIO's appointed contractors delivering work within the premises
- Organise walk-through in the Student Residence during off-peak months to organise essential maintenance, deep cleaning and/or reallocation of furniture
- Plan deep cleaning on Office Site twice a week
- Validate invoices submitted by appointed contracts as per purchasing order or service requirement
- Point of contact in providing Out of Hours Access to buildings
- Accept and put away deliveries

To undertake wider agreed tasks that support the work of running effective operations in the office and the student residence and any other tasks reasonable delegated by the Director of Finance and Operations

- Participate actively on the budget preparation related to sites and compliance
- Undertake occasional physical work such as moving furnishings
- Assist in contract negotiation to the Director of Finance and Operations in areas related to the sites and compliance
- Perform additional administrative duties as assigned

Selection Criteria

Essential

- Academic or Vocational Qualification
- Ability to work on tight deadlines
- 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 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
 - Willingness to participate in programme social and academic events (where appropriate)
 - Knowledge or experience on Health and Safety
 - Knowledge on Student Accommodation Accreditation -e.g. UNIPOL
 - Experience working with budgets
- **Salary and benefits**
 - Salary: £23,500–£25,000 (pro rata)
 - 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 October 2021 or as soon as possible thereafter; an earlier start date is desirable.