Domestic Bursar

Sidney Sussex College, University of Cambridge
Founded in 1596 and the youngest of Cambridge’s “old colleges”, Sidney Sussex College is located in the heart of the historic city of Cambridge. We are proud of our 575 year history, and eager to meet the challenges of our time. The College is home to a mutually supportive community of Fellows, students and support staff who work together to sustain a great living and learning experience for all. We believe that to be as open, vibrant, and inclusive as possible is crucial to achieving that objective.

The College’s charitable purpose is to promote education, learning and research. It is a centre of academic excellence and actively fosters intellectual curiosity, engaged debate, and research across the entire academic community. The College’s ambition is to enable all its students to fulfil their academic potential and to flourish as individuals in doing so.

Over the years, Sidney’s members have achieved innumerable academic successes, including four Nobel Prizes, and made major contributions to society in the arts, education, business, and politics.

Sidney Sussex is led by the Master, Professor Richard Penty, and has some 80 Fellows, over 100 assistant staff, and around 630 undergraduate and postgraduate students.
Context and Vision

College Affiliation:
The post carries a Bye-Fellowship

Salary:
The salary range is £58,279 - £69,557 per annum

Pension:
Universities Superannuation Scheme (USS)

Annual Leave:
33 days including bank holidays

Dining Privileges:
The Bye-Fellowship entitles you to lunch every day, and dinner on days when there is a high table

Reporting to:
Bursar

Tenure:
Permanent

Working pattern:
Full-time

Job Summary

Reporting directly to the Bursar, this is one of the most senior management roles in the College, charged with ensuring the delivery and highest quality of facilities and services in support of the College's academic mission. Balancing operational and strategic priorities, the post holder will lead, and have line management responsibility for, the College's Catering, Conference, Accommodation, Maintenance, Gardening and Porters' departments.

The College has just completed an ambitious project to build a new kitchen, dining room and servery. The Domestic Bursar will have a key role in ensuring that the College grasps the new opportunities that the new facilities create.

Overall the Domestic Bursar has responsibility for approximately 60 staff, an annual income in the order of £4.2 million and an expenditure budget of over £5 million.

The challenge of the role is managing a trade-off between delivering operational efficiency and developing the internal and external catering and accommodation business, with the educational mission of the College. A key to the role is nurturing a culture of a service focus throughout the College staff.

The post carries a Bye-Fellowship of the College, reflecting the seniority and significance of the post. The Domestic Bursar is expected to be an active and engaged member of the College community.
Key responsibilities

College Operations including Team Management

The leadership and management of:
- Catering department, including kitchens, Hall and Buttery
- Accommodation department, including all housekeeping services
- Security and Porters' Lodge
- Maintenance department
- Gardening department; and
- Conferencing and Events department

• Provide effective leadership to ensure that diverse departments work together as a cohesive team
• Manage, develop and motivate senior staff in each department to ensure high functioning teams, conducting regular reviews of staff performance to ensure that individuals and teams are operating to deliver the College's broader strategic priorities
• Responsibility for the provision of excellent operational support services for the College community and guests, such as catering, housekeeping, maintenance, security and events
• Responsibility for the provision of safe, high quality, value for money accommodation including residential rooms and flats, offices and other College facilities
• Leadership and oversight of an annual major works program of refurbishment and improvement works to College property, and associated management of capital budgets
• Managing the relationship with St John's College over Sidney Sussex use of the St John's sports ground

Service Focus

• Delivering excellent customer service to all College members, including students, Fellows, staff, associates and alumni
• Delivering first-rate service to the College's external visitors, including catering, conference and B&B guests
• Developing and maintaining productive work relations with the College's commercial tenants
• Liaison with the Dean and Senior Tutor on matters of student discipline

Income generation and cost management

• Developing the catering, accommodation and conferencing business to deliver a growing, high quality profitable income stream
• Ensuring that good value is delivered to students in terms of accommodation, catering and events, without building up a deficit for the College
• Budgetary control of the operational departments, ensuring that all departments are actively engaged in the annual financial planning cycle, and have a good understanding of budgets, forecasts and variances
• Identification and implementation of efficiency savings across all operational departments
Key responsibilities Cont'd

**Environmental Sustainability**
- Support the development and implementation of the College's Environmental Sustainability Strategy
- Oversight of the College's environmental impact and energy consumption and ensuring continuous improvement

**Compliance**
- Act as the College Health and Safety Officer, ensuring that the College is compliant with all relevant Health and Safety legislation and Charity Commission guidance
- Act as the Licence Holder for the student bar, ensuring that the College is compliant with its licence conditions, and support the students with the management of the College Bar
- Keep abreast of all other relevant legislation and regulatory requirements, ensuring that the College complies in all respects
- Oversight of the security of the College's property and the health and wellbeing of its occupants
- Oversight of delivery of major College functions and events such as the College May Ball and/or June Events

**Committees**
- Act as the Committee Secretary for the following committees, leading on the development of the agenda and papers, writing the minutes and following up on agreed actions:
  - Building and Environment Committee
  - Health and Safety Committee
- Attend and proactively contribute to the following Committees as an ex-officio member (the list may change from time to time):
  - Prevent Committee
  - Fellows Amenities and Entertainments Committee
  - Muniment Room Standing Committee
  - IT Steering Committee
  - Communications Steering Committee
  - Student Bar Committee
  - Staff Liaison Committee
  - Boat Club Management Committee (includes the other Colleges which share the Boat House)
- Ex-officio member of the inter-collegiate Bursars’ Committee and may be involved with other sub-committees and working parties within Collegiate Cambridge
- Director of Sidney Sussex Hospitality Limited
General responsibilities

The post-holder may be asked to take on different tasks, in addition to those listed in Key Responsibilities, as required. All employees are expected to work collaboratively to support the overall work of the College. General responsibilities include the following:

- To take part in the College's appraisal scheme and undertake training as required;
- To be responsible for your own health and safety in the workplace;
- To fully comply with all the College's policies including equality of opportunity and data protection;
- To undertake any other reasonable request or duties commensurate with the post.
Person specification

Qualifications and background

• Educated to degree level or equivalent
• Extensive experience of building, leading and motivating teams
• Experience of managing and controlling budgets, delivering improvements in profitability through income generation and cost reduction
• Experience of developing and growing services such as events, catering and accommodation within the hospitality sector or similar
• Experience of acting as the Health & Safety Officer for an organisation.
• National Examination Board in Occupational Safety and Health (NEBOSH) Certificate or Diploma in Occupational Health & Safety would be desirable
• Experience of working in an educational establishment and/or campus environment would be an advantage
• Experience in project managing major building projects would be desirable as would experience of developing and implementing improvements in environmental sustainability

Specific knowledge and skills

• Excellent communication, listening and influencing skills
• Excellent organisational and planning skills, with ability to prioritise own and others' time, activities and resources effectively
• Excellent leadership and people management skills with the ability to inspire and motivate
• Commercial and financial skills, with a view to generating income, improving efficiency and managing costs
• Sound knowledge of current Health and Safety best practice writing of risk assessments
• Strong IT and administrative skills
• Ability to contribute to wider College Strategy in areas of expertise would be an advantage

Personal attributes

• Service focused - welcoming and approachable style, committed to listening to the needs of others and responding in a timely and constructive manner
• High degree of professionalism and personal integrity - does what they said they were going to do when they said they were going to do it
• Takes accountability and ownership for actions - sees things through and takes responsibility for the outcomes
• Operates with transparency - communicates with clarity and openness, being clear about rationale for decisions
• Supportive - nurtures an encouraging and caring environment which fosters teamwork, personal development and professional growth, and supports the personal wellbeing of individuals
• Creative thinker with a pragmatic approach to problem solving who has the ability to think strategically and show good judgement
Apply

How to apply

For an informal confidential discussion, potential applicants may contact sidney@minervasearch.com

To apply, please send a cover letter and CV to sidney@minervasearch.com by close of business on Monday 11 October 2021

Formal panel interviews are expected to take place on Tuesday 9 November 2021