



<b>JOB DESCRIPTION</b>			
<p>This job description outlines the key outputs required from the Job Holder and the tasks necessary to achieve them. It is not a definitive list and the role may well change and evolve over time.</p>			
<b>Job Title:</b>	<b>Domestic Bursar</b>	<b>Department</b>	
<b>Reports to:</b>	<b>Bursar</b>	<b>No of staff reporting</b>	
<p><b>Summarise in one or two sentences the purpose of the role:</b></p>			
<p>As Domestic Bursar, the post holder is responsible for the management and budget of the operational areas of the College. This includes ensuring the necessary collaboration of the Heads of Department to make certain that their departments operate efficiently and work effectively together to provide the services that the students, Fellows, Life Members and staff require. Working closely with the Bursar, the post holder will contribute effectively to strategic planning. In addition, the post holder will represent the College and serve as the contact point for relationships with Domestic Bursars at other colleges, the University, with the police, security service and local authorities.</p>			
<p><b>Key Outputs of the Role</b></p>			
<ul style="list-style-type: none"> <li>• To lead the College’s domestic support services to students, and to be the first point of contact for the Graduate Student Body (‘GSB’) on domestic matters affecting students.</li> <li>• Ensuring full income potential from College properties including developing proposals to improve College practice as well as additional income streams.</li> <li>• Representing the College at a variety of internal and external meetings.</li> </ul>			
<p><b>Outline the key tasks necessary to deliver the outputs defined above:</b></p>			
<ul style="list-style-type: none"> <li>• <b>Management of the domestic economy of the College</b> Manage the available resources so as to deliver value-for-money domestic services, providing the best possible support for the core activities of the College.  Advising Department Heads on the efficient and effective management of their departments.</li> <li>• <b>Catering</b> Ensure through effective partnering with the Catering provider that all catering is provided to a high standard and delivers value for money.  Develop techniques and systems for good communication between the Kitchen Manager and other departments to ensure professional and smooth running of all catering and hospitality services.</li> </ul>			

- **Accommodation**

Participate in the long-term planning of accommodation provision; analyse and project accommodation needs for students, Visiting Fellows and guests, and develop a strategy for meeting them.

Analyse and review the market to set fair Visiting Fellow and student rents, and room rental prices, consulting with Tutors and student reps as appropriate.

Oversee the use of non-residential accommodation with the aims of maximising its benefit to the College community and generating the maximum income from commercial lettings.

- **Estates and Security**

Manage the Facilities and Accommodation Manager and Maintenance Manager to provide efficient day-to-day running of the College's properties and grounds.

Oversee routine maintenance schedules and major refurbishments.

Ensure that the College provides a welcoming and efficient 'front of house' Porter service to members and guests.

- **Conferences**

Manage the Hospitality and Bookings Administrator to develop and grow the hospitality and conference business, ensuring customer requirements are met and satisfaction exceeded.

Develop and implement a marketing and sales strategy to develop the conference business.

Monitor financial performance with a view to maximising contribution to the College.

- **Health and Safety**

As the Deputy Health and Safety Officer, together with an external 'Competent Person', arrange annual inspections and ensure all recommendations are implemented in good time. Ensure that the College internal policies and practices comply with current legislation, documentation is updated and staff are made aware through internal meetings and regular training. Liaise with external advisors as required.

- **General Governance**

Membership of a number of key College committees, including Chair of Heads of Department meetings, and Secretary of Buildings and Estates, Stewardship, Health and Safety, and Garden Advisory Group. Responsibility for scheduling meetings in good time, preparation of papers, agendas and minutes.

- **Energy Management & Environment**

Manage and control utilities consumption, monitor and continually reduce the College's environmental impact, in accordance with Clare Hall's Green policy.

- Although not a Fellow, will be required to attend meetings of College Council.

<b>Additional Responsibilities:</b>
<ul style="list-style-type: none"><li>• Working with the Visiting Fellows to ensure a good experience and determine future needs which could benefit the College.</li></ul>
<b>Decision Making Authority:</b>
<b>Budgetary Responsibility</b>
<b>Practical / Physical Requirements:</b>
None.
<b>Briefly state any other relevant information:</b>
<i>The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.</i>