



## BLACKFRIARS

### **Academic Registrar and Administrator**

**Job title: Academic Registrar and Administrator**

**Hours: 0.9FTE for a 37.5-hour week**

**Salary: £32,332-£34,980 *pro rata* (University Grade 6.1-6.4), depending on experience**

**Responsible to: The Regent of the Hall**

### **Blackfriars**

First established in Oxford in 1221, Blackfriars is a unique and rewarding place to study. Its origin is in Blackfriars Priory, a religious house re-founded in 1921, which inherited the identity of the medieval priory of the same name (1221–1538). The Priory continues today as a vibrant community of around 20 Dominican friars. Blackfriars Hall grew out of the Priory's House of Studies, becoming a Permanent Private Hall of the University of Oxford in 1994. It occupies the Priory building at 64 St Giles and an annexe at 33 St Giles.

Blackfriars today has two communities of students and academics: those at the Hall and those following a religious vocation at the Studium, making for a rich, diverse and friendly environment for intellectual encounter, enabling deep conversations to take place on the fundamental questions of our age.

The Hall has approximately 80 graduate students, taking courses in a range of subjects in the Humanities and Social Sciences. Blackfriars does not admit undergraduates, with the exception of up to 10 visiting students, who spend their second or third year at the Hall before returning to their home institutions.

The small size of Blackfriars means staff and students get to know each other well and form a lively and supportive community.

More details about [Blackfriars Hall](#) and [Blackfriars Studium](#) can be found on our websites or on pages 6 and 7 below.

### **Overview of the post of Academic Registrar and Administrator**

The Academic Registrar and Administrator is a key member of staff in the efficient functioning of the academic mission of Blackfriars. The postholder reports to the Regent (Head of House) and works closely with the Senior Tutor/Tutor for Graduates and the Vice-Regent, overseeing academic administration relating to the Moderators (Executive Board), Fellows and academic visitors, and Hall and Studium students from admissions to graduation.



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### Key responsibilities and duties

#### Students of Blackfriars Hall

- Administration of graduate and visiting student admissions, in conjunction with the Senior Tutor/Tutor for Graduates and the Vice-Regent respectively
- Communications with new and returning students
- Planning and management of Induction Week for new students
- Enrolment of new students, preparations for Matriculation, visa checks and reporting
- Record-keeping
- Arranging meetings with the Senior Tutor, the Director of Studies for Visiting Students, the Welfare Officer, the Equality and Diversity Committee and others
- Providing transcripts of studies for former visiting students
- Administration of graduations

#### Students of Blackfriars Studium

- Responding to enquiries about admissions, in conjunction with the Vice-Regent
- Communications with new and returning students
- Registering new students
- Assisting the Vice-Regent with the preparation of lecture timetables and communications with teaching staff
- Arranging end-of-term examinations and tutorial reporting
- Record-keeping
- Preparing transcripts of studies for former students

#### The Executive Board

- Attending weekly meetings, and preparing the agenda, supporting documents and minutes

#### Fellows and academic visitors

- Issuing formal invitations for Fellowships and academic visits
- Record-keeping



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### General administration

- Liaising with the Communications Officer to update the website
- Authorizing University Card applications, renewals and replacements
- Managing room bookings for teaching and events
- Administrative support to Regent, as required

### Selection criteria

#### Essential

- Education to degree level
- Experience of administration
- Excellent interpersonal skills: the Academic Registrar and Administrator will need to be able to work cooperatively within a team, dealing with appropriate confidentiality and discretion with staff and students at the Hall and within the collegiate University. The postholder must feel comfortable working with people from a range of religious backgrounds and traditions.
- Excellent organizational skills and the ability to exercise judgement and to take appropriate action
- A good command of English, both oral and written, and the ability to draft documents
- Good IT skills (particularly in Microsoft Office) and the willingness to learn new applications as required, such as tutorial management systems
- Competence with online meetings and working online when required
- A flexible attitude towards duties and a willingness to work flexibly to meet the changing demands of University and Studium calendars

#### Desirable

- Experience of working in administration in student services and higher education, particularly within the collegiate University
- Experience of student admissions, particularly graduate admissions
- Familiarity with University of Oxford software, such as eVision and Inspira



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### How to apply

To apply, please send the following application materials to [admin@bfriars.ox.ac.uk](mailto:admin@bfriars.ox.ac.uk) by the closing date of Monday 11<sup>th</sup> March, using the subject *Academic Registrar and Administrator*.

- A covering letter, stating how your skills, experience and qualifications fulfil the selection criteria
- A full Curriculum Vitae, with the names and contact details (email addresses preferred) of two referees

Please note that candidates who do not submit the relevant information will not be considered for shortlisting. Interviews will be held on Monday 18<sup>th</sup> or Tuesday 19<sup>th</sup> March. Enquiries about the post should be referred to Mrs Barbara Brecht at [admin@bfriars.ox.ac.uk](mailto:admin@bfriars.ox.ac.uk).

We welcome applications from candidates who have a disability or long-term health condition, and we are committed to providing long-term support. Please let us know if you need any adjustments to the recruitment process, including the provision of documents in large print, audio or other formats. If you are shortlisted, you will be asked if you require any particular arrangements for the interview. The Blackfriars Access Guide gives details of physical access to our buildings: <https://accessguide.ox.ac.uk/blackfriars>.

### Benefits and Terms and Conditions

#### Salary

A starting salary of £32,332-£34,980 *pro rata*, depending on experience. A cost-of-living review of salaries takes place annually.

#### Pension scheme

The postholder will be enrolled in the Hall's pension scheme with the National Employment Savings Trust (NEST), with an employer contribution of 17.5% of salary.

#### Right to work in the UK

The appointment will be subject to satisfactory provision of proof of the right to work in the UK. Applicants who would need a work visa if appointed to the post are asked to note that, under the UK's points-based migration system, they will need to demonstrate that they have sufficient points, and in particular that

- they have sufficient English language skills (evidenced by having passed a test in English, or coming from a majority English-speaking country, or having taken a degree taught in English, and



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- that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment. Further information is available at <https://www.gov.uk/skilled-worker-visa>.

### **Data protection**

All data supplied by candidates will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 2018 and with Blackfriars Hall and Studium Privacy Policies.

<https://www.bfriars.ox.ac.uk/policies/data-protection-and-privacy/>

Termination of employment is by 3 months' notice on either side. The post is subject to a probationary period of 6 months.



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### About Blackfriars Hall

Blackfriars Hall is an outward-looking, friendly, diverse and supportive academic community of students, Fellows, and staff. Established as a Permanent Private Hall (PPH) in 1994, Blackfriars is committed to a spirit of critical and constructive academic enquiry in its research, teaching, and study. We bring a distinctive voice to the collegiate University of Oxford, a rich and lively Dominican tradition of Christian humanism in the search for truth and understanding. Blackfriars is also greatly enriched by being present in one of the great research universities of the world, a wonderful environment for study and dialogue. While Blackfriars has an especially strong tradition in Theology and Philosophy, as reflected by our two research institutes, the Aquinas Institute and the Las Casas Institute for Social Justice, we also welcome students and researchers working in the wider humanities and the social sciences.

While Blackfriars Hall has its own distinctive identity and life, as well as its own physical space, it shares buildings with a Dominican Priory and Studium (Dominican House of Studies).

The Hall is committed to an inclusive ethos, and we are delighted that the student body comprises Catholic and non-Catholic, Christian and non-Christian, those of various religious affiliations and those of none. We believe that the University of Oxford identity with a Dominican flavour at Blackfriars Hall is seen by students and Fellows as a richness and distinctiveness that also comes with a high degree of personal service and care.

In the current academic year, Blackfriars Hall has a student body of 86 graduate students and 5 visiting students. The Hall's graduate students specialise not only in Theology and Philosophy but also in areas such as History, Sociology, Social Data Science, South Asian Studies, Social Science of the Internet, Public Policy, Criminology and Criminal Justice, Global Governance and Diplomacy, History, Jewish Studies, Modern South Asian Studies, Learning and Teaching, Anthropology, and Modern Languages. There are 27 Research Fellows, of whom 5 are Junior Research Fellows and 7 Senior Research Fellows.



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### About Blackfriars Studium

Blackfriars Studium offers an intellectual formation to men and women who are members of Catholic religious orders or congregations. Studium studies form the core of the intellectual training for priesthood in the Catholic Church for student friars who are members of the Dominican Community at Blackfriars Priory and for other Studium students. There are typically about 20-25 students in the Studium at any given time. In addition to Dominicans, there are currently also students who are members of other Catholic religious orders and congregations, such as the Carmelites, Franciscans, Oratorians, and Benedictines.

Students typically study Philosophy and Theology for five years (two years of Philosophy and three years of Theology), and at the end of their course normally receive a Baccalaureate in Sacred Theology from the Pontifical University of St Thomas (the Angelicum), the Dominican Order's University in Rome.

Lectures and classes, some of which are open to members of the public, take place in the priory. Much of the teaching of Studium students takes place in tutorials, one-to-one meetings with a tutor for which the student writes an essay. Many of the teachers at Blackfriars Studium are Dominican (friars or sisters), most of whom live in Oxford, but some commute from Dominican communities in Cambridge, Leicester and London. Our teaching draws especially on the Dominican intellectual tradition, most notably the teaching of St Thomas Aquinas. Our lecturers and tutors also include lay people and members of other religious orders.

Blackfriars also has a Dominican priory of over 20 friars and a public church open to the general public for private prayer and daily liturgies.