

NEW COLLEGE, OXFORD

THE WARDENSHIP

from 1st September 2016

New College proposes to elect a new Warden with effect from 1st September 2016, following the retirement of Professor Sir Curtis Price KBE.

1. The College

New College is one of the older and larger of the thirty-nine colleges of Oxford University. It was founded in 1379 by William of Wykeham, Bishop of Winchester, as *St Mary's College of Winchester in Oxford*, but quickly became known as New College. It occupies a large, central site between the High Street and Holywell Street. Its main quadrangle and cloister date from the time of the foundation, and further buildings have been added on the main site in the 18th, 19th and 20th centuries. The College is noted for its beautiful gardens incorporating part of the medieval city wall. Additional College buildings are located nearby in Mansfield Road and on the sports ground in St Cross Road.

The College is an independent, self-governing establishment which is both an academic institution and a social and residential centre for its members. The College has some 420 undergraduate and 350 graduate students, studying most of the subjects taught at Oxford. New College has been co-educational since 1979, and currently 45% of its students and 29% of its Governing Body Fellows are women.

The Governing Body of New College comprises the Warden and 59 Fellows, of whom:

- 37 are Tutorial Fellows (nearly all of whom also hold University Associate Professorships)
- 4 are Official Fellows with full-time College posts (Bursar, Home Bursar, Dean of Divinity, Director of Development)
- 15 are Professorial Fellows (holders of University statutory chairs or comparable posts)
- 3 are Supernumerary Fellows (mostly non-tutors who hold University posts other than chairs)

In addition there are fixed-term appointees who are not members of the Governing Body: Stipendiary Lecturers, who supplement the teaching of the Tutorial Fellows, Junior Research Fellows, and Supernumerary Research Fellows.

The College is a choral foundation, and maintains an internationally-renowned male voice choir which sings regularly in the College chapel as well as undertaking concert tours and recordings. In consequence, the College owns and manages New College School, an independent boys' preparatory school located nearby, from where young choristers are drawn.

2. The Warden

The Warden is the head of the College. The College Statutes stipulate that “The Warden shall be a person distinguished for literary or scientific attainments or for services in the work of education in the University or elsewhere, or for other services in a learned profession or public life”. The Warden is charged by the Statutes with ultimate responsibility for the effective operation of the College as a place of education and scholarship, for its discipline, and for the safety and well-being of all its members.

Because most members of the Governing Body are heavily occupied with research, teaching, or other university duties, they look to the Warden to provide academic leadership, strategic vision and a sustained interest in the day-to-day life of the College. The Governing Body is egalitarian and regards the Warden as first among equals: leadership therefore requires the ability to inspire enthusiasm, trust, consensus and a sense of shared purpose. Key duties of the Warden include:

- Academic leadership – setting the intellectual tone of the College, developing academic strategy through consultation and consensus, taking an active interest in the academic progress and personal welfare of individual students
- Chairing regular meetings of the College Governing Body and its committees
- Fundraising and Alumni Relations – liaison with old members and potential donors, articulation of the academic vision on which fundraising is based
- Oversight of the College administration, finances and constitution
- Representation of the College to the wider University and to the outside world
- Fostering the College community: helping bring together fellows, students and staff through regular engagement and social events

The Warden is supported in his or her administrative and pastoral work by a team of College Officers, including principally:

- Bursar – financial and estates management
- Home Bursar – non-academic HR, all domestic arrangements and support staff management, student welfare.
- Director of Development – fundraising and alumni relations
- Dean of Divinity – pastoral support and Chapel
- Accountant – financial and payroll administration
- Senior Tutor (currently a part-time post held by a tutorial fellow) – organisation of teaching, monitoring student progress, academic recruitment
- Dean (currently a part-time post held by a tutorial fellow) – student discipline
- Tutor for Admissions (currently a part-time post held by a tutorial fellow)
- Tutor for Graduates (currently a part-time post held by a tutorial fellow)

3. Personal Qualities Sought

The College wishes to appoint a Warden who is able to offer inspiring leadership of a non-hierarchical community of scholars, and who is sensitive to the academic and communal values of the institution. The Warden has many responsibilities and the role will require someone who can devote the right level of energy and commitment to it.

Essential attributes:

1. A distinguished record of achievement in an academic or other intellectually challenging career.
2. A demonstrable interest in the academic and intellectual life of a leading higher education institution, both in terms of research and teaching.
3. Evidence of excellent communication skills, in informal and formal settings.
4. Evidence of the ability to help a comparable body effectively shape strategy through insight and influence, rather than power of position.

Desirable attributes:

5. Experience of leadership in an academic environment.
6. Experience of fundraising and leadership in a charitable institution.

The College wishes to make clear that, if the Warden has a spouse or partner, it will make every effort to make him or her welcome in the College, but that it has no expectations of that spouse or partner with regard to any aspect of support of the Warden in his or her duties, and that the Warden will be elected as an individual and not as half of a couple.

4. Terms and Conditions, Staff Support

The appointment will be for a fixed term of seven years. After that period the post will be re-advertised and a new election process will be held. The outgoing Warden will be entitled to reapply for the role alongside other candidates should he or she wish to do so. A minimum of six months' notice is required for a resignation prior to the end of the fixed term.

The initial salary of the Warden will be £98,900 per annum (at 1 August 2014 scale with an estimated rise to £102,000 by 1 September 2016). Annual increases will equal the percentage increases in the Joint Maximum salary payable to a holder of a joint University Associate Professorship and College Fellowship. The appointment will be pensionable under the Universities Superannuation Scheme, the employee currently contributing 7.5% and the College 16% of salary.

The Warden will be entitled to annual allowances, and health insurance as determined from time to time by the College (current values of allowances: entertainment allowance £11,500, research & book expenses allowance £3,040).

The Warden will be expected to reside in the Warden's Lodgings, situated in the main quadrangle of the College. The Lodgings are extensive and include a number of large rooms for College entertaining, and sufficient further rooms to provide comfortable private accommodation for a family. There is also an attractive walled garden. A preliminary

allowance of up to £25,000 is available for redecoration of living accommodation (expenditure to be overseen by the Sub-Warden, Bursar and Outrider). If the Warden feels significant further expenditure is required, this will be subject to approval by the College's Finance and General Purposes Committee. The value of the pensionable benefit-in-kind of the Lodgings currently stands at £20,000 p.a. and will remain fixed until the Warden's retirement (unless USS/HMRC require an update on the valuation).

The Warden may hold outside appointments only with the express consent of the Governing Body, which will wish to satisfy itself that the appointment does not raise any conflict of interest and that the time commitment involved does not prevent the Warden from fulfilling his or her duties to the College. It is unlikely that someone who intends to maintain significant external commitments will be considered eligible.

The Warden will be offered appropriate staff support to assist with the performance of his or her duties and the maintenance of the Lodgings. The exact arrangements can, to some extent, be tailored to suit the appointee's requirements, but are expected to be approximately as follows:

- a part-time Personal Assistant (50%),
- housekeeping staff for the Lodgings (currently 2 x 50% posts),
- gardening under contract.

5. Application Procedure and Outline Timetable

The College welcomes applications, and reserves the right to approach potential candidates who have not applied.

Applicants should send a covering letter setting out their interest in and suitability for the position, and a full curriculum vitae, with executive summary, to Dr Mark Byford at Egon Zehnder, c/o:

newcollegeoxford@egonzehnder.com

The deadline for receipt of applications is **Friday 16 January 2015**.

Potential candidates wishing to review any aspect of the post may contact Isobel Burnie to arrange a discussion in complete confidence (tel. +44 20 7943 1925).

The College will take up references on selected applicants in January and February 2015 and intends to draw up a shortlist for interview in early March. Candidates selected for interview will be contacted in mid-March and asked to interview with Egon Zehnder between late March and early April, and come to the College on a date between Monday 20 April and Wednesday 27 May. It is hoped that a final decision (which will be made by a vote of the Governing Body) will be made by early to mid-June 2015.