



Appointment brief

The Queen's College, Provost

March 2024

Reference: FBNKA

WELCOME

Thank you for your interest in the role of Provost of The Queen's College, Oxford. The College invites applications for a successor to Dr Claire Craig CBE, to take office on 1 August 2025.

The successful candidate will be an inspiring leader with a consensual style, and an enthusiast for higher education and research, who believes in their power to enable people to fulfil their potential irrespective of background. As well as facilitating cohesive decision-making internally, the Provost will be an ambassador for Queen's within the wider University and beyond.

Queen's welcomes applications from people worldwide, and is committed to equality, diversity, and to improving opportunities for fair access to higher education.



THE COLLEGE

Founded in 1341, Queen's was originally a college for scholars and students from the north-west of England, a catchment extended to Yorkshire by eighteenth-century benefactions. Although recruitment to the academic community is now world-wide, and without geographical restrictions, the College values its historical links, which it uses, for instance, as a means of widening access to students from under-privileged backgrounds. Now among the better-endowed of Oxford colleges, Queen's uses its resources to support education and research to the highest possible standards, and is committed to a wide-ranging outreach programme.



Many remarkable people have stepped through the doors of Queen's. Recent Provosts have included Howard Florey, joint Nobel Prize winner in 1945 for the development of penicillin; Lord Blake, the distinguished political historian; and Sir Alan Budd, the prominent economist and founder-member of the Monetary Policy Committee. There is a long list of outstanding old members, including Claire Taylor, the first ICC women's cricketer of the year; Rowan Atkinson, the actor and comedian; Sir Tim Berners-Lee who created the World-Wide Web; and Honorary Fellows such as Annette Gordon-Reed the historian, Nobel laureate Venki Ramakrishnan and internationally renowned chef Asma Khan.

The College is home to around 80 Fellows (about half of whom are members of the Governing Body), 400 undergraduates, 230 graduates and 125 staff. Its members, together with Old Members, come together through a shared love of learning, research and discovery, and a commitment to creating a community that supports these activities. Queen's provides opportunities for all those with the aspiration and talent to excel academically. The Fellowship includes outstanding scholars, who research and publish regularly on a wide range of problems in the humanities, sciences and social sciences.

Queen's is a remarkably beautiful place, located on the High Street at the heart of the historic city. Between the 1690s and 1730s, the medieval buildings were replaced by a magnificent and internationally-significant baroque complex, including the spectacular Upper Library and the dramatic front screen by Hawksmoor. The College's new underground library is both architecturally ingenious and highly successful as a space loved by students and used by scholars to access the collections.

The College has an award-winning auditorium in its grounds, and continues to improve both its undergraduate accommodation and the provision of disabled access, and to reduce its carbon footprint. Whilst capacities for study have been greatly enhanced, activities at Queen's extend well beyond the academic, including sport, music and drama. Music is a particular strength, and the College's Chapel Choir is internationally renowned and regularly in the classical music charts.

The College is a self-governing educational charity, incorporated by Royal Charter, whose core purpose is research and education. For the year ended 2022/3 the College's income was approximately £14 million. Income is derived from academic fees, student residence payments, catering and conferencing revenues, investment income, and donations and legacies.

The College finances are very sound, and the endowment has grown substantially in recent years. The main buildings are maintained to the highest standards by an excellent grounds staff.

GOVERNANCE

The Governing Body of Queen's comprises the Provost and Fellows. It is constituted and regulated in accordance with the College Statutes and By-Laws. The Governing Body has responsibility for the direction and management of the affairs of the College.

The Governing Body is responsible for the strategic direction of the College, for its administration, and for the management of its finances and assets. It meets regularly, with the Provost in the chair, and is advised by a range of Committees. The Governing Body is supported by an excellent team of officers who support the financial, domestic and operational running of the College, and there is a full-time professional Bursar who is a member of the Governing Body and responsible for managing College finances. The role of Senior Tutor, who is responsible for ensuring that the College is a place of excellence for undergraduate and graduate teaching and research, for overseeing the management and delivery of all College teaching and for the support of its Tutors, is currently undertaken in rotation by a College Fellow.



THE ROLE

The Provost of Queen's is expected to play a key role in the intellectual life of the College, and in helping to foster a culture in which students are encouraged to excel academically, Fellows are fully supported, and all elements of the community, as well as staff and Old Members, feel included. The Provost will be integral to supporting the College's development campaigns, and will need to have a balanced interest in all elements of the College's affairs, and to lead the Governing Body in consensual and efficient decision-making. The post is a demanding and fulfilling one, requiring a wholehearted commitment to the responsibilities of the position.

The Provost is first amongst equals, orientating but not dictating College ambitions and business according to the will of its Governing Body. The new Provost will work with a democracy of scholars who are leaders in their own fields. They will need to take the Fellows along in decision-making in an active and participatory manner, building and maintaining the trust and support of the Fellowship and sharing in their achievements. The Provost should be collegiate; able to build consensus; be pro-active in soliciting opinion, reactions and feedback and in encouraging interaction, shared responsibility, and engagement

It is customary for the Provost to play a full part in the social life of the College. The essence of a college is that it is a place where disciplines and generations meet both socially and to debate, educate and learn, and research. The Provost plays a key role in connecting people and communities through dining in college, attending other events and functions, and arranging and hosting events throughout the year. The new Provost will strive to make the College a welcoming and inclusive place, thus contributing to the goal of widening access to candidates from all backgrounds.

KEY DUTIES INCLUDE:

Leadership

- chairing meetings of the Governing Body (which has the final say in all decisions) and most College Committees and ad hoc Working Groups as needed
- representing the College's views at meetings of the Conference of Colleges and other University or intercollegiate bodies and playing a part in the life of the collegiate University where that supports the College's interests
- connecting the College's communities (academics, College staff, students and Old Members) and stewarding Queen's reputation, values and cohesion
- managing some senior staff, including the Director of Development and Head of Communications
- carrying out case-work as needed, including acting as decision-maker in a range of circumstances as part of the College's processes for good conduct for all its communities
- formulating the College's strategies through consultation and consensus
- overseeing major projects such as estates development

Supporting the academic community

- being available for discussion with Fellows, students, and staff on matters of concern to them that bear on the College
- committing to fostering a culture of intellectual excellence (for example, by interacting with students through their careers to discuss progress, and by supporting academic events)
- encouraging and supporting members of the College in academic endeavour

Development

- overseeing and participating actively in the College's fund-raising, entailing travel within the UK and overseas, and building and stewarding relationships with key donors and potential donors
- articulating the College's aims to cultivate and solicit financial support
- presiding at the College's Gaudies (feasts), and at other functions and events for Old Members and friends



PERSON SPECIFICATION

In seeking to appoint a new Provost, Queen's is looking for an individual who will enjoy fully engaging with the life of the College and who will have:

- a strong commitment to the importance of teaching, research and academic excellence
- a considerable reputation for achievement in their chosen field
- a wide range of interests that will allow them to speak to diverse groups of people
- outstanding communication and relationship-building skills
- a capacity (for example, through experience in running a sizeable operation) to facilitate dialogue, to guide others in positions of leadership, and to allow them to do their jobs at a local level
- effective chairing skills (including an understanding that substantive decisions are taken by the Governing Body collectively), the ability to ensure and enable effective challenge and scrutiny of decisions, and to ensure decisions are sufficiently informed by relevant expertise
- the ability to help formulate a strategy
- a talent for articulating the particular vision and identity of an institution
- the ability to cultivate and nurture relationships with donors and potential donors
- a concern for attracting the best people to the College, regardless of background, and a willingness to develop new ways of achieving this
- good judgment, firmness and compassion, and the ability to conduct sensitive case-work

Chairing experience is essential, and an inclusive style with strong awareness of others will be important. Given the lack of executive control, the post demands a candidate who is a facilitator: persuasion, bridge-building and diplomacy are necessary skills.

Queen's welcomes diversity among its academic and non-academic staff, students, and visitors, recognising the particular contributions to the achievements of our charitable objects that can be made by individuals from a wide range of backgrounds and experiences.

The College is committed to removing any barriers which might deter people of the highest ability from applying to the College, as members of academic or non-academic staff or students. Queen's aims to provide an inclusive environment which values diversity and maintains a working, learning, and social environment in which the rights and dignity of all its academic and non-academic staff and students are respected to assist them in reaching their full potential.

Consistent with this commitment to ensuring equality of opportunity for all, the College is especially keen to encourage applications from women and under-represented groups. In making its choice, the College will not necessarily confine itself to candidates who apply.

APPOINTMENT TERMS

The incoming Provost will be appointed for a five-year fixed term, which can be renewed by mutual agreement for up to two additional three-year terms.

The College's Statutes state that the Provost must be present in the College for at least 30 weeks in every year, including at least seven weeks in each term. In practice, full performance of the role requires presence throughout the term time and much College business takes place outside term.

The Provost's Lodgings are provided, free of rent, for this purpose.

The Provost has personal administrative support.

The College is happy for the Provost to maintain activities outside her/his role as Provost, so long as they do not interfere with College business.

The salary offered will be competitive with other Head of House roles. Additionally, it comes with membership of the USS pension scheme, an entertainment allowance, dining rights and private health insurance.



HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to The Queen's College, Oxford on this appointment.

Candidates should apply for this role through our website at www.saxbam.com/appointments using code FBNKA.

Click on the 'apply' button and follow the instructions to upload a CV and personal statement, and complete the online equal opportunities monitoring* form. The personal statement should be a concise statement explaining the candidate's reasons for applying, and how the candidate believes she or he matches the qualities that the College are looking for.

The closing date for applications is midday on **Friday 12th April 2024**.

The Electoral Body hopes to select their shortlist of candidates in early May.

Shortlisted candidates will then have the opportunity to visit the College, and meet College officers, Fellows and staff informally. Formal interviews and presentations will then be scheduled with candidates.

The Queen's College is an equal opportunities employer.

Please inform us in your application of any reasonable adjustments you might need in order to attend an interview.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.



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