



**GREEN TEMPLETON**  
**COLLEGE** | UNIVERSITY  
OF OXFORD



## **Appointment of Bursar**

**June 2025**

*Saxton Bampfylde*

# Welcome

Thank you for your interest in the role of Bursar at Green Templeton College.

Green Templeton is a contemporary, innovative and values-driven college within the University of Oxford. As one of the newest and largest graduate colleges with 650 students, it offers a distinctive student experience, defined by a genuine commitment to inclusion and collaboration.

With an exceptional fellowship and diverse student body, Green Templeton has fostered an egalitarian ethos that underpins all aspects of college life.

The college is poised at an exciting point in its evolution and is looking forward to the future with drive and ambition. It is well positioned to make an important contribution to the University of Oxford's place at the forefront of graduate education. This is even more true at a time when the opening of The Stephen A. Schwarzman Centre for the Humanities adjacent to the Radcliffe Observatory will physically place the college at the epicentre of the University's future.

Our current Bursar, Dr Tim Clayden, will be retiring at the end of 2025 after eight years in the role. During this time the college has built a platform for the next stage of its evolution. We have a strategic plan to 2031 that prioritises adopting a business model that achieves the long-term financial viability of the college while starting to build a new endowment. We have ambitious plans to recalibrate and decarbonise our existing built estate across various sites in Oxford, while gaining investment for new buildings on our main site at the Radcliffe Observatory.

In this context, our next Bursar will be both financially astute and have deep understanding of property management, with experience of delivering multi-million-pound capital projects. They will have a strong commitment to higher education, be a collaborative colleague and an accomplished manager of people.

If you see yourself working in a different Oxford, then Green Templeton College may be that place and we would welcome your application. I very much look forward to working closely with the successful candidate.

Sir Michael Dixon  
Principal





## History

Green Templeton College, University of Oxford, was established in its current form in October 2008 through the merger of Green and Templeton Colleges.

From its foundation, its dynamism has come from being a meeting point of the practitioner, professional and academic worlds. It is above all an active and engaged intellectual approach rather than a purely reflective one.

Green College, founded in 1979 on the current college site with support from Dr Cecil Green of Texas Instruments, pioneered the work of medical and applied social science postgraduate students. The first Warden of Green College was Sir Richard Doll (1912–2005) who, in 1950, published the scientific paper demonstrating the clear link between smoking and cancer.

Templeton College's origins go back to 1965 with the foundation of the Oxford Centre for Management Studies based on the edge of the city. Templeton College was inaugurated in 1984 following support from Sir John Templeton (1912–2008). It established business and management education at Oxford and since its advent has brought together global leaders from diverse fields.

The eighteenth-century Radcliffe Observatory dominates the three-acre college site. The building functioned as an astronomical observatory from 1773 until 1934.

The college premises include 13 Norham Gardens which started as a meeting place and source of inspiration for medical students, physicians, scientists and academic visitors from all over the world. Under Sir William Osler's stewardship it became known as 'The Open Arms'.



# Vision

Green Templeton is proud to be a progressive, international and inclusive community within the University of Oxford at the forefront of graduate education.

We extend the traditional Oxford model by bringing together researchers, teachers and practitioners with parity of esteem. Our students, fellows, alumni and staff will have a welcoming and exceptional college experience with enrichment opportunities that enables all to deliver on their potential and thrive throughout life.

Our strategy seeks to enhance our reputation for academic excellence in a number of interdisciplinary areas emerging from the unique mix of subject expertise. This will be combined with our focus on understanding and enhancing human welfare and social, economic and environmental well-being.

We will ensure the long-term financial sustainability of the college and develop a costed net-zero carbon emissions plan as priorities. We will use our estate and finances to support our vision of community. Over time, this will include facilities and accommodation tailored to meet the needs of future graduate students, underpinned by principles that aim to foster belonging among college members.

We will strengthen our engagement and relationships across Oxford, while actively increasing the college's strategic and commercial partnerships. This will include growing and strengthening our global network of friends and supporters committed to nurturing the college's long-term future.

Green Templeton will maintain open and porous boundaries between research and practice, thereby increasing our influence externally and our ability to have a positive impact on real-world challenges.

We are pursuing five major, interlocking strategic objectives in order to deliver our vision.

## Strategic Objectives

From At the forefront of graduate education: Strategic Plan to 2031

1. Academic: to research and develop the opportunities in establishing up to three centres of academic excellence in the college
2. Estate: to create and implement a 40-year plan to manage and develop the college's property assets
3. Networks: to foster strong relationships and engagement that provide for increased financial and practical support
4. Finance: to adopt a business model that achieves the long-term financial viability of the college while starting to build a new endowment
5. Governance: to have governance and management structures and processes to deliver this strategic plan

# The Role

Green Templeton College, University of Oxford is seeking to elect a new Bursar to succeed the current incumbent, who will retire in December.

The Bursar will play a key role in the college's future success in securing its financial future through the right mix of investment and operational assets, and supporting an ambitious fundraising agenda.

Accountable to the Governing Body, the Bursar is both a Fellow and Trustee and plays a critical role in the leadership and operation of the college. The Bursar has overall responsibility for the college's finances and investments; property assets; legal and compliance matters and risk management. Direct reports include the Domestic Bursar, the HR Manager, the Head of Finance, and the Head of Library and Information Services.

## Role Specification

### Purpose

To manage the finances of the college and ensure that college operations are compliant with legal, regulatory and other requirements. Specifically, the Bursar:

- Serves as a trustee of the college as a member of Governing Body;
- As a member of the Executive Management Group, takes Cabinet-style responsibility for the highest-level executive decisions on behalf of the college and drives the agenda of what work is presented to Governing Body and its committees;
- Upholds the values of the college and reflects these in day-to-day responsibilities.







## Key Responsibilities

The Bursar has responsibility for large areas of college operations. You are expected:

- To deputise for the Principal in matters relating to the management of the college;
- To attend *ex officio* specified sub-committees of the Governing Body of the college;
- To lead on inputs to the Finance and Investment, Risk and Scrutiny, Human Resources, and Health and Safety sub-committees of the Governing Body of the college;
- To represent Green Templeton at the Conference of College's Estate Bursars' committee and as appointed to other committees of the University and the Conference of Colleges
- To provide financial leadership of the college including the management of investment and operational assets;
- To oversee the production of regular management accounts and forecasts, the annual audit and production and filing of statutory accounts;
- To ensure the estates masterplan is fit for purpose;
- To ensure capital programmes can be delivered effectively within available college resources;
- To own the college risk register and ensure all projects have adequate consideration of risk;
- To oversee the HR function including the issuing of employment contracts for the college;
- To oversee all legal matters and associated costs relating to the college;
- To contribute to the Development activities of the college;
- To embed the agreed principles of EDI and sustainability in college operations.

## Key Relationships

### Internal:

Principal, Senior Tutor and other Executive Management Group members; Members from Finance and Investment Committee, Risk and Scrutiny Committee, Buildings Committee and other Governing Body Fellows; students, fellows and staff of the college.

### External:

Investment managers, commercial letting agents, college lawyers, other Bursars and senior staff across the collegiate university

## Location

The role is based at Green Templeton College, 43 Woodstock Road, Oxford. It will require out-of-hours working in Oxford. A pattern of some hybrid working could be agreed.



# Person Specification

## **Experience and knowledge**

- Record of success in management of finance in a complex environment.
- Educated to degree level or equivalent, or equivalent professional experience, with demonstrable understanding of and commitment to the values and principles of higher education.
- Record of leading and inspiring multi-disciplinary teams in a collegial and collaborative way.
- Good understanding of the principles of governance in the collegiate environment, in particular the importance of consensus in decision-making.
- Experience of oversight of capital development projects of circa £20M+.

## **Skills and abilities**

- Financially highly literate with a sound understanding of financial accounts, budgets and forecasts. Strong understanding of key investment management issues.
- The ability to manage the College estate and other projects effectively to time and budget.
- Working knowledge of relevant legislation, including employment law, data protection legislation, pension legislation and charity law.
- Strategically minded, with an eye both for detail and for the bigger picture.
- Excellent oral and written communications skills, with ability to relate to people at all levels.
- Well-developed leadership and interpersonal skills, including tact, discretion, and professional judgement.
- Ability to deliver change and work at pace.
- Excellent personal presentation, social skills and cultural understanding.
- Able to work collaboratively and to influence, motivate and negotiate effectively.
- Pro-active in approach, able to identify opportunities and to pre-empt problems.

## **Personal qualities**

- A commitment to College values.
- The highest standards of personal and professional integrity.
- Resilient, with good judgment and the ability to stay calm under pressure.
- Adaptable and able to manage conflicting requirements whilst focusing on key priorities.
- A collaborative, collegial style coupled with a proven ability to deliver.
- A genuine commitment to equality, diversity.



# Terms of Appointment

**Salary** - Negotiable – the college follows the University of Oxford pay scales

**Reporting** - The Bursar reports to the college Principal and is also accountable to the college's Governing Body

**Hours** - 37.5 hours per week

**Holiday** - 38 days per annum (including Bank Holidays and college closure days)

**Pension** - The post is pensionable and the postholder eligible for membership of the USS pension scheme

**Duration** - Permanent contract

**Relocation** - Relocation expenses could be available in line with [UK government rules](#).

## Other benefits

- Eligibility for Oxford Colleges Healthcare Scheme (paid by employee through salary deduction)
- Enhanced maternity and paternity pay
- Sick pay, related to length of service, rising to six months full pay and six months half pay after five years
- Interest-free travel to work loan
- Cycle-to-work scheme
- Parking is currently available on a first-come first-served basis
- Free lunches are provided when the kitchens are open
- Use of college sports facilities including tennis, squash, punt and gym
- University Card giving free access to the Oxford Botanic Garden and Arboretum, libraries and other college gardens (by appointment)

Green Templeton College is an independent employer and does not automatically apply University of Oxford employment terms and conditions or policies.



# How to Apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Green Templeton College on this appointment.

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code FBUSA. Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring\* form.

\*The equal opportunities monitoring form will not be shared with anyone involved in assessing your application.

The closing date for applications is midday on Friday 11<sup>th</sup> July 2025.

Next steps:

Longlisted candidates will be interviewed by Saxton Bampfylde during the weeks of 21<sup>st</sup> and 28<sup>th</sup> July.

Interviews with Green Templeton will take place during the weeks of 8<sup>th</sup> and 15<sup>th</sup> September. Dates may be subject to change.

*Green Templeton welcomes applications from people from all sections of the community and are particularly encouraging those from diverse groups, such as LGBTQ+ and Black, Asian and Minority Ethnic candidates, who currently are under-represented in the college staff team. Green Templeton recognises that the actions and choices of our community have a huge impact on the college's environmental footprint, and are committed to embedding [sustainable thinking](#) throughout its operations.*

## GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

## Travel Expenses

Reasonable travel expenses will be reimbursed.





# GREEN TEMPLETON COLLEGE | UNIVERSITY OF OXFORD



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[www.gtc.ox.ac.uk](http://www.gtc.ox.ac.uk)

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