

ALL ABOUT BROOKES



Welcome

Dear candidate

Thank you for your interest in this position. I hope the following pages and accompanying documents give you a flavour of the opportunities and benefits of working at Oxford Brookes.

Alison Cross
Director of Human Resources



SUCCESS AT OXFORD BROOKES

Oxford Brookes is one of the UK's leading modern universities and enjoys an international reputation for teaching excellence and innovation as well as strong links with business and industry.

We also have significant research strengths - 94% of Oxford Brookes research was judged to be internationally recognised and 59% judged 'world-leading' or 'internationally excellent' in the Research Excellence Framework (REF 2014).

- One of the top 50 universities in the world under 50 years old - the only UK institution to make the list (*QS World University Rankings, Top 50 Under 50, 2018*)
- Among the world's elite institutions in 16 subject areas (*QS World University Rankings by Subject 2017*)
- 12 years of success with our Associate College Partnership; partnering with seven Further Education colleges across the region to offer alternative ways to gain qualifications
- 91.9% of Oxford Brookes graduates are in work or further study within six months (HESA, Destination of Leavers 2016)
- Oxford Brookes University contributes over £1m per day to the UK economy
- We have over 130,000 alumni in over 189 countries

To achieve the next level of success, we are working to deliver our 2020 Strategy.

In particular we are working towards:

- a student experience of unparalleled reputation and renown
- a modern, inspirational setting to study and learn
- a world-class, focused and selective research portfolio
- an enviable international reputation and footprint
- building our role as a key regional influencer
- outstanding partnerships, speaking to our connectedness
- sector-leading infrastructure, services and IT
- financial sustainability, generating surpluses for agreed reinvestment plans.



OUR STRATEGY

“Oxford Brookes University will provide an exceptional, student-centred experience which is based on both internationally significant research and pedagogic best practice. We will build on a tradition of distinction in academic, professional and social engagement to enhance our reputation as a university which educates confident citizens characterised by their generosity of spirit.”

OUR MISSION

Oxford Brookes University is committed to leading the intellectual, social and economic development of the communities it serves through teaching, research and creativity that achieve the highest standards.

OUR STRATEGIC GOALS

Student experience

We will be a university that enables a student experience of the highest standard possible.

We will:

- ensure that learning and teaching are at the leading edge and relevant to contemporary contexts
- provide an environment where students are proactively engaged in shaping their experience through influencing learning and extra-curricular policy, processes and outcomes.

Research and knowledge exchange

We will be a university that is committed to externally recognised world-leading research which is translated and disseminated for the benefit of our communities.

We will:

- focus on the areas of research which are, or have the potential to be, recognised as world-leading and encourage multi - and interdisciplinary research activity across the University
- increase the exploitation and dissemination of the highest quality research and collaboration with other higher education institutions and the public, private and third sector.

External

We will be a university dedicated to improving the human condition in Oxfordshire and around the world.

We will:

- harness the enterprising creativity, knowledge, and commitment of the University's academics, staff and students to benefit urban and rural communities principally within Oxfordshire
- further develop mutually beneficial partnerships to facilitate the application of the University's education, research and knowledge exchange nationally and internationally, and to prepare the University's graduates to be engaged global citizens.

Infrastructure and services

We will be a university characterised by its sector-leading, high quality, sustainable and cost-effective services, operating within a culture of continuous improvement.

We will:

- manage our activities to achieve self-sustaining and robust finances and a strong position relative to the HE sector
- develop and enhance the quality and efficiency of the University's infrastructure and services.



OUR STUDENTS

There are approximately 18,000 students at Oxford Brookes University: 81% are from the UK, 6% are from the EU and 13% are from the rest of the world.

Our students and graduates are known for their employability. They benefit from the strong links we have with businesses and employers both locally and internationally, from local schools and hospitals to organisations such as Oxfam, BMW, KPMG, Ferrari and Microsoft.

TEACHING EXCELLENCE FRAMEWORK (TEF)

Oxford Brookes University holds a Silver award in the Teaching Excellence Framework, recognising that the University delivers “high quality teaching, learning and outcomes for its students.”

The TEF award recognised that “students achieve excellent outcomes” as well as the “outstanding levels of satisfaction with teaching and assessment and feedback.”



STAYING AHEAD

We aim to continue providing our students with a stimulating learning experience, including opportunities to develop skills both inside and outside their studies, with co-curricular projects to fuel their enthusiasm and hone their abilities.

We are working on action plans to enhance our performance in the National Student Survey and further improve our teaching excellence with a view to gaining a Gold award in the TEF.

“There is real quality in the provision offered by Brookes.”

The Sunday Times Good University Guide

RESEARCH AND GLOBAL PARTNERSHIPS

OUR RESEARCH

Research at Oxford Brookes enjoys an international reputation, attracting high quality staff and students.

Our strategy for research and knowledge exchange, refreshed in 2016, sets out the University's future ambitions in the higher education sector, including developing our recognised research portfolio across the faculties whilst nurturing our emerging strengths and fostering greater international collaboration.

We were successful in the last Research Excellence Framework (REF 2014), which showed 94% of Brookes research to be internationally recognised and 59% judged 'world-leading' or 'internationally excellent'. This resulted in an increase in the University's QR funding for 2015-16 from £3.44m to £4.84m (an increase of 41% compared to a 3% rise across the sector).

Investing in individuals and groups of researchers at every stage of their career is central to our success. Oxford Brookes has committed a central fund of £4.1m from its own resources to support individuals and research groups.

In addition to this, we have chosen to allocate more than £430,000 of funds from the Higher Education Founding Council for England (HEFCE) to support research staff development, including funding promising researchers and sabbaticals.

In 2016 we launched our Research Excellence Awards, which support research-active academics with funding towards research leave or employment of a research assistant. We also hold the HR Excellence in Research Award from the European Commission, which recognises our commitment to supporting research-active staff.

Major funding comes from research councils, charitable trusts, industry and government. In recent years we have been successful in winning competitive funding from UK government departments and from the European Commission.

In 2016 four research teams at Oxford Brookes were awarded over £480,000 from the Newton Fund to develop collaborative research projects with countries including Brazil and Mexico.

Through Knowledge Transfer Partnerships (KTPs), we have produced significant benefits for our partner businesses. We have a strong record of award-winning KTPs with industry, including Sony Entertainment and Inter-Continental Hotels. The latest projects are looking at solving problems of over-heating in care homes and the design of buildings for flood resilience.

Our income from intellectual property (IP) was £2.3m in 2015/16, which ranks us ninth against all UK higher education institutions for IP income, according to HEFCE's Higher Education Business and Community Interaction Survey and we have been in the top ten for the last seven years.

GLOBAL PARTNERSHIPS

Oxford Brookes is a university with an international outlook and reach. We already have a number of successful international partnerships and we are looking to deepen and strengthen these, as well as seek out new opportunities. We believe a key to success is to forge university-level, multi-dimensional strategic partnerships across a range of disciplines and are currently in negotiations to develop this arrangement in Malaysia.





OUR STAFF AND CULTURE

Oxford Brookes University employs 2,800 staff. We recognise that our staff are key to our continuing success and we aim to provide comprehensive and progressive employment conditions. Our HR Strategy sets out how we will continue to provide a stimulating and rewarding work experience for all our staff, at all stages of their careers at Oxford Brookes.

We have a wide range of supportive policies including flexible working, extensive provision for staff development, opportunities for career progression and a growing emphasis on the staff experience, underpinned by our Guiding Principles.

Our new staff experience strategy and action plan aims to ensure that the University provides the best possible working environment for colleagues, improving staff wellbeing, creating a sense of community in

the workplace, and encouraging discussion and open communication amongst colleagues at all levels of the institution. Several initiatives have already been initiated, such as our Brookes People Awards which recognise outstanding colleagues who exemplify our Guiding Principles.

Consultation and participation are important attributes of staff relations with colleagues contributing to key decisions and senior staff appointments. This is achieved through comprehensive internal communications, including regular campus briefings led by the Vice-Chancellor about university direction and policy, staff newsletters and new channels, such as a staff Twitter stream and internal digital screens.

Oxford Brookes demonstrates a wholehearted commitment to equality, diversity and inclusion, led from the top by the Vice-Chancellor's Group. We hold an institutional Bronze Athena SWAN award, a Silver Athena SWAN award for our Faculty of Health and Life Sciences and a Bronze Athena SWAN award for our Faculty of Technology, Design and Environment. We are engaged with the Aurora women's development programme and we are a member of the Stonewall Diversity Champions programme.

We have established a range of staff networks, such as the LGBT+ Forum, BME Staff Networks, Disabled Staff Network and Carers' Network.

OUR VALUES

In the development and nurturing of intellectual and enterprising creativity, we make our highest contribution to society. Social responsibility demands that all aspects of our activity should be sustainable. Equality, inclusivity and the celebration of diversity must be the foundation for all we do. We will never be content with anything other than a wholehearted commitment to the quality of the student experience. We will continue to enhance the value - and the perception of value - of our social as well as educational mission.

OUR GUIDING PRINCIPLES

These are defined as:

Generosity of spirit

We believe people flourish in a culture of respect and support, where we celebrate difference and thrive on each other's success. Our students manifest a generosity of spirit as they progress in the world.

Confidence

We have confidence in our staff and students, and we know that we prepare our graduates well for a fulfilling and valuable life. Through their success, we continue to earn our outstanding reputation.

Connectedness

Our academic excellence is underpinned by a history of learning by doing. Our connections and our Oxford roots are fundamental to our students' experiences and our successful future.

Enterprising creativity

We're adaptable and flexible, and consider a fresh approach in everything we do - because we know our sustainability depends on a pioneering spirit.

OUR OXFORD

Oxford is a beautiful city with a rich cultural history. The city is famous for education and architecture, museums and green spaces. With a population of over 150,000 residents, 20% of whom are students, the city has a vibrant, youthful and cosmopolitan atmosphere. Today there are nearly 3,400 businesses in Oxford providing approximately 106,000 jobs. Tourism is a thriving economy in the city, generating more than £740m annually.

Oxfordshire itself is home to over 1,400 high-tech firms, and contains more science parks than any other county in the UK.

We are proud of our home in Oxford and proud to make a significant economic, social and cultural contribution to the city; from contributing £1m per day to the UK economy, through our links with the high-skill regional economy to the expertise of our nurses

and teachers in local schools and hospitals. We partner up to raise aspirations in schools, widen access to those under-represented in higher education, and to provide high-level consultancy to small and medium sized enterprises.

Oxford is only an hour from London by train and many placements and field trips make the most of this easy access. Brookes is well served by a regular coach service to central London and to Heathrow and Gatwick airports.

More information about the city of Oxford and the surrounding area is available at www.visitoxfordandoxfordshire.com



OUR CAMPUSES



Oxford Brookes University operates on three campuses in Oxford (Headington, Harcourt Hill and Wheatley) with a smaller campus in Swindon, focused on nursing education.

The Headington campus is made up of three sites. Set in mature parkland, the Headington Hill Site is home to our School of Arts and School of Law while the Marston Road Site is a dedicated space for the Faculty of Health and Life Sciences. The Gipsy Lane Site has been the main focus of recent campus investment.

In February 2014, the new John Henry Brookes Building opened its doors and is the most significant capital project in the history of Oxford Brookes University. It has transformed the experiences of our students and the wider university community. A £132m development, it houses the library, teaching rooms, social study areas, student support services, catering facilities and Brookes Union.

Designed by architects Design Engine, it has won a number of architecture awards. It incorporates a number of sustainable features that have helped it achieve BREEAM 'Excellent' rating.

In 2016 we opened a Bioimaging Unit on the Headington

Campus housing our biological light and electron microscopes and in early 2017 teaching started in our industry standard laboratories.

The Harcourt Hill campus is home to a range of subjects, including the School of Education. The original Westminster College, founded in 1851, has had a home in Harcourt Hill since the 1950s and merged with Oxford Brookes University in 2000. In 2012 Westminster Hall was opened, providing modern, purpose-built residential accommodation for both undergraduate and postgraduate students.

The Wheatley campus became part of the Oxford Polytechnic estate in 1975. Over recent years, the campus has seen investment in an Engineering and Motorsport Centre, as well as modern undergraduate and postgraduate centres.

The Swindon campus recently moved to new premises. The Joel Joffe building provides clinical skills labs and a modern teaching location.

Our future plans

In January 2015, we announced our ten-year estate investment plan. With a planned cost of £20m per annum, this will result in a student-centred, integrated and sustainable campus environment which reinforces the University's identity and guiding principles, and continues to attract high calibre staff and students.

The plan sets out a significant programme of refurbishment, with some potential new build at Headington and Harcourt Hill and an aim to rebalance academic activity between these two campuses. This means that the whole Faculty of Humanities and Social Sciences will be based at Harcourt in the coming years, together with part of the Department of Sports and Health Sciences. The University also intends to move all its activity from the Wheatley campus and sell this site.

As of September 2017 our Business School has moved from Wheatley into completely modernised facilities on Headington Campus. The relocation of the Faculty of Technology, Design and Environment from Wheatley to Headington will follow - it is currently expected that this will take place by 2021/22.

OUR LEADERSHIP, GOVERNANCE AND FINANCES

The Vice-Chancellor reports to the Board of Governors, and is supported by the Vice-Chancellors' Group which comprises: Pro Vice-Chancellor (Student Experience), Pro Vice-Chancellor (Research and Global Partnerships), Registrar and Chief Operating Officer, Director of Finance and Legal Services, Director of Human Resources and the four Pro-Vice Chancellor/Deans of the faculties.

The University's Chancellor is Olympic gold medallist, Dame Dr Katherine Grainger PhD.

OUR FINANCES

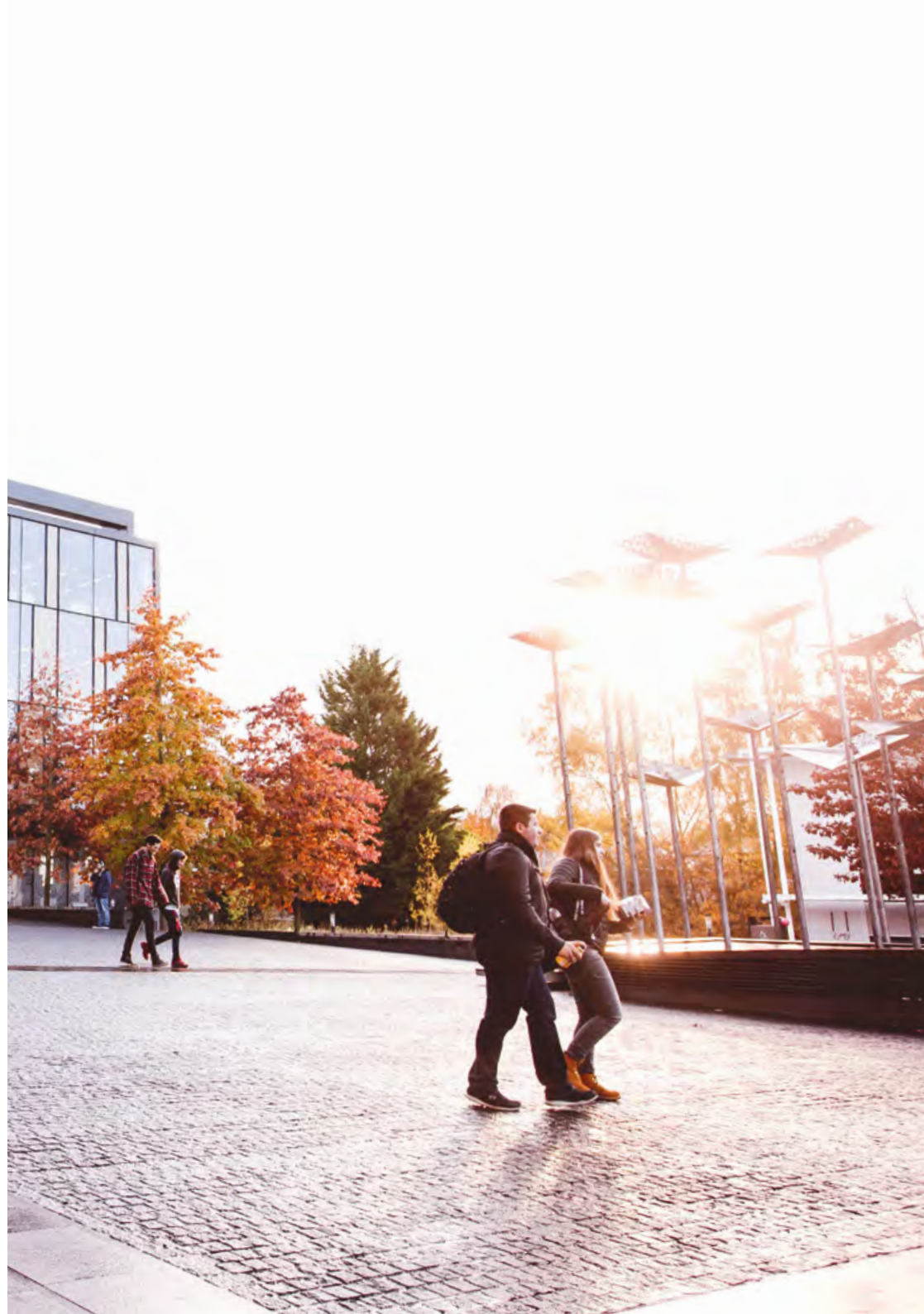
Oxford Brookes University has a long track record of delivering surpluses and achieving strong financial performance against sector KPIs.

Our annual financial statements can be found on our website at www.brookes.ac.uk/about-brookes/structure-and-governance/policies-and-financial-statements/

Over the past few years the University has been delivering a significant capital investment programme to address increased student expectations and an ageing building stock.

Investment in our estate has already resulted in multi award-winning facilities and this investment carries on with a £220m investment over the next ten years.

The University is planning for strong surpluses to fund investment whilst ensuring that we continue to prioritise our resources to support an excellent student experience and to encourage growth in research and commercial activity.



OUR STRUCTURE - OUR FACULTIES

OXFORD BROOKES BUSINESS SCHOOL

Business School

Oxford School
of Hospitality
Management

Centre for Diversity
Policy Research
and Practice

FACULTY OF HEALTH AND LIFE SCIENCES

Department of
Biological and
Medical Sciences

Department of
Psychology, Health
and Professional
Development

Department of Sport,
Health Sciences and
Social Work

Oxford School of
Nursing and Midwifery

Comprised of:

Department of Nursing

Department of Midwifery,
Community and Public
Health

FACULTY OF HUMANITIES AND SOCIAL SCIENCES

School of Education

Department of
English and Modern
Languages

School of History,
Philosophy and
Culture

School of Law

Institute of Public Care

Department of Social
Sciences

FACULTY OF TECHNOLOGY, DESIGN AND ENVIRONMENT

School of
Architecture

School of Arts

School of Engineering,
Computing and
Mathematics

School of the Built
Environment



OUR STRUCTURE - OUR DIRECTORATES

DIRECTORATE OF ACADEMIC AND STUDENT AFFAIRS	DIRECTORATE OF MARKETING AND COMMUNICATIONS	DIRECTORATE OF ESTATES AND FACILITIES MANAGEMENT	DIRECTORATE OF FINANCE AND LEGAL SERVICES	DIRECTORATE OF HUMAN RESOURCES	DIRECTORATE OF LEARNING RESOURCES	IT SERVICES	DIRECTORATE OF STRATEGIC CHANGE AND BUSINESS PLANNING
Academic Office	Communications Team	Estates Services	Financial Services	HR Management	Academic Development and Delivery	Customer Services	Strategic and Business Planning Office
Academic Policy and Quality Office	External Relations	Facilities Services	Legal Services	Oxford Centre for Staff and Learning Development	Resource Development and Delivery	Information Services	Strategic Change and Programme Governance Office
Admissions Office	Oxford Brookes International	Projects Team	Procurement	Occupational Health	Service Development and Delivery	IT Strategy, Information Management and Partnerships	
Careers	UK Recruitment and Partnerships	Space Planning Team	Research and Business Development	Oxford Brookes Nursery		Programme Management Office	
Student Central	Directorate Administration	Brookes Sport	Risk and Resilience	University Safety Office		Infrastructure Services	
Upgrade		Central Admin and Finance		HRIS Team			
Wellbeing		Commercial Services (Oxford Brookes Venues, Catering and Residential)					



BENEFITS OF WORKING FOR BROOKES

Oxford Brookes offers a range of benefits to enhance the staff experience.

Annual Leave (including bank holidays and concessionary days)

- Senior Staff and Professors - 43 days
- Academic Staff and Researchers Grade 9 and above - 48 days
- Professional Services Staff and Research Staff below grade 9 - starting at 38 days rising to 41 days with service.

Additional Annual Leave: staff may purchase up to five additional days leave per year (pro rata for part-time staff) via a deduction from salary spread throughout the leave year.

Pay Progression: staff progress to the normal maximum of the grade by annual increments. After reaching the normal salary maximum they will be eligible to apply for Contribution-related Salary Points.

Pension: we offer the Local Government Pension Scheme for support staff and the Teachers' Pension Scheme for most academic staff. Staff who join Brookes and are in active membership of the Universities Superannuation Scheme (USS) are currently able to continue membership of this scheme.

Relocation: we will reimburse up to £5,000 inclusive of VAT for expenses necessarily incurred in relocating to a job at Brookes, and may make a contribution to immigration costs.

Travel to Work: to support your journey to work and as part of our sustainability agenda, Brookes links with Cyclescheme to provide a cost-effective way of purchasing a bicycle. There are showers available for cyclists (and walkers) at all three main campuses, and cycle training courses can be arranged for new or nervous cyclists. We also have a dedicated car share website and offer season ticket loans.

Catering facilities: there are varied catering options on all campuses.

Staff Development: the Oxford Centre for Staff and Learning Development (OCSLD) is one of the UK's largest providers of staff and educational development for higher education. We offer a variety of courses and staff development opportunities.

Nursery: the University nursery, located at Headington, is rated by Ofsted as Outstanding, and caters for children aged four months to five years.

Childcare Vouchers: we offer childcare vouchers to help with the cost of childcare, including holiday play schemes.

Onsite dentist: Studental is an NHS dentist situated on the Headington Campus and can be used by staff.

Brookes Sports Centre: sports facilities are available to staff at very competitive prices and include an extensive fitness suite, aerobic classes and climbing wall. There is a swimming pool at the Harcourt Hill Campus.

Occupational Health Service: the University is committed to the health and welfare of its staff. The Occupational Health Service provides work-based support for illness and disability, and can refer staff for confidential counselling if necessary. All campuses have landscape gardens and quiet areas for recreation; and there are maps of 'health walks' (these are short routes through attractive surroundings close to all three campuses).

Eye test and spectacle reimbursement: all staff who use VDU's are entitled to a subsidised eye test while they work at Brookes and contribution to the cost of spectacles.

Maternity, Adoption and Family Leave: we offer generous maternity leave with qualifying staff entitled to 63 weeks leave (both paid and unpaid). We offer the same leave for Adoption and Shared Parental Leave.

Flexible working: we support work-life balance for all staff, including career breaks, job sharing, flexible hours etc.



ABOUT OCSLD

The Oxford Centre for Staff and Learning Development (OCSLD) provides high quality staff, organisational and educational development for Oxford Brookes University and externally.

The Centre offers a wide range of courses, work-based interventions for individuals and teams and conducts research and consultancy. The broad portfolio encompasses teaching and learning, leadership and management, coaching and mentoring and career development.

OCSLD comprises four teams: educational development, technology enhanced learning, staff and organisational development and administration and support. Currently there are 15 staff based in OCSLD. The Centre runs the Postgraduate Certificate in Teaching in Higher Education, the Higher Education Academy Fellowship programme, and contributes to the Masters in Education (Higher Education) and Doctorate in Education. The Centre also hosts an Institute for Leadership and Management Accreditation Centre running accredited Coaching and Mentoring courses for both internal and external clients.

The Centre is located within the Human Resources Directorate which allows collaborative working with HR Business Partners. Our approach is client-centred, work-based, evidence-based, efficient and technology-enabled. The Centre's consultants establish effective partnership working with faculties and directorates such that much of our work is commissioned as needed, with consultants negotiating timely, bespoke interventions to meet the needs of faculties and directorates or external clients.

Key themes of the Centre's activities currently relate to promoting a coaching approach to supporting individual and team development and performance; working proactively with programme teams to generate, develop and support improvements to the student experience; improving access to OCSLD services through a range of online courses, resources and networks and conducting institutional research.

www.brookes.ac.uk/OCSLD





HOW TO APPLY

All applications should be made via our e-Recruitment webpage which can be found at **www.brookes.ac.uk/job-vacancies**

From this link you will be able to view all vacancies and select the one you wish to apply for by clicking on the 'Apply for Job' button.

You will need to complete an online application and should check carefully which documents you need to submit with your application.

Professional Services staff vacancies

Complete the online application form, attach your CV and, most importantly, provide a supporting statement which includes examples of how your skills and experience meet each of the selection criteria in the person specification which is attached to the job description.

We suggest that you use each criterion as a subheading and write a paragraph(s) explaining how you meet the criterion with an example(s) to demonstrate this.

Academic vacancies

Complete the online application form, attach your CV and publications list and provide a supporting statement which includes examples of how your skills and experience meet each of the selection criteria in the person specification which attached to the job description.

We suggest that you use each criterion as a subheading and write a paragraph(s) detailing how you meet the criterion with an example(s) to demonstrate this.

Get in touch

We aim to make our application process clear and accessible to all. If you need help with the application process, please contact us on **+44 (0)1865 485961** or email **hr-hrteam-operations@brookes.ac.uk**

OXFORD
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UNIVERSITY