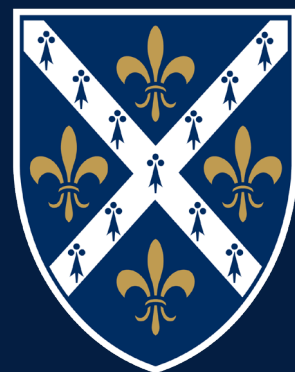


Saxton Bampfylde



St Hugh's College, Oxford

Appointment of Principal



September 2024

Ref: FBPA

Welcome

St Hugh's College, Oxford invites applications to succeed Lady Elish Angiolini LT DBE PC KC, who will be retiring from the role in September 2025.

St Hugh's is one of 43 colleges and permanent private halls that are part of the University of Oxford. It is a thriving and friendly community of students, scholars and support staff. The College is looking to appoint an inspiring leader with a collaborative style of working, who can develop and implement the strategic vision of the Governing Body. The current priorities include:

- securing the College's long-term financial position
- enhancing equality, diversity and inclusion
- developing the College's site and activities sustainably

These priorities work in the overall context of our key purpose, which is to support outstanding research and teaching as part of one of the world's leading universities.

The Principal works with the Governing Body to ensure the College is well run and to develop longer term goals. They also act as the College's representative in the wider University; with a large community of alumni, partners and supporters; and in the public realm. The Principal will further the College's goal of giving an excellent education to students from all contexts, and will be a passionate advocate for higher education and research.

We welcome applications from across the world and from people with a range of experience, and we are committed to equality, diversity and inclusion in our process.





The College

From its beautiful site in North Oxford, St Hugh's provides an environment of outstanding intellectual inquiry along with being a supportive community for its students and staff. The Principal is a linchpin for this combination of ambition and nurture.

St Hugh's College is young by the standards of Oxford. It was founded in 1886 by Elizabeth Wordsworth, who was the first Principal of another college for women, Lady Margaret Hall. Wordsworth set up St Hugh's College to give access to higher education for those who could not afford the fees at other women's colleges. Her father had been Bishop of Lincoln, and she named the new college after his twelfth-century predecessor Hugh of Avalon, whose pet swan gives St Hugh's its symbol.

The College started to move to its current site in 1913, and construction on its Main Building began in 1914. Since then, it has acquired the whole surrounding block. Along with the Main Building, the site encompasses Victorian houses, purpose-built accommodation for students, the elegant Principal's Lodgings, and most recently the

Dickson Poon China Centre Building – a productive collaboration between St Hugh's and the University, which houses Oxford's China Studies Centre and Bodleian China Library, as well as providing facilities for teaching, graduate student accommodation and a cafe. At the centre of the site is an extensive garden, open to all College members, and the sports grounds are a short walk away.

The history of St Hugh's as a place that offers an excellent education to students whatever their context, and seeks to open access to disadvantaged groups, is an important part of its heritage and continuing aspiration. A number of radical thinkers, pioneers in their fields and outstanding academics have studied at St Hugh's, including suffragette Emily Wilding Davison; philosopher Elizabeth Anscombe; novelist Mary Renault; mathematician Mary Cartwright; politicians Barbara Castle and Theresa May; democracy campaigner Aung San Suu Kyi; conductor Jane Glover; lawyers Heather Hallett and Amal Clooney; adventurer Sarah Outen; and musicians June Tabor and Zoe Rahman.

In 1986, St Hugh's decided to accept male students. It is now a large, mixed college, with about 430 undergraduate students and about 540 postgraduates (including about 100 on part-time courses) in many disciplines across the sciences, social sciences, arts and humanities. This makes St Hugh's the 4th largest college (2023 overall numbers); our students come from all over the UK and the world. In Oxford, most undergraduate students are taught both in their faculties or departments, and in their colleges, and so St Hugh's is also an academic centre with a large, well-stocked library, and teaching rooms for seminars and classes. Many of the scholars who research and teach here have offices on the site. St Hugh's accepts students for the great majority of subjects offered at Oxford, and most of the permanent academic staff are jointly employed by the College and University. We also employ College lecturers who form an integral part of our teaching teams, and we host early career researchers and visiting academics.

The College's c.75 Fellows are leading researchers across a range of academic disciplines. St Hugh's aims to provide a supportive environment for their research and teaching, and to promote the productive exchange of ideas that goes along with having creative thinkers in different fields working together.

About 100 non-academic staff are employed by St Hugh's, forming a dedicated team that supports its activities. The environment of the College is purposeful but friendly and collaborative.

St Hugh's is distinctive in offering accommodation on its main site to all its undergraduate students, and to about 120 postgraduates. This gives the College a varied and lively social life as well as an academic one, including sport, music, faith groups, societies and other activities. The creative interchange between students and across the College more broadly is essential to its ethos and success.





Ethos

St Hugh's prides itself on an open and inclusive ethos. We do not take this for granted, though. The College aims to make more progress in these areas. It also takes seriously the challenges and opportunities that environmental sustainability creates.

The Principal will play a key role in ensuring that the College celebrates the diversity of our community, and embedding values of equality, inclusivity and respect into all aspects of College life. They will help to support and empower academics in their roles, and enable students to flourish, achieving their full potential. The Principal will promote the College's efforts to attract and support students with outstanding potential from all social backgrounds within the UK and internationally, and to diversify further

the College's academic staff. This may include supporting access initiatives, and fundraising to secure scholarships or endowed posts. St Hugh's already benefits from having one of the largest and most diverse groups of living alumni from any college, with more than 10,000 based in the UK and around the world.

St Hugh's has recently produced a decarbonisation strategy, linked to a masterplan of the site. Developing the College in a responsible way is important, both for the College's financial health and its commitment to sustainability.

Governance and Structure

St Hugh's College is a self-governing educational charity, incorporated by Royal Charter. Its core purpose is research and education. Its governance structure and activities are set out in the College's Statutes and Bylaws. The Governing Body is the College's main decision-making body. It is chaired by the Principal, and is made up of the Fellows of the College (nearly all academics), about 50 of whom are the trustees of the charity and full voting members. The College is regulated by the Charity Commission.

The Governing Body normally meets three times each academic term. It sets the College's strategic direction, oversees the management of its finances and administration, and receives reports and recommendations from its committees and senior Officers. The Principal also chairs several of Governing Body's committees.

A committed group of staff support the College's academic and administrative work. The Bursar manages the College's finances and non-academic staff, including Finance, Estates, Catering and Conferences teams. The Senior Tutor (also a full-time role) is responsible for the academic activities of the College, and manages the academic administrative team based in the College Office. The Development Director leads a team focused on fundraising and alumni relations. These three are key points of contact for the Principal. Other College roles are usually taken by academics for a period of time, including the Dean (responsible for student discipline, and who liaises with the welfare team), the Vice-Principal (a senior Fellow who assists or deputises for the Principal) and the Secretary to Governing Body (who facilitates the smooth running of the Governing Body).

Compared to some colleges, St Hugh's has a relatively small financial endowment of about £40M, especially given its large student population. Its main income sources are student fees (~30%); student residential income (~20%); commercial income, including a successful conference and events operation (~15%); donations (~10%); and investment income (~25%). The College's annual operating budget is approximately £14.5M, roughly half of which relates to staffing costs. Its major expenditure is on teaching and research; domestic operations;

the College estate; and support activities that underpin these primary operations. The Principal works with the Bursar to ensure the College's financial health, and with the Development Director to secure its longer-term future through fundraising. Increasing the endowment and financial resilience in the overall context of higher education funding will be essential in the next period of the College's development.



The Role

The Principal's leadership encompasses the academic mission of the College; its day-to-day running and longer term strategy; and relations with its larger community and other constituencies.

The Principal is an inspirational figure, who plays a full part in the intellectual life of the College, helping to ensure that students excel and academic staff are fully supported to work together harmoniously in service of the College's aims. Alongside this, the Principal should be a passionate and articulate advocate for the value of higher education, and for opening up the opportunities that Oxford provides to as broad a range of people as possible. The Principal does not have to come from a professional academic context, but must have an excellent understanding of the higher education sector, and be able to head an outstanding intellectual community.

The Principal must be able to lead in a collaborative way. They should help to set strategic aims in partnership with the Governing Body and ensure that the College achieves them. The Principal harnesses the energies of Fellows on Governing Body and other staff, working with them to build consensus and to be open to debate, feedback and challenge, while having a clear

focus on what is important for the overall direction of the College. The Principal needs to exercise good judgement, and engage with people across the College.

A vital aspect of the Principal's role is as an ambassador for St Hugh's in the University and beyond. This includes working with other colleges on matters of shared interest, and representing the College on University committees and initiatives. St Hugh's has a large network of alumni and supporters, and it is crucial that the Principal develops good relationships with these groups, as well as working with the Development Director on fundraising and relationships with benefactors as the College moves towards its 150th anniversary in 2036.

The role is demanding. Along with day-to-day and strategic business, the Principal will regularly be involved in social and other events in the evenings and weekends that support the various groups that make up our wider College community. Previous Principals have commented that although this is a very busy job with diverse interests to manage, it is also hugely interesting, exciting and that it is a privilege to see at first hand the development of students and the intellectual excitement at the heart of one of the world's leading universities.



Key Duties



Leadership

- having overall leadership of the College and advancing its aims, values and reputation
- fostering a welcoming environment that supports the key areas of the College's life, promoting academic excellence, openness and a supportive community
- chairing the Governing Body, which makes all major decisions, and chairing a number of other committees and groups that report to Governing Body
- working consensually to develop the College's strategic aims and priorities
- cooperating closely with the Bursar to ensure the operational and financial health of the College
- overseeing the work of the Bursar, Senior Tutor and Development Officer
- representing the College at meetings of the Conference of Colleges and other intercollegiate and University groups, and contributing as appropriate to the overall life of the University
- binding together the broader College community, including students, academics, administrative and support staff, alumni and supporters; sometimes this involves anticipating or defusing points of tension
- dealing with case work, including acting as decision-maker in some disciplinary and personnel cases, and being able to respond in a crisis
- overseeing major building or development projects, with a view to the College's sustainability goals

Supporting the College's academic life

- promoting a culture of intellectual inquiry, openness, debate and collaboration appropriate to one of the world's leading universities
- developing a diverse, equitable and inclusive community at all levels of College life
- working closely with the Senior Tutor on academic policy and appointments
- being available to talk to staff and students, hearing and responding to their views and concerns, and celebrating their achievements
- supporting members of the College in their academic work, for example by talking to students about their progress and encouraging them to achieve their potential, and by facilitating academic events and initiatives

Development

- playing a leading role in the College's fundraising and external relationships, including as a strategic lead on development priorities, and managing the relationships with key major donors
- working closely with the Development Director to set ambitious goals for fundraising and working to meet them
- participating in fundraising events and functions, hosting alumni, donors and potential donors, and travelling across the UK and internationally to steward key relationships and help secure support
- taking a leading role in a development strategy leading up to the College's 150th anniversary celebrations
- embedding the College's sustainability goals in its plans for the development of its endowment and its estate
- being a coherent and passionate advocate for the value of higher education, and the values of the College, in the wider world



Person Specification

In appointing a new Principal, St Hugh's College is looking for someone who is eager to be fully engaged with the life of the College. They must be a university graduate and will have:

- a distinguished record of achievement in their field
- successful experience of leadership in one or more comparable organization(s), acting in a way that is both focused and collaborative, guiding others and finding consensus
- excellent interpersonal skills, with demonstrable achievements in nurturing long-term working relationships and inspiring trust
- good judgement and personal integrity, combining clarity of thinking with compassion and sensitivity in dealing with complex issues
- a strong commitment to academic values, enabling the College to achieve its goals in research, teaching and learning
- an excellent understanding of higher education and the environment in which the College and University operates
- successful experience of, or outstanding potential for, fundraising, including developing productive relations with alumni and supporters globally across the College community; articulating the values and vision of St Hugh's in a highly effective way; and securing support from major donors and prospective supporters
- excellent chairing skills, ensuring that decisions are made in a collegiate spirit, with proper scrutiny, and that they carry the confidence of the Governing Body
- very strong strategic sense and attention to detail, with a proven record of developing and implementing medium- and long-term goals
- financial competence, including being able to scrutinise budgets, accounts and investment strategy effectively
- the ability to balance complex interests and demands, overseeing how the College manages its ongoing operations, financial plans, and academic activities
- demonstrable experience in advancing a culture of equality and inclusion, including a commitment to attracting a diverse range of people to study and work at the College
- the personal qualities to inspire students, staff and the larger College community, with excellent communication skills and a genuine interest in the whole scope of the College's activities

St Hugh's values its open and inclusive environment, and we welcome applicants from a range of backgrounds and experiences. With this commitment in mind, we particularly encourage candidates who are women and/or come from under-represented groups. In making its choice, the College will not necessarily confine itself to candidates who apply.



Terms of Appointment

The Principal will be appointed for an initial period of 6 years (subject to a one-year probationary period), with the possibility of renewal by mutual consent for a further 5 years. There will be a mid-term review in the third year of the initial appointment period.

The College's Statutes state that the Principal must be resident in College for at least seven months of each calendar year. In practice, the Principal must be present and fully engaged in College business throughout the academic year, and important work commitments also take place outside term time.

The role requires frequent involvement in events and meetings outside usual working hours and at weekends. The Principal's Lodgings, a large nineteenth-century villa on the edge of the College site, is provided free of rent to enable the Principal to be able to fulfil these commitments.

The Principal is administratively supported by an executive assistant.

This is a full-time role that requires full commitment and attention. There is potential for the successful candidate to undertake some outside activities alongside the role with permission from Governing Body if these do not detract from or conflict with the performance of their duties to the College.

The salary is competitive with comparable Head of House appointments and comes with membership of the Universities Superannuation Scheme. The Principal's remuneration is set by an independent Remuneration Committee. To enable the Principal to fulfil their duties, they are entitled to eat in College free of charge while on duty and are provided with an entertainment allowance and travel budget.



How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to St Hugh's College on this appointment.

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

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 personal statement should be a concise statement explaining the candidate's reasons for applying to St Hugh's, 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 27th September 2024.**

The College hope to select their shortlist of candidates on 6th November 2024. Shortlisted candidates will 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.

St Hugh'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.

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.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.

* 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.



St Hugh's College
UNIVERSITY OF OXFORD



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