

# ALL ABOUT BROOKES

2019/20





# Welcome

Dear candidate

Oxford Brookes is a leading modern university, employing over 2,800 staff in a wide variety of roles, who work together to deliver high-quality, innovative approaches to learning, teaching, research and professional services.

We are looking for individuals who are passionate about what they do, creative and enterprising, and want to contribute to the success of Oxford Brookes University, its students, staff and the wider community.

The University has adopted equality, diversity and inclusion as core values and aims to be a genuinely inclusive organisation for staff, students and the wider community. Recruitment and career progression with the University are determined only by the selection criteria for the role. We

welcome applications from suitably qualified applicants whatever their background, especially BAME candidates whose representation in our workforce we would like to increase. As a Disability Confident Employer we guarantee to interview any disabled applicant who meets the essential selection criteria.

The following pages give a flavour of the great opportunities and benefits on offer to colleagues who choose to work for Oxford Brookes.





# 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.

Key achievements we are proud of:



Significant research strengths with **94%** of Oxford Brookes research internationally recognised and 59% judged 'world-leading' or 'internationally excellent'.

*Research Excellence Framework (REF 2014)*



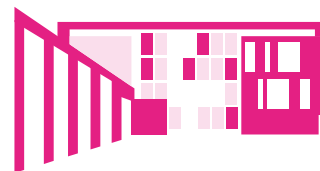
The **UK's number one university** for research and second for teaching, for institutions under 50 years old.

*Times Higher Education Young University Rankings 2019*



**Among the world's top universities** in 12 individual subject areas.

*QS World University Rankings by Subject 2019*



For the third year in a row we are the **only UK university in the QS ranking of top 50 institutions under 50 years old.**

*QS World University Rankings Top 50 Under 50 2020*



**95%** of Oxford Brookes graduates are in work or further study within six months of graduating.

*HESA, Destination of Leavers Survey 2018*



We have over **130,000 alumni** in over 189 countries.

Over

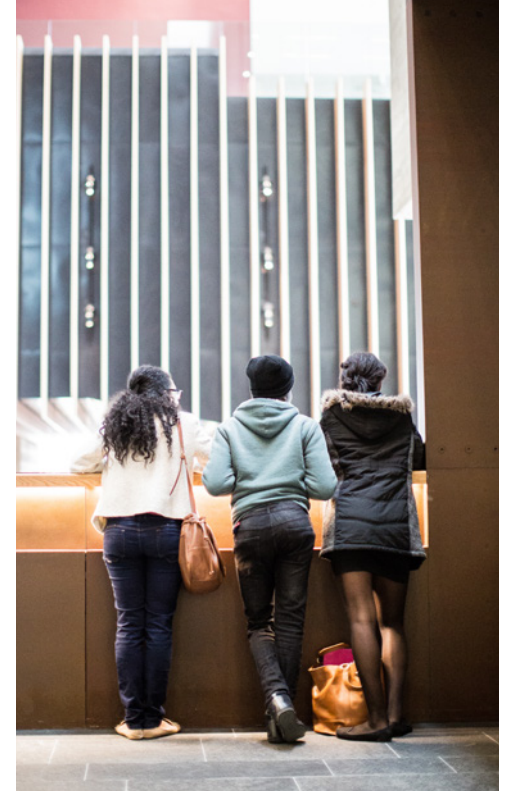
# 10 years

of success with our Associate College Partnership; partnering with seven Further Education colleges across the region to offer alternative ways to gain qualifications.



**£220m** between 2015 and 2025 to redevelop our campuses.

*Estates Investment Plan*



# Our strategy

## 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.

**“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.”**

Oxford Brookes Strategy 2020

### 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.

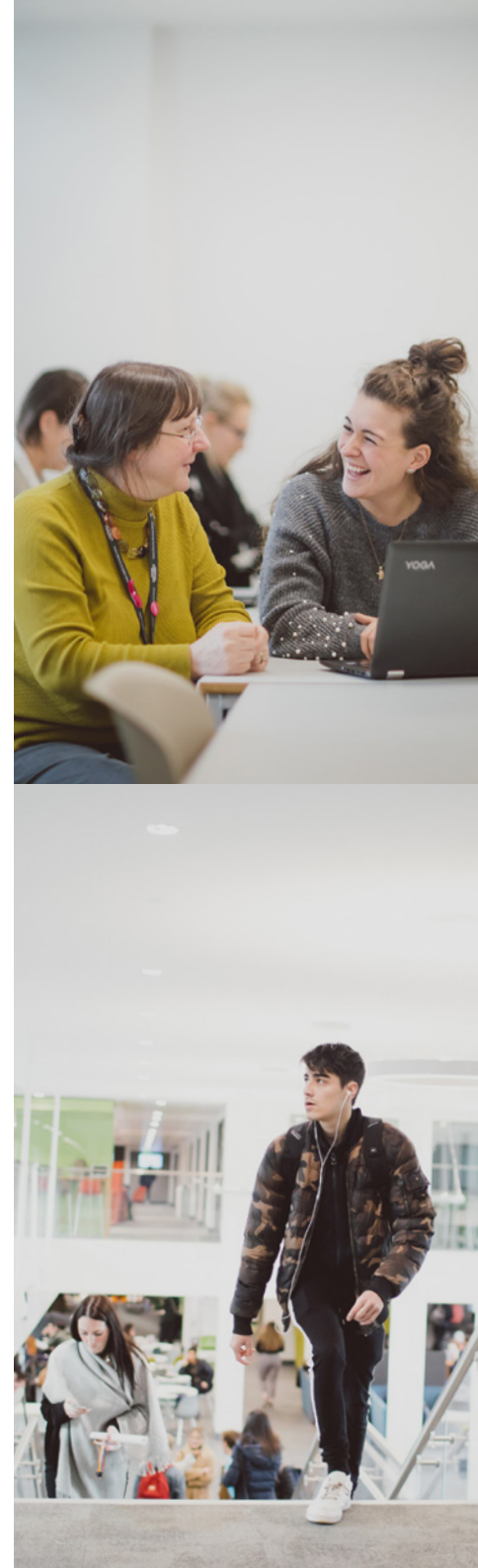
### Infrastructure and services

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 current strategy is taking us forward to 2020, building on our strong track record for quality teaching, learning and research. A new University strategy will supersede the Strategy 2020 document which has provided high level direction for the University over the past decade.



# Our students

Oxford Brookes is a very popular choice for prospective students from all backgrounds, both in the UK and around the world. There are approximately 17,000 students: 83% are from the UK and 17% are from the EU and overseas.

Central to our strategy is delivering an outstanding student experience. We do this by providing the highest standards of learning and teaching, and actively involving students in shaping their own futures.

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

High-quality teaching lies at the heart of Oxford Brookes. The University was ranked second in the UK for teaching in the *Times Higher Education Young University Rankings 2019*.

We are also home to 12 National Teaching Fellows – the most prestigious award for excellence in higher education teaching.

Oxford Brookes holds a Silver award in the Teaching Excellence Framework (TEF), the first nationwide ranking for teaching excellence in UK universities and colleges.

The Silver rating reflects the high standard of our teaching which consistently goes beyond the rigorous national quality requirements for UK higher education.

## 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.

The University is continually looking to the future needs of students. This includes embracing new ways of learning, for instance we have introduced several degree apprenticeships.





# 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, 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'. We were in the top ten universities for increase in research power since REF 2014.

Investing in individuals and groups of researchers at every stage of their career is central to our success.

- Oxford Brookes has committed a Central Research Fund to support individuals and research groups including for example Collaborative Travel Awards, Bridging Funds, Research Fellowships and PhD scholarships.
- We have retained the HR Excellence in Research Award from the European Commission for seven years, which recognises our commitment to supporting research staff.
- Our Research Excellence and Impact Awards support research-active academics

with funding towards research leave, employment of a research assistant or project travel costs.

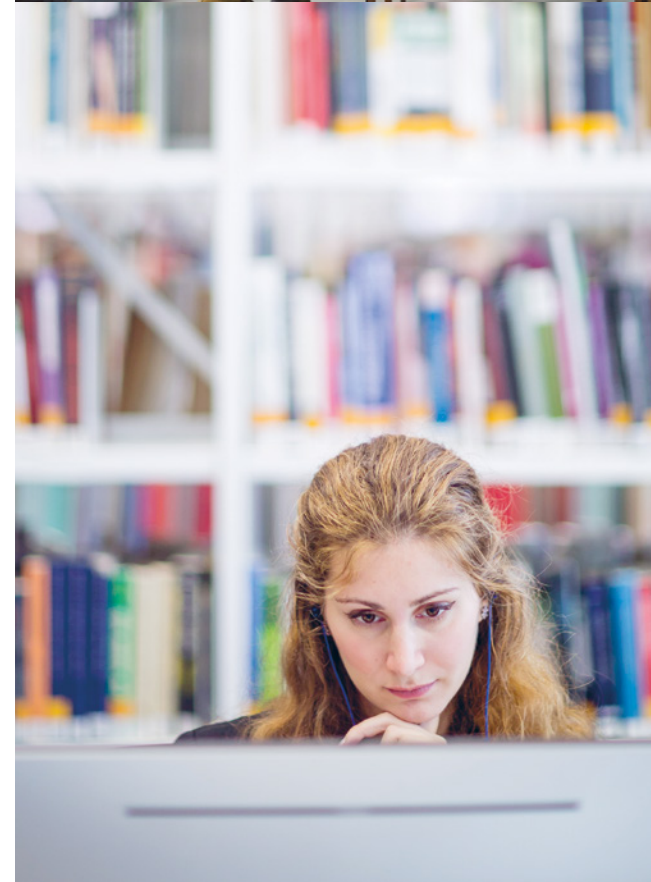
- We introduced Vice-Chancellor Fellowships in 2017 across our faculties, offering an excellent opportunity for researchers who want to develop their careers, with funding and startup support tailored to discipline needs.

Oxford Brookes received a total of £5.5m in research grants for 2018/19.

Major funding comes from research councils, charitable trusts, industry and government. UK Research & Innovation, the national funding agency, has provided funding through the Global Challenges Research Fund. This enables our researchers to work with colleagues in developing countries to tackle significant challenges facing people in these areas.

Our income from intellectual property (IP) was more than £4m in 2018/19.

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 overheating in care homes and the design of buildings for flood resilience.



## 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 China, Australia and Malaysia.



# Our staff and culture

We recognise that our staff are key to our continuing success. We are committed to creating a vibrant and inclusive working environment which supports colleagues to flourish and enjoy what they do. We want colleagues to feel valued, empowered, challenged, stimulated, involved, appreciated and trusted.

We provide comprehensive and progressive employment conditions, including flexible working, opportunities for staff development and career progression, and a commitment to enhancing the staff experience, underpinned by our Guiding Principles.

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.

Our staff experience strategy and action plan aim 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.

Other initiatives include our Brookes People Awards which recognise outstanding colleagues who exemplify our Guiding Principles, the annual Feel Good Festival, and Brookes Active.

Consultation and participation are important attributes of staff relations with colleagues contributing to key decisions and senior staff appointments. We have comprehensive internal communications, including interactive Talk to Vice-Chancellor's Group sessions about university direction and policy, staff newsletters, a staff Twitter stream and internal digital screens.

Images:

1. LGBT+ Staff Forum raising the flag for LGBT History Month 2018
2. Guest speakers for Black History Month lecture
3. Feel Good Festival 2018



## 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.

Oxford is not only one of the UK's fastest growing cities, it is a global success story, with a reputation for being one of the world's leading technology clusters.

Key sectors of industry are health, education, research, technology, tourism, car manufacturing and publishing.

The city is home to a diverse industrial base with around 4,700 businesses providing 135,000 jobs.

Oxford Brookes is proud of its 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 hospitals and schools.

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 the tourism gateway to the rest of Oxfordshire, generating £780m of income annually for local Oxford businesses. In terms of overseas visitors to the UK, Oxford is the seventh most visited city for staying visits.

Oxford is only an hour from London by train and many placements and field trips make the most of this easy access. The University 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.experienceoxfordshire.org](http://www.experienceoxfordshire.org)





# 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 and operating department practice.

**Headington Campus** comprises three sites. The Headington Hill site is set in mature parkland and home to Headington Hill Hall, a 19th century former manor house. A 15-minute walk away, the Marston Road site is a hub for healthcare teaching on the campus.

The flagship £132m John Henry Brookes Building opened on the Gypsy Lane site in 2014. Winning a number of awards, it has transformed the experience of students and the wider University community. It houses the main central services at Headington, including the library, social study space, student support services, catering facilities and Brookes Union.

In 2017 Oxford Brookes Business School moved into transformed spaces in Clerici. There has also been a major refurbishment of new teaching spaces, including industry standard teaching and research laboratories in Sinclair for science students.

**Harcourt Hill Campus** is home to a range of humanities and sports teaching. The original Westminster College, founded in 1851, has had a home at Harcourt Hill since the 1950s and merged with Oxford Brookes University in

2000. The Westminster Hall student residence also sits on the campus, alongside sports facilities, including a swimming pool.

**Wheatley Campus** became part of the then Oxford Polytechnic in 1975. Over recent years, the campus has seen investment in engineering spaces and in 2017 saw improvement to key student and staff areas, including the creation of a gym on site.

**Swindon Campus** opened the newly refurbished Joel Joffe Building, which houses teaching and clinical skills labs in August 2016, almost two decades after the University first had a presence in the town.



## Our future plans

We are continually investing in our campuses, with a £220m investment programme currently underway to create further inspiring spaces for our students and staff. The plan sets out a significant programme of refurbishment along with some new build, and will see some of our academic and professional services activity moving to a different campus.

Over the next few years all Wheatley-based courses will move to Headington Campus, where an innovative purpose built teaching space will house engineering, computing, art and design, architecture and construction.





# Our leadership, governance and finances

The Vice-Chancellor reports to the Board of Governors and is supported by the Vice-Chancellor's Group which comprises:

- Pro Vice-Chancellor (Student and Staff Experience)
- Pro Vice-Chancellor (Research and Global Partnerships)
- Registrar and Chief Operating Officer
- Director of Finance and Legal Services
- Director of Human Resources
- Pro Vice-Chancellor/Deans of the faculties (four)

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



## OUR FINANCES

Oxford Brookes University has a good track record of meeting or exceeding budget targets 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/](http://www.brookes.ac.uk/about-brookes/structure-and-governance/policies-and-financial-statements/)

The University's financial plans focus on strong operating cash and robust surpluses, in order to achieve an excellent student experience and provide and attract investment in research and commercial activity.



# Our structure - our faculties

OXFORD BROOKES BUSINESS SCHOOL	FACULTY OF HEALTH AND LIFE SCIENCES	FACULTY OF HUMANITIES AND SOCIAL SCIENCES	FACULTY OF TECHNOLOGY, DESIGN AND ENVIRONMENT
Business School	Department of Biological and Medical Sciences	School of Education	School of Architecture
Oxford School of Hospitality Management	Department of Psychology, Health and Professional Development	Department of English and Modern Languages	School of Arts
Centre for Diversity Policy Research and Practice	Department of Sport, Health Sciences and Social Work	School of History, Philosophy and Culture	School of Engineering, Computing and Mathematics
	Oxford School of Nursing and Midwifery	School of Law	School of the Built Environment
		Institute of Public Care	
		Department of Social Sciences	



# Our structure - our directorates

DIRECTORATE OF ACADEMIC AND STUDENT ADMINISTRATION	DIRECTORATE OF MARKETING AND COMMUNICATIONS	DIRECTORATE OF ESTATES AND CAMPUS SERVICES	DIRECTORATE OF FINANCE AND LEGAL SERVICES	DIRECTORATE OF HUMAN RESOURCES	DIRECTORATE OF LEARNING RESOURCES	IT SERVICES
Academic Office	Admissions Office	Estates Services	Financial Services	HR Management and Operations	Library	Office of the Chief Information Officer
Academic Policy and Quality Office	Communications Team	Campus Services	Legal Services	Oxford Centre for Staff and Learning Development	Learning Technology	Customer Services
Careers	Strategic Marketing and Digital Division	Projects Team	Procurement	Occupational Health	Media	Information Services
Strategic and Business Planning Office	External Relations	Space Planning Team	Research and Business Development	Oxford Brookes Nursery		IT Strategy, Information Management and Partnerships
Strategic Change and Programme Governance Office	Oxford Brookes International	Brookes Sport	Risk and Resilience	University Safety Office		Programme Management Office
Student Central	UK Recruitment and Partnerships	Central Admin and Finance		HR Information Systems Team <i>(Supporting core HR / Payroll System)</i>		Infrastructure Services
Upgrade	Operations	Commercial Services <i>(Oxford Brookes Venues, Catering and Residential)</i>				
Wellbeing						



# Benefits of working for Brookes

Oxford Brookes offers a wide 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.

**Pension:** we offer the Local Government Pension Scheme for professional services 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) can 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:** Car parking at Brookes is limited and daily charges apply. 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 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 car share website and offer season ticket loans.

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

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

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

**Brookes Sports:** extensive sports facilities for staff including fitness suites and classes, Oxfordshire's premier climbing wall (Headington Campus), swimming pool (Harcourt Hill Campus) and a brand new gym (Wheatley Campus).

## Green spaces for recreation

All campuses have landscaped 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).

## 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.

## Eye test and glasses 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 glasses.

## 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.

**Library:** all staff are welcome to use our libraries. Staff may borrow up to 30 books or other items from our lending stock. There is full access to both print and online resources including e-books, e-journals and databases.



# 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. The Centre's consultants work in partnership with faculties and directorates such that much of its 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](http://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](http://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 personal 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 of the criteria as a subheading and write a paragraph(s) explaining how you meet that criterion with an example(s) to demonstrate this.

## Academic vacancies

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

We suggest that you use each of the criteria as a subheading and write a paragraph(s) detailing how you meet that 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 485960** or email [hrteam-recruitment@brookes.ac.uk](mailto:hrteam-recruitment@brookes.ac.uk)



OXFORD  
**BROOKES**  
UNIVERSITY