



CHRIST CHURCH
UNIVERSITY OF OXFORD

FURTHER PARTICULARS

Post	Foundation Surveyor
Location	Christ Church, St Aldates, Oxford
Salary	Up to £90,000 per annum, depending on qualifications and experience
Hours	37.5 hours per week
Contract type	Permanent
Responsible to	Chief Financial Officer (Treasurer)
Application deadline	Noon 21 January 2026
Vacancy reference	HS_26
Additional information	<p>This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the HR Director.</p> <p>This post is subject to a six-month probationary period.</p>

Christ Church

Christ Church, established by Henry VIII in 1546, is a unique joint foundation of a college in the University of Oxford and the Cathedral of the Diocese together with the Cathedral School where the choristers are educated. During term time it is home to some 700 undergraduate and postgraduate students and over 100 senior members. Thousands of visitors are welcomed over the year: tourists, worshippers at the Cathedral, conference guests and other visitors in vacations, former members of the College and many others.

The Treasurer is the College Officer responsible for the finances, buildings and grounds.

The Foundation Surveyor, reports to the Treasurer and is an important member of the Treasurer's senior team with responsibility, amongst other things, for the planning and implementation of the repair, refurbishment, maintenance and improvement of:

- the curtilage comprising College and Cathedral Buildings
- additional undergraduate and graduate accommodation at St Aldates Quad, Liddell buildings, and at 117 St Aldates.
- the Sports Pavilion and ancillary buildings
- the Boathouse
- off-site housing occupied by academic and other staff and students.
- Christ Church Cathedral School
- from time to time, when agreed between the CIO & Treasurer, advise on commercial properties and third party occupied accommodation

The Foundation Surveyor is responsible of the appointment of external consultants and contractors and generally overseeing capital building projects. The Clerk of Works reports to the Foundation Surveyor and, together with their team, carries out reactive and planned maintenance works.



Christ Church possesses a large number of Grade 1 and Grade 2 listed buildings dating from the 12th century (the Cathedral) to the 20th century (the Picture Gallery and Blue Boar Quad). The maintenance of the fabric of these historic buildings is a major responsibility for the institution.

Images of the buildings and more information on the Foundation can be found at <http://www.chch.ox.ac.uk/>.

Christ Church now invites applications for this position from those who are suitably qualified and experienced (please refer to the job specification for essential criteria).

The Treasury

Christ Church is one of the largest colleges in Oxford with annual income over £50m and endowment funds over £800m. Two £40m capital projects are in progress with architectural designs produced. The Treasury takes overall responsibility for the finances of the Foundation and the management of its assets. These comprise of the endowment (of investment securities and of urban and agricultural properties) as well as the buildings. The Treasury is also involved, in collaboration with the other key departments, in many administrative activities.

The Treasury comprises the Treasurer's team and the Chief Investment Officer's team. The Treasurer's team comprises the College Accountant, with five other members of staff, the Clerk of Works, with ten members of staff, the Head Gardener with six members of staff the Treasurer's Administrator and the Archivist. The Director of Planning and Housing reports to the Chief Investment Officer and works closely with the Treasurer on projects.

The Foundation Architect is responsible for the overall conservation strategy for the curtilage buildings at St Aldates and in particular, the Cathedral. The Foundation Architect works closely with the Treasurer and the Foundation Surveyor and oversees the decennial survey required by Christ Church Statutes.

The Clerk of Works Department comprises the Clerk of Works, one office staff and a direct labour force of eight plus two Meadow Keepers. The Clerk of Works, is the person responsible for managing the day-to-day activities of the direct labour force reporting to the Foundation Surveyor.

Christ Church places a high value on encouraging and preserving co-operative and flexible working relationships between its various departments and also with the many external organisations and individuals with which it works.

The Treasury liaises with the Steward's Office (responsible for most of the domestic arrangements of the College and for conference business), the Censors' Office (responsible as the office of the Senior Tutor for the academic side of Christ Church), the Dean's Office (the Dean is the Head of the Foundation), the Cathedral Chapter, the Development Office and other administrative functions within Christ Church. Additionally, the Treasury has day-to-day working relationships with suppliers, professional advisers and those who may want to use facilities at Christ Church. The Treasury and Investment teams are collocated and also work closely together.



Principal responsibilities

To be responsible for:

1. Preparing, expenditure forecasts in consultation with the Foundation Architect, for the 10-year rolling programme of works, the annual budget and updates to in-year forecasts to maintain and enhance the fabric of the buildings, comprising the site in St Aldates and elsewhere in Oxford. This programme and its associated budgets are subject to approval by Governing Body through the Buildings Sub-Committee and Finance Committee on an annual basis.
2. Implementing the approved 10-year programme within the approved budgetary framework, in consultation with the Foundation Architect, The Foundation's land agents and the Clerk of Works.
3. Organising the procurement of building projects, including the appointment and management of external consultants and contractors, ensuring engagement of all key stakeholders, internally and externally, at the relevant time. The Foundation Surveyor may directly project manage minor projects at the College. Endowment projects may be procured under the remit of the CIO and advise from the Foundation Surveyor may be sought for these.
4. The overall management of the activities and budget of the Clerk of Works department, in close consultation with the Clerk of Works. This will include managing an annual appraisal process and identifying training and development needs and dealing with and assisting in HR processes in accordance with the Foundation's established procedures. In addition, it will include ensuring that the Clerk of Works team complies with all statutory requirements including Health & Safety.
5. Liaising and keeping up to date all internal stakeholders as appropriate.
6. Together with the Foundation Architect; the organisation of the Christ Church decennial survey (and any future quintennial survey's that may be required).
7. Organising and periodic updating of Fire Risk Assessments (FRA's) and dealing with any works arising.
8. Convening/agenda setting and reporting to the Buildings Sub-Committee of the Finance Committee, which deals with the repair, maintenance, alteration or improvement of buildings within the curtilage.
9. Attendance at the Health and Safety Subcommittee, the Sustainability Subcommittee, the Cathedral Fabric Advisory Committee and other ad hoc Subcommittees and Working Groups as required.
10. Providing support for the Foundation's energy conservation initiatives including commissioning and overseeing periodic audits required under the Energy Saving Opportunities Scheme (ESOS).
11. Dealing with issues arising from land borders, rights of way and the Party Wall Act etc. Procuring legal expertise when required.



12. Processing claims under Chancel Repair liability.
13. Point of contact, with the College Accountant, on insurance matters including commissioning periodic updates of the building reinstatement cost assessments and dealing with building related insurance claims
14. Maintaining close liaison with the principal users of the Foundation's buildings, such as the Steward, the Censors' office, the Cathedral and the Cathedral School.
15. These responsibilities will be carried out to ensure that all works are completed on time and to budget and to a specified quality of workmanship. The Foundation Surveyor will be aware at all times of the need to ensure best value for money for Christ Church.

The above is not an exhaustive description of the job and other requirements may emerge as necessitated by changing roles within Christ Church and its overall objectives.

Person Specification (selection criteria)

Essential

- A Chartered Building Surveyor ideally with a postgraduate qualification in building conservation
- Experience of working with a variety of significant heritage/listed buildings, ideally including churches/cathedrals
- A strong technical understanding and experience of the design and construction of heritage/listed buildings
- Experience of managing multiple projects at one time
- Experience of managing a range of contractors – from appointment through to ensuring works are finished to specification
- Excellent written communication skills
- Excellent stakeholder management skills
- IT proficient

Desirable

- Project management skills

How to Apply

Please apply using the online application form available at https://fas.chch.ox.ac.uk/fas_live/chchfs/ no later than the deadline of **Noon 21 January 2026**. Applications received after this time will not be considered.

Applications should include:

- A letter of application addressed to the Treasurer stating your interest in the role, and explaining how you meet the criteria in the Person Specification, set out above, using examples of your skills and experience; and
- A CV, including the names and contact details of two referees. References will be taken up only for the successful candidate



Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications show clearly how their skills and experience meet these criteria.

If you would like an informal discussion about the role, please contact the Chief Financial Officer / Treasurer via Sally Gillard (sally.gillard@chch.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Interviews

Interviews for the position are expected to take place on **3 February 2026**.

If you need help

If you have any questions regarding the application process, please contact academic.recruitment@chch.ox.ac.uk. All enquiries will be treated with strict confidence and will not form part of the selection decision.

Terms and Conditions

Hours - Whilst the post is likely to be full time, Christ Church is willing to consider applications from outstanding candidates who wish to work on a part time basis. Normal hours of work will be 37.5 hours per week.

Salary - The salary for the post is up to £90,000 per annum depending on qualifications and experience.

Pension – The successful applicant is eligible to join a contributory pension scheme and will be entered into this scheme automatically on joining, but on-going membership of the scheme is optional.

Annual leave – 25 days annual leave plus statutory Bank Holidays, rising to 30 days after two years' service. The holiday year runs from 1 January to 31 December.

Meals - Employees are entitled to take lunch free of charge in College, when the kitchen is open.

Employee Assistance Programme – free confidential telephone support service is available to all staff.

Car parking – will be available for working hours (subject to availability)

Private medical scheme - present medical cover would extend to the appointee and his/her spouse or partner

Sports Facilities – Access to the University Sports club. University Card - for discounts in shops, cafes and restaurants and University leisure facilities



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Pre-employment screening Standard checks - If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your right to work in the UK; and we will contact the referees you have nominated. A Disclosure and Barring Service (DBS) check will also be required.

Important information for candidates

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for an interview, we will ask whether you require any arrangements for the interview.