



Associate Professorship of Taxation Law in association with Harris Manchester College

Job Description and Person Specification

Department/Faculty	Faculty of Law
Division	Social Sciences
College	Harris Manchester College
Contract type	Five years in the first instance, then reappointment to retirement upon completion of a successful review.
Salary	Grade 10a 36S, £45,562 - £61,179 per annum
Deadline for applications	Monday 27 th February 2017 at 12.00pm
Vacancy Reference	127357

Overview of the post

The University of Oxford uses the grade of associate professor for most of its senior academic appointments. Associate professors are eligible for consideration through regular recognition of distinction exercises for award of the title of full professor. This promotion in status, which brings an enhanced salary, is dependent on merit and does not normally occur until some years after reappointment to retirement. In exceptional cases, where the candidate has previously established an academic standing at an appropriate level of distinction, the title of full professor may be awarded at the time of appointment.

The University proposes to appoint an Associate Professor of Taxation Law from September 2017 or as soon as possible thereafter. The appointed person will teach tax law at graduate level, especially on the part-time MSc in Taxation, and also at undergraduate level. The MSc Taxation is a Law Faculty degree that is organised and taught jointly with the Oxford University Centre for Business Taxation, based in the Saïd Business School (the Tax Centre). The postholder will have excellent opportunities to engage with the interdisciplinary tax research and policy work at the Tax Centre. The person appointed will be offered a non-tutorial fellowship at Harris Manchester College.

Queries about the post may be addressed to the Pinsent Masons Professor of Taxation Law, Judith Freedman at Judith.freedman@law.ox.ac.uk. General queries may also be directed to Dr Rebecca Williams, Associate Professor of Law, (rebecca.williams@pmb.ox.ac.uk), who will not be involved in the selection or interview process.

Queries about the application process should be addressed to the Personnel Officer in the Law Faculty, Emma Gascoigne, at personnel@law.ox.ac.uk or telephone +44 1865 281622.

All enquiries will be treated in strict confidence and will not form part of the selection decision.

Duties of the post

The Associate Professor of Taxation Law will be a member of both the University and the College communities. She or he will be part of a lively and intellectually stimulating research community which performs to the highest international levels in research and publications and will have access to the excellent research facilities which Oxford offers. In particular, he or she will be part of the strong tax research and teaching community comprised of members of the Law Faculty and the Tax Centre. She or he will have a role to play in the running of the College and the Law programme at the College, including being a member of the College's Governing Body and being involved in admissions interviewing. She or he will also be expected in time to share in the directing roles on the MSc in Taxation.

This is a Law Faculty post. In appropriate cases, there may be the opportunity to become involved in the activities of the Tax Centre. The extent of any formal involvement would be negotiable between the successful candidate, the Law Faculty and the Tax Centre. However, it could potentially involve a formal commitment to make a contribution to the teaching and/or research in the Tax Centre, with the Tax Centre compensating the Law Faculty for the time involved.

The main duties of the post are as follows:

- (i) to engage in research at the highest level;
- (ii) to give, under the direction of the Board of the Faculty of Law, no fewer than 36 lectures or classes each academic year, and 4 hours per week of tutorial or equivalent teaching, or other broadly equivalent work;

The teaching will be predominantly in taxation topics taught on the MSc in Taxation, with some teaching on the BCL/MJur and FHS tax courses. There may be some scope for a small amount of other law teaching.

- (iii) to supervise graduate students in the field of Taxation Law and in such other areas of research as may be appropriate;

- (iv) to interact with colleagues working in cognate fields in other departments of the University, in particular in the Saïd Business School, in such ways as may be appropriate;
- (v) to participate in the administrative work of the Faculty as required by the Dean of the Faculty;
- (vi) to examine as required by the appropriate committee for the nomination of examiners; and
- (vii) to co-operate in the work of the Law Faculty in both term and vacation under the direction of the Dean of the Faculty of Law. It is important to note that some teaching will be required at weekends and outside term time as to cover the intensive courses on the MSc in Taxation taught outside normal teaching hours.

Person specification

Applications will be judged only against the criteria which are set out below. Applicants should make sure that their application shows very clearly how they believe that their skills and experience meet these criteria.

Oxford is committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection and there will be both male and female committee members wherever possible.

The successful candidate will demonstrate the following:

- 1) a law degree and/or professional legal qualification;
- 2) a doctorate in a relevant subject or an established record of accomplishment in academic research, in either case together with a record of high quality research and publication commensurate with their career experience;
- 3) a record of high quality research and publication commensurate with career experience, and the potential to produce further significant output of a recognised international quality during the tenure of the post;
- 4) the ability to teach and assess high-achieving and challenging students in taught courses, and to provide supervision and research leadership for masters-level and doctoral students;
- 5) the ability to play a major part in developing the Faculty's research and teaching programme, including participating in the design of graduate-level courses and promoting the development of interdisciplinary research in Taxation;
- 6) the ability to present research findings effectively to fellow academics, professionals, policy makers and informed members of the public; and
- 7) administrative and pastoral skills, including the ability to work efficiently with Faculty and college administration and the ability to deal with the pastoral needs of graduate students.

It will be advantageous to have:

- 8) experience of interdisciplinary research in taxation; and
- 9) experience of dealing with tax professionals and policy makers, organisational experience and ability of managing courses, admissions, examinations and events.

How to apply

The application process is in three parts: the on-line application, submission of written work by e-mail, and the arrangement of references to be sent to us by the closing date for applications.

The deadline for completed applications to reach the University (all three parts) is noon on **Monday 27th February 2017**.

Should you have any queries about the application process, please contact personnel@law.ox.ac.uk.

1. On-line application

If you consider that you meet the selection criteria, click on the **Apply Now** button at the bottom of the 'Job Details' page (go to <https://www.ox.ac.uk/about/jobs/academic/index/>, click on the relevant post title) and follow the on-screen instructions to register as a new user or log-in if you have applied previously. You will then be asked to upload the following:

- a statement explaining how you meet the criteria set out above;
- a further statement (in approximately one page) of your current and proposed research;
- a full CV and publications list; and
- the names and contact details of **three** referees.

Please save all uploaded documents as PDF files to show your name and the document type.

All on-line applications must be received by noon on Monday 27th February 2017.

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/

To return to the online application at any stage, please click on the following link www.recruit.ox.ac.uk

Please note that at certain stages you may be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.

2. Submission of written work

In addition, by the same deadline of noon on **Monday 27th February 2017**, each candidate should submit by e-mail **TWO items of written work** (of about the length of a thesis chapter or article), published or unpublished. The work should be sent in a single e-mail in two pdf files to the Faculty Personnel Officer, personnel@law.ox.ac.uk. In the subject of the e-mail, please quote the vacancy

ID, 127357. Candidates should note that the written work will not be considered until the interview stage. In the case of co-authored work, please explain the nature of your own contribution.

3. References

Candidates should supply each of their referees with a copy of these further particulars and ask them to write directly to the Personnel Officer, personnel@law.ox.ac.uk **by the same deadline of noon on Monday 27 February 2017**. References may be sent by e-mail only and need not be signed, provided they are sent from the referee's official e-mail address (and please ask the referee to quote the vacancy ID 127357 in the subject line of their e-mail).

The Faculty of Law and the College wish to take this opportunity to thank in advance those referees who write on behalf of applicants.

You should contact all three of your referees before applying, to ensure they are aware of your application and of the requirements for the post, and to ensure that they would be content to write a reference for you for this post, if they were asked to do so.

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date.

Assessment of applications: all applications for this post will be considered by a selection committee containing representatives from the Faculty of Law, Harris Manchester College and the Social Sciences Division. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Social Sciences Divisional Board and the Governing Body of Harris Manchester College on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the divisional board and the Governing Body, and a formal contractual offer has been made.

Candidates invited to Oxford for interview will be asked to give a short research presentation, aimed at a master's-level graduate student audience. The presentation will be followed by an interview with the selection committee.

Overnight accommodation can be arranged and reasonable travel expenses will be reimbursed.

Essential Information for Applicants for the Associate Professorship of Taxation Law

The University

The University of Oxford aims to sustain excellence in every area of its teaching and research, and to maintain and develop its position as a leader amongst world-class universities. Placing an equally high value on research and on teaching, the colleges, departments and faculties of Oxford aspire both to lead the international research agenda and to offer a unique and exceptional education to our undergraduate and graduate students.

Oxford's self-governing community of scholars includes professors, readers, and associate professors, college tutors, senior and junior research fellows and over 2,500 other university research staff. The University aims to provide facilities and support for colleagues to pursue innovative research and outstanding teaching, by responding to developments in the intellectual environment and society at large, and by forging close links with the wider academic world, the professions, industry and commerce. The Strategic Plan, detailing strategy for the period 2013-18, can be found at www.ox.ac.uk/about/organisation/strategic-plan.

Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues, from deciphering ancient texts and inscriptions using modern scientific and computational methods developed in Oxford, through to global health, climate change, ageing, energy and the effects on our world of rapid technological change.

Oxford seeks to admit undergraduate students with the intellectual potential to benefit fully from the college tutorial system and small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

Oxford has a strong postgraduate student body which now numbers over 10,000, over 45% of students. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world's greatest libraries, the Bodleian.

For more information please visit www.ox.ac.uk

The Social Sciences Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The academic divisions are responsible for academic oversight of the teaching and research of their constituent departments and faculties, for strategic and operational planning, and for personnel and resource management. The Head of the Social Sciences Division is Professor Roger Goodman, who is a member of the University's Council. The Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford

are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and one cross-divisional unit. (These are as follows: Law, the Saïd Business School, Economics, Politics and International Relations, the Blavatnik School of Government, the School of Anthropology and Museum Ethnography, International Development, Sociology, Social Policy and Intervention, the Oxford Internet Institute, Archaeology, the School of Interdisciplinary Area Studies, Education, the School of Geography and the Environment and the Oxford Martin School). Interdisciplinary links within and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, where Oxford accounted for more world-leading (4*) research than any other institution, across the social sciences units of assessment to which it made submissions. The division has an extensive portfolio of external funders and collaborators, with competitively-awarded external research income exceeding £40million per year. Researchers in the division engage actively beyond academia and their research has influence in many spheres from innovation in public policymaking to practitioner communities such as law, business, education, social welfare and NGOs.

The division also delivers an exceptional range of high quality educational programmes (undergraduate, postgraduate taught and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. Programmes range from those at the interface of the natural sciences, through to professionally-oriented provision in areas such as business, law and education. The division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE); the BCL; the MPhils in International Relations, in Economics, and in Development Studies; the MBA and EMBA; and the nationally regarded PGCE.

For more information please visit: <http://www.socsci.ox.ac.uk/>

The Faculty of Law

About the Faculty

The Faculty of Law is one of the largest in the United Kingdom, and is the largest unit in the Social Sciences Division of the University. There are some 160 members of the Law Faculty, of whom more than 90 are in established University academic posts. The Law Faculty has a distinguished reputation in research and publications in Law. The Research Excellence Framework 2014 reported that substantially more top-rated research activity went on in Law at Oxford than in any other university in the country. Oxford was ranked second in the world in the 2014 QS World University rankings and was ranked first in the UK.

There are four specialised centres associated with the Law Faculty: the Centre for Criminology, the Institute of European and Comparative Law, the Centre for Socio-Legal Studies and the Oxford Intellectual Property Research Centre.

Undergraduate teaching within the Faculty

Undergraduate law admissions are currently running at approximately 220 a year. Up to 35 of these follow the Law with Law Studies in Europe course over four years, one year being devoted to study in France, Germany, the Netherlands, Spain or Italy. The full range of subjects taught at Undergraduate level may be found on the Faculty website [here](#).

Graduate teaching within the Faculty

The Faculty sustains a major graduate programme and its graduate research school is the largest of any law school in the English-speaking world. There are currently about 380 graduate students, of whom about 140 read for the taught graduate Degree of Bachelor of Civil Law (BCL) and Magister Juris (MJur), and a further 45 read for an MSc in Law and Finance (run in conjunction with the Saïd Business School), each of which may also be augmented by a year of research to yield the Degree of Master of Philosophy (MPhil). Other taught graduate programmes include an MSc in Criminology and Criminal Justice, an ESRC-recognised MSc in Criminology and Criminal Justice (Research Methods), an MPhil in Criminology and Criminal Justice, and a postgraduate diploma in Intellectual Property Law and Practice (run in conjunction with the IPLA). Graduate students who undertake research degrees study towards the Degrees of Doctor of Philosophy (DPhil) in Law, Socio-Legal research or Criminology, or Master of Studies in Legal Research (MSt).

The graduate programmes, including graduate admissions, are the immediate responsibility of the Faculty's Graduate Studies Committee and its two Directors of Graduate Studies (one for research degrees, the other for taught programmes). The graduate cohort provides a base for a productive interaction between advanced study and research - this is something to which the Faculty attaches great importance.

Research activity

The Faculty has always encouraged excellence in diversity in its research strategy, seeking to achieve the highest quality in the broad range of subjects in which Faculty members pursue their interests. The Faculty's Research Support Fund provides resources for research assistance, conference attendance and other research-related activities. The Faculty's Research Facilitator supports applications for external research funding, and the Faculty provides support for conferences organised by Faculty members.

Academic staff development

Teaching proficiency is one of the factors which is taken into account when associate professors are considered for reappointment after the completion of their probationary tenure. The University has made arrangements under which associate professors in their initial period of office may take advantage of support in developing their teaching. A range of such support is provided by the Oxford Learning Institute (www.learning.ox.ac.uk), including:

- introductory sessions for new academic staff
- an advisor for new associate professors
- peer observation of teaching
- attendance at learning and teaching seminars
- one-to-one discussion with an educational development advisor or faculty teaching representative
- participation in the University's postgraduate diploma in learning and teaching
- self-study resources

Further information on the Law Faculty can be found at www.law.ox.ac.uk.

Faculty benefits

- **Start-up costs**

A start-up grant of £4,000 (unless the appointee currently holds an established Oxford University academic post). This may be spent at the post-holder's discretion on any purpose connected with their academic work, for example IT equipment, research assistance, travel, conference attendance and/or book purchases. The start-up grant must be spent within three years.

- **Research support**

Grant schemes for IT equipment and research support, to which the post-holder will be eligible to apply after the first year of appointment.

Additional support may also be offered by the Tax Centre if the successful candidate becomes involved in the Centre's research and/or teaching.

The Bodleian Law Library

The Bodleian Law Library, accommodated alongside the Faculty centre in the St Cross Building, houses over a quarter of a million volumes. It receives copies of all law books published in the United Kingdom, and has extensive holdings of overseas legal publications, notably of the Commonwealth, the US, and European countries. Oxford is designated as a European Documentation Centre, and materials relevant to European law are housed in the Bodleian Law Library. It has one of the most extensive collections of domestic and foreign law databases and e-resources in the UK.

Further information about the Bodleian Law Library can be found at www.bodleian.ox.ac.uk/law.

The Oxford University Centre for Business Taxation

The Oxford University Centre for Business Taxation is an independent research centre which aims to promote effective policies for the taxation of business. The Centre undertakes and publishes multidisciplinary research into the aims, practice and consequences of taxes which affect business. Although it engages in debate on specific policy issues, the main focus of the Centre's research is on long-term, fundamental issues in business taxation. Its findings are based on rigorous analysis, detailed empirical evidence and in-depth institutional knowledge.

The Centre is led by its Director, Professor Michael Devereux. It currently has 7 research fellows and senior research fellows, with backgrounds in law and economics. It also has a number of senior academics from the Universities of Oxford and Warwick who direct some of the research programmes in the Centre, including Professor Judith Freedman, who is the Director of Legal Research.

The Centre has a first-class record of academic achievement, and staff regularly publish research in top journals. It is particularly strong in interdisciplinary work between law and economics. The Centre also has a close engagement with policy makers in government and international organisations such as the OECD, the European Commission and the IMF. It also has close links with business, professional firms and NGOs. It organises several policy events each year which attract high level representatives from each of these backgrounds.

More details about the Centre are available on its website at <http://www.sbs.ox.ac.uk/faculty-research/tax>.

Harris Manchester College

There are 38 self-governing and independent colleges at Oxford, giving both academic staff and students the benefits of belonging to a small, interdisciplinary community as well as to a large, internationally-renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

Harris Manchester College was established in Manchester in 1786 to train people for the learned professions. Unlike Oxford and Cambridge at that time, the College was open to people of all persuasions and required no religious tests. In 1838 it became a College of the University of London with the same status as University College and King's College. The College moved from London to Oxford in 1889 with the aspiration of joining the University of Oxford. However this aim was not realised until 1990. In 1996 Harris Manchester received its Royal Charter and became a full College of the University of Oxford accepting mature students, aged 21 and over to read for a wide variety of degrees.

Over the last 22 years the College has made great efforts to focus on subjects that would meet the needs of mature students and would help to recapture its original vision of training people for the learned professions.

Today the College has 90 undergraduates, and 138 graduate students. In addition to these we have fifty students reading for the Doctorate in Clinical Psychology.

The Academic Research Community

The College has 28 Fellows on the Governing Body, and an additional 23 Senior Research Fellows, 11 Research Fellows, and 29 Supernumerary Fellows. The Fellows of the College are engaged in teaching and research in the following areas; Engineering, Medicine, Philosophy, Politics and Economics, Education, Psychology, Theology, Human Sciences, Business Management, English and Law.

The College has a strong Law Department, including a research centre focused on Commercial Law (see <https://www.law.ox.ac.uk/research-subject-groups/commercial-law-centre>). The two existing Law Fellows work in the area of Commercial Law and Insolvency Law, and there are also several senior research fellows carrying out active research in the area. The centre supports these activities, as well as facilitating visits from senior and junior academics from around the world. The College offers seven

places a year to students to read law, a number of whom are studying for a second BA. We also offer places to students reading for the MLF, the BCL and the MJur, as well as 8 or 9 students a year studying for the MSc in Taxation Law. The law school is a very important part of the college, and the teaching of law is intrinsic to the college's commitment to training students for the learned professions.

College benefits

The College will offer the new fellow:

- Full membership of the Governing Body
- Membership of the Senior Common Room including full dining rights
- A study with telephone, ethernet access, wifi, etc.
- A new bicycle
- A small book and research allowance
- Membership of a local gym and health club
- A shared equity scheme to help with housing costs

The College is always pleased to offer fellows its facilities for conferences, lectures and seminars, as well as the opportunity to entertain guests both for formal and informal meals in College.

Standard Terms and Conditions

Salary, benefits and pension

The successful candidate will be appointed on the Oxford scale for associate professors £45,562 - £61,179 per annum.

Those appointed below the top of this range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' review. Departments/Faculty boards may also, in wholly exceptional cases, propose the awarding within the substantive scale of additional increments to associate professors at any time during their appointment.

Additional remuneration is currently paid to those undertaking examining and graduate supervision. Additional payments are also available for some tutorial teaching. Those holding administrative appointments within the faculty/department may be eligible for additional payments.

Associate professors who are awarded the title of full professor receive from the University an additional salary payment of £2,655 per annum (unless they already receive additional recruitment or retention payments at that level or above); and they will be eligible for consideration in subsequent regular exercises for distinction awards on the scale £3,466 to £79,080 (unless they already receive additional recruitment or retention payments in excess of the level of the relevant distinction award). The conferment of the title of professor does not result in any change in the duties of the post-holder.

Eligible staff may join the Universities Superannuation Scheme. Details are available on the website at www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/.

Length of appointment

Upon completion of an initial period of appointment (which is normally five years), an associate professor is eligible for reappointment until retirement, subject to the provisions of the Statutes and Regulations of the University. Evidence of lecturing competence and of substantial progress in research are prerequisites for reappointment to retirement.

The University operates an employer justified retirement age for all academic and academic-related posts, for which the retirement date is the 30 September immediately preceding the 68th birthday.

The justification for this is explained at:

www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures outlined at: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

Sabbatical leave and outside commitments

The appointee may apply for sabbatical leave to allow her or him to focus on research. In general, one term of leave is available for each six terms worked. This leave may either be taken as one term of leave after 6 terms of service, or accumulated and taken as one year of leave after 6 years of service.

Staff may apply to spend up to 30 working days in each year on projects outside their employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to the amount of money which staff may earn from these activities without deduction from salary. Different rules apply for applications to spend more than 30 working days per year on projects outside their employment duties. Full details are available on the university website at www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/.

Guidance on ownership of intellectual property (www.admin.ox.ac.uk/statutes/regulations/182-052.shtml) and managing conflicts of interest (www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/) is also available on the university website.

Membership of Congregation

Appointment to this post carries with it the right to vote in Congregation, the sovereign body in the University. More information is available at www.ox.ac.uk/about/organisation/governance and www.admin.ox.ac.uk/statutes/781-121.shtml.

Relocation expenses

Subject to HMRC regulations and the availability of funding, a relocation allowance may be available.

Family support

The University has generous family leave arrangements, such as maternity, adoption and paternity leave. Eligible employees may also benefit from the Shared Parental Leave system, which enables them, if they so wish, to share a period of up to 50 weeks' leave and up to 37 weeks' pay with their partner, in the 52 weeks immediately following the birth or adoption of their child. Details of the different family leave arrangements are available on the website at www.admin.ox.ac.uk/personnel/during/family/.

All staff are eligible to apply to use the University nurseries (although there is a long waiting list for nursery places), and the full range of tax and National Insurance savings scheme is in operation. Details are available on the University's childcare website at www.admin.ox.ac.uk/eop/childcare/.

The University will try to accommodate flexible working patterns as far as possible and there is considerable flexibility in the organisation of duties. More information on family support and flexible working policies is available on the website at www.admin.ox.ac.uk/personnel/during/family/.

Information for parents and carers is available at www.admin.ox.ac.uk/eop/parentsandcarersinformation/.

Facilities and services

The University has a range of facilities and benefits for its staff; more details are available on the website at www.admin.ox.ac.uk/personnel/staffinfo/benefits/.

Information about relocation, living and working in the UK and Oxford is available at www.internationalstaffwelcome.admin.ox.ac.uk/.

The University Disability Office provides support to staff and students with a disability and may be contacted through its website at www.admin.ox.ac.uk/eop/disab/.

Equality of opportunity

The policy and practice of the University of Oxford require that all staff are offered equal opportunities within employment. Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Medical questionnaire and the right to work in the UK

The appointment will be subject to the satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK.

Applicants who would need a work visa if appointed to the post are asked to note that under the UK's points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

(i) they have sufficient English language skills (evidenced by having passed a test in English, *or* coming from a majority English-speaking country, *or* having taken a degree taught in English)

and

(ii) that they have sufficient funds to maintain themselves and any dependents until they receive their first salary payment.

Further information is available at: www.gov.uk/tier-2-general/overview.

Special arrangements

Oxford welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they require any particular arrangements to make the interview more convenient and effective for them.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post¹ and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy (available on the website at www.admin.ox.ac.uk/councilsec/dp/policy.shtml).

¹ But NB if the person appointed to the post is a migrant sponsored under the UK's points-based migration system, we are required to retain the applications of all shortlisted candidates for six months after the employer has ceased sponsoring the migrant.