***Job Description and Selection Criteria***

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| **Post** | **Associate Professorship (or Professorship) of Engineering Science (Engineering Entrepreneurship)** |
| **Department** | **Engineering Science** |
| **Division** | **Mathematical, Physical and Life Sciences** |
| **College** | **Worcester College** |
| **Contract type** | **Permanent upon completion of a successful review. The review is conducted during the first 5 years.** |
| **Salary** | **Combined University and College salary from £48,114 to £64,605 per annum plus additional benefits as detailed below. An allowance of £2,804 p.a. would be payable upon award of Full Professor title.** |
| **Vacancy number** | **143059** |

**Overview of the post**

Applications are invited for the post of Associate Professor of Engineering Science (Engineering Entrepreneurship) to be held in the Department of Engineering Science, with effect from 1st February 2021or as soon as possible thereafter. The successful candidate will spend 25% of their time at the Saïd Business School (primarily at the Entrepreneurship Centre) and will also be appointed to a Non-Tutorial Fellowship at Worcester College.

In partnership with the Saïd Business School, the Department runs an undergraduate course option in Entrepreneurship and Management, which is mainly covered in years three and four of the MEng degree in Engineering Science. The Associate Professor will have the opportunity to develop the syllabi for lecture courses on advanced entrepreneurship and management practice to be delivered to third- and fourth-year undergraduates in the Department, and to contribute to the teaching for the Saïd Business School[[1]](#footnote-1).

Applications from candidates with a strong entrepreneurial background in academic research and/or business are welcome. Candidates are expected to have expert knowledge or personal experience of establishing an entrepreneurial venture, securing finance, commercialisation of new technologies, and innovation.

The successful candidate will be expected to conduct original research as well as apply for and obtain external funding to enable independent research activity and stimulate collaboration across the two relevant University Divisions: Mathematical, Physical and Life Sciences (MPLS) and Social Sciences Division (SSD). Further information about the academic Divisions at Oxford is given below.

To assist in setting up research activities, the Dept. of Engineering Science will provide start-up funds, an annual support fund, and access to Departmental and University research support funds (which must be bid for). Further funding for the set-up costs of experimental facilities can be made available, and office space will be provided. The appointee will be given help to apply for grants from research councils such as the Engineering & Physical Sciences Research Council (EPSRC), and from industry.

The Saïd Business School will provide a standard research allowance per annum, shared office space, IT network facilities and support and assistance from the School’s Research Office with grant applications.

The successful candidate will assist in the teaching of their subject at both undergraduate and graduate level. Undergraduate teaching in the department includes lectures and practical classes, as well as the supervision of undergraduate design and project work; please consult <http://www.ox.ac.uk/admissions/undergraduate/courses-listing/engineering-science>). Subjects taught at undergraduate level would be expected to be in the fields of entrepreneurship and management, as well as other areas of engineering, depending on the interests of the appointee. Graduate teaching will involve supervision of MSc and Doctoral students.

The successful candidate for this role will be expected to take a substantial role in the teaching of the undergraduate course option referred to as Engineering, Entrepreneurship and Management (EEM), developing curriculum, delivering a substantial proportion of the lecturing and teaching, and contributing to project supervision and to the process of securing and monitoring internships. Graduate teaching will involve supervision of MSc and DPhil students. (The University of Oxford awards a DPhil rather than a PhD.) Further detail about the new EEM option can be found below

The University of Oxford is a member of the Athena SWAN Charter to promote women in Science, Engineering, Technology and Medicine. The University holds an Athena SWAN Bronze award at institutional level. The Department of Engineering Science and the Saïd Business School hold a Departmental Bronze Athena award in recognition of their efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women. Feel free to contact [equality@admin.ox.ac.uk](mailto:equslity@admin.ox.ac.uk) for further information about Athena SWAN at the University of Oxford.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact the Head of Department, Professor Ronald A Roy on [academic.recruitment@eng.ox.ac.uk](mailto:academic.recruitment@eng.ox.ac.uk) or (0) 1865 273003. Inquiries will be held in confidence and will not form part of the selection decision.

**The role of Associate Professor at Oxford**

Associate Professor is the main academic career grade at Oxford with a focus on research and teaching, spanning the full range of professor grades in the USA. Associate Professors are appointed jointly by a University department or faculty and an Oxford college, and you will have a contract with both.

Associate Professors are full members of University departments and college governing bodies, playing a role in the democratic governance of the University and their college. You will join a lively, intellectually stimulating and multi-disciplinary community which performs to the highest international levels in research and teaching, with extraordinary levels of innovation, creativity and entrepreneurship.

There is considerable flexibility in the organisation of duties, with three 8-week undergraduate teaching terms and generous sabbatical leave to balance teaching and research (please see the Benefits, Terms and Conditions section for further details of sabbatical leave). There is the potential for temporary changes to the balance of duties between College and University to enable a focus on different aspects of work at different stages in your career.

Oxford offers many opportunities for professional development in research and teaching. Associate Professors may apply for the title of full Professor in annual exercises. If the title is conferred, you will also have access to professorial merit pay opportunities. In exceptional cases, the title of full Professor may be awarded on appointment.

Appointments are confirmed as permanent on successful completion of a review during the first five years. The vast majority of Associate Professors successfully complete this initial review.

**Duties of the post**

The main duties of the postholder for the **University** are as follows:

**Research:**

* to engage in original research with an entrepreneurial theme in the Department of Engineering Science, extending or complementing the existing activities of the Entrepreneurship Centre at the Saïd Business School and strengthening its links with the Department of Engineering Science;
* to secure research funding and engage in the management of research projects;
* to disseminate their research through publication in scholarly journals, participation in international conferences and seminars, and through other media;
* to engage in knowledge transfer activities.

**Teaching:**

* to carry out teaching at undergraduate and graduate level including lectures, classes, demonstrations, and project supervision, under the direction of the Head of Department of Engineering Science;
* to supervise research students;
* to undertake additional duties which are broadly equivalent to the teaching stint of six hours per week during full term undertaken by those Associate Professors who are Tutorial Fellows of colleges. These duties which may, for example, be undergraduate or graduate teaching, will be under the direction of the Head of Department, who may in some cases assign some or all of them to one or more colleges.
* the successful candidate will in particular take a substantial role in the undergraduate teaching of the EEM course module, developing curriculum and delivering a substantial proportion of the lecturing and teaching; and contributing to project supervision and to the process of securing and monitoring internships. (Further detail about the EEM option and the associated teaching can be found below).
* teaching delivered on Saïd Business School’s undergraduate and graduate programmes will carry a contractual load of 72 stint points per academic year

**Examining:**

* to take part in University examining as and when requested to do so.

**Administration and outreach:**

* to participate in the administration and outreach activities of the Department of Engineering Science as and when requested by the Head of Department.
* to be an active member of the Entrepreneurship Centre and the wider academic community at Saïd Business School

The main duties of the postholder for **Worcester** **College** are as follows:

* to engage in advanced study and research;
* to participate in the administration of the College;
* to act as college adviser for graduate students.

**Selection criteria**

Your application will be judged only against the criteria which are set out below. You should ensure that your application shows clearly how your skills and experience meet these criteria.

The University is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. There will be both female and male committee members wherever possible.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your research may be reduced as a result.

**The successful candidate will demonstrate the following.**

**Essential:**

1. a doctorate in a relevant subject (e.g. engineering, management, business, etc)
2. business and/or entrepreneurship experience relevant to the role;
3. experience of, and ability to teach effectively at both the undergraduate and graduate levels, a wide range of topics within the field of Engineering Entrepreneurship and Innovation;
4. excellent interpersonal skills necessary for undertaking teaching and the pastoral care of students;
5. evidence of the ability, or the potential, to provide excellent teaching in a class or tutorial setting;
6. a substantial international reputation for scholarship and research in an area of Entrepreneurship; demonstrated by previous achievements, e.g. publications in recognised journals, and/or an outstanding record in commercialisation of entrepreneurial ventures;
7. significant research potential in Entrepreneurship within an engineering context, evidenced by a good written research plan appropriate to the University’s research standing;
8. ability to attract research funding and develop an independent programme of research;
9. ability to supervise graduate students;
10. ability and willingness to contribute to the objectives of the Saïd Business School’s Entrepreneurship Centre;
11. ability and willingness to undertake the full range of administrative duties both within the Department and the College.

**Desirable:**

1. Experience of or an interest in developing links with industry and commerce, for example University spin-out companies;
2. Excellent track record of obtaining research grants;
3. Experience of research collaborations at national and international level;
4. Experience of supervising research students.

## How to apply

Before applying, you may find it helpful to read the information on the application process [here](https://www.jobs.ox.ac.uk/application-process).

To apply, visit the [academic vacancies page](https://my.corehr.com/pls/uoxrecruit/erq_search_version_4.start_search_with_params?p_company=10&p_internal_external=E&p_display_in_irish=N&p_competition_type=AC&p_force_type=E), click on the relevant post title, then click on the **Apply Now** button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please refer to the “Terms of Use” in the left-hand menu bar for information about privacy and data protection. Please provide details of three referees and indicate whether the University may contact them now.

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. The University will assume that it is free to approach your referees at any stage unless your application specifies otherwise. Therefore, if you would prefer a referee or referees to be approached only with your specific permission or if you would prefer them to be approached only if you are being called for interview on the final shortlist, then you must indicate this in your application.

The University and colleges welcome applications from candidates who have a disability or long-term health condition and is committed to providing long term support. The University’s disability advisor can provide support to applicants with a disability, please see <http://edu.admin.ox.ac.uk/disability-support> for details. 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 interviews, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings <http://www.accessguide.ox.ac.uk/>.

Teaching commitments are mainly concentrated into Oxford’s three 8-week undergraduate teaching terms, making it easier to balance teaching and research. There is considerable flexibility in the organisation of duties, and generous sabbatical leave.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description. You will be asked to upload a full CV with publications list, a supporting statement and a research proposal:

• Given the overall limit of 10 pages (see below), you may not be able to include your complete list of publications, in which case you should select the ones which are most relevant to your application. Whether or not you submit a complete list, you should highlight the five most important publications with an asterisk and explain in each case (in not more than three sentences per publication) why that paper is particularly significant.

• The supporting statement should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

• The research proposal should set out your plans and priorities for research over the next five years, should you be appointed to this post.

You should therefore upload, **within a single PDF document**, the following:

1. Your full CV including your teaching and research experience, career details, and awards received;

2. Your supporting statement as described above;

3. Your research proposal.

A teaching proposal is not required.

The name of the PDF attachment should be of the form DF20WOR\_Surname\_Initials.pdf. **The total size of the attachment must not exceed 10 pages in a normal font and spacing.** Please do not attach additional material to your application, as it will not be considered.

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about\_the\_university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk/).

The deadline for applications **is Friday 16 October at noon**. Interviews will take place on **Friday 27 November**.

Should you have any queries about matters that are not addressed in this document, please contact Professor Ronald A Roy, Head of Department at [academic.recruitment@eng.ox.ac.uk](mailto:academic.recruitment@eng.ox.ac.uk), or telephone: +44 (0) 1865 273003. Please quote DF20WOR/143059in all correspondence.

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date. Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

*All shortlisted candidates will be interviewed online* and asked to give a presentation to the Committee as part of an interview process which is expected to proceed as follows (on one day):

**morning:** In the morning, each candidate will present a 30-minute seminar on a suitable topic from their current research (25 minutes presentation plus 5 minutes of questions). The seminar will be presented online and attended by members of the Selection Committee, and other interested members of the Department and the College (only some of whom will be experts in the specialist field of the appointment).

**afternoon:** The formal interview by the Selection Committee will be held online in the afternoon. This will last about 45 minutes, and will include discussion of research interests and directions, teaching interests and expertise and experience, including undergraduate projects and other aspects of the post. Candidates will be asked to undertake a short teaching exercise in the course of their interview.

During the day, short-listed candidates will also have an opportunity to meet virtually with academics from the department as well as with as one or more senior members of the College. Neither of these meetings constitutes any part of the selection process.

**The Department of Engineering Science**

Engineering teaching and research takes place at Oxford in a unified Department of Engineering Science whose academic staff are committed to a common engineering foundation as well as to advanced work in their own specialities, which include most branches of the subject. We have especially strong links with computer science, materials science, medicine and also the Saïd Business School. The Department employs 120 academic staff (this number includes 13 statutory professors appointed in the main branches of the discipline, and 25 full professors); in addition, there are nine visiting professors. There is an experienced team of teaching support staff, professional services and administrative staff and technicians. The Department has well-equipped laboratories and workshops, which together with offices, lecture theatres, library and other facilities have a net floor area of about 25,000 square metres.

The Department is ranked fifth in the world in the latest *Times Higher Education World University Rankings* for Engineering & Technology, behind Caltech, Stanford, Cambridge and Harvard, but ahead of MIT (6th), Princeton (7th) and Imperial (11th). Further information about the Department is available at [www.eng.ox.ac.uk](http://www.eng.ox.ac.uk).

***Teaching***

We aim to admit 170-180 undergraduates per year, all of whom take 4-year courses leading to the MEng degree in Engineering Science. The course is accredited at MEng level by the major engineering institutions. The syllabus has a common core extending through the first two years. Specialist options are introduced in the third year, and the fourth year includes further specialist material and a major project.

***Research***

Research in the Department is particularly strong. We have approximately 500 research students and 250 postdoctoral researchers. Direct funding of research grants and contracts, from a variety of sources, amounts to an annual turnover of approximately £26m in addition to general turnover of about £37m.

According to the results of the six-yearly UK-wide assessment of university research, REF2014, published on 18th December 2014, the Department of Engineering Science is the best engineering department in the country. Based on the Grade Point Average (GPA) score adopted to produce the rankings, the Department was ranked first out of the 62 General Engineering Departments, ahead of Cambridge, Imperial College and UCL. The impact of the Department’s research was also rated as number one in engineering in the UK.

The research activities of the department fall into eight broad headings, though there is much overlapping in practice: Information Engineering (Robotics, Computer Vision and Machine Learning); Control Engineering; Thermofluids; Materials and Mechanics; Civil and Offshore; Electrical and Optoelectronic; Chemical and Process; Biomedical Engineering. For more details on the Department’s research portfolio, please refer to <https://www.eng.ox.ac.uk/our-research/>.

***Engineering, Entrepreneurship and Management (EEM)***

In partnership with the Saïd Business School, the Department runs an undergraduate course option called Engineering, Entrepreneurship and Management (EEM), which is mainly covered in years three and four of the MEng degree in Engineering Science. The successful appointee will take a substantial role in the undergraduate teaching of this course.

Fourth-year undergraduates in the Department of Engineering Science can take a course in Entrepreneurship and Innovation at the Saïd Business School and carry out a group project in the Department of Engineering Science on the commercialisation of the engineering product from their Design Project.

Students on the ‘EEM pathway’ will also undertake a 24-week internship at the start of their fourth year (preferred option) or engage in an individual research project. In addition, in the third year they will be required to take a combination of Masters-level courses drawn from the existing engineering papers on advanced topics and two new course options on advanced entrepreneurship and management practice. The successful candidate for this post will be expected to refresh the curriculum for each of these two courses (a total of 2 x 16 hours of lectures and 2 x 4 hours of classes) and to deliver a substantial proportion of the lecturing and teaching; to contribute to project supervision and to assist with the process of securing and monitoring internships; to stimulate an environment for entrepreneurial innovation within the undergraduate community and the Entrepreneurship Centre.

For more detailed description of the current research, please refer to department website

<https://www.eng.ox.ac.uk/our-research/> For further details on the Entrepreneurship Centre at SBS, please visit <https://www.sbs.ox.ac.uk/research/centres-and-initiatives/entrepreneurship-centre>

**Saïd Business School and Entrepreneurship Centre**

The successful candidate will be expected to spend 25% of their working time at the Business School in support of the activities and objectives of the Entrepreneurship Centre, and to develop the growing links between the School and the Department of Engineering Science.

Saïd Business School at the University of Oxford blends the best of new and old. Founded in 1996, the School is a young, vibrant, and innovative business school that is deeply embedded in an 800-year-old world-class university. The School educates people for successful business careers, and as a community we seek to use our business acumen and global network to address long-horizon phenomena such as demographic change, new technologies, and natural resource scarcity.

We deliver cutting-edge education and ground-breaking research that transforms individuals, organisations, business practice, and society. We seek to be a world-class business school community, embedded in a world-class university, tackling world-scale problems.

**Entrepreneurship Centre**

The Entrepreneurship Centre (EC) play a significant role in supporting student futures at Oxford Saïd, working with other departments within the School to underpin the curricular and co-curricular, personal and entrepreneurial goals of our students The EC provides a range of student focused programmes to educate and develop the entrepreneurial mind-set. The aim is to enhance their skills, providing support to bring their venture ideas into fruition and be the force for entrepreneurial change within their communities and more globally.

Students get hands-on experience of turning theory into practice, and ideas into breakthrough businesses supported by [The oNetwork](https://www.sbs.ox.ac.uk/research/centres-and-initiatives/entrepreneurship-centre/onetwork), which is a community of international entrepreneurs and business leaders working closely student and alumni.

The EC also disseminates cutting-edge entrepreneurship research into policy and practice.

For further details on the SBS Entrepreneurship Centre, visit <https://www.sbs.ox.ac.uk/research/centres-and-initiatives/entrepreneurship-centre>.

Further information about the School is available at [www.sbs.ox.ac.uk](http://www.sbs.ox.ac.uk).

**The Mathematical, Physical and Life Sciences Division**

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities and the MPLS Division is home to our non-medical sciences, with 10 academic departments that span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research tackles major societal and technological challenges – whether developing new energy solutions or improved cancer treatments, understanding climate change processes, or helping to preserve biodiversity, and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

The disciplines within the MPLS Division regularly appear at the highest levels in world rankings, with Oxford’s Mathematical, physical and life sciences research judged best in the country according to the 2014 REF assessment exercise carried out by the Higher Education Funding Council for England (HEFCE).

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships and faculty positions. MPLS continues in its work to support diversity in its staffing, seeing that it will bring benefits to all, and we are pleased to note that all academic departments in the Division hold Athena Swan Awards.

We have around 7,000 full and part-time students (including approximately 3,500 graduate students) and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve diverse mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (www.oxfordsparks.ox.ac.uk) and a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire, aided by the work of Oxford University Innovation and Oxford Sciences Innovation, is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: [www.mpls.ox.ac.uk](http://www.mpls.ox.ac.uk)

**Worcester College**

More information about the college can be found at: [www.worc.ox.ac.uk](http://www.worc.ox.ac.uk).

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.

Worcester College occupies the site of Gloucester College, founded in 1283 for monks from the Abbey of St Peter, Gloucester. It was re-founded as Worcester College in 1714, following a benefaction by Sir Thomas Cookes, Bt., from Worcestershire.

The original Benedictine site was large, and eighteenth- and nineteenth-century additions to it have resulted in the College occupying some 26 acres. The gardens were laid out to include a lake in the early nineteenth century, and the adjoining sports field was reclaimed from drained water meadows in the late nineteenth century. The mixture of architectural styles, set amongst landscaped, wooded gardens and grounds, make Worcester one of the most attractive colleges in Oxford.

The Governing Body, which is responsible for overseeing the running of the College and the management of its endowments, comprises the head of College (the ‘Provost’) and fifty Fellows. A further sixteen Research Fellows are not members of the Governing Body. There are about a hundred members of non-academic staff. The college has about six hundred undergraduate and postgraduate students in a wide range of subjects. The college admits up to six undergraduates a year to read Engineering Science and currently has 13 research students in engineering related disciplines.

In 2017 the Governing Body of Worcester College made a formal commitment to building a more socially and culturally diverse academic community. As part of our diversity strategy, we are actively seeking excellent candidates from groups which are under-represented on our academic staff: disabled candidates, black and minority ethnic candidates, and women of all ethnicities.

Worcester College has two fellows in Engineering, Prof. Antonis Papachristodoulou and Prof. Ton van den Bremer. Prof. Nir Vulkan, Associate Professor of Business Economics at the Saïd Business School and Academic Director of the Oxford Centre for Entrepreneurship and Innovation, is also a fellow of the College.

**About the University of Oxford**

Oxford’s departments and colleges aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

Oxford’s self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and over 2,500 other University research staff. 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.

Oxford’s strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, Oxford aspires to build a truly inclusive community which values and respects every individual’s unique contribution.

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at [www.ox.ac.uk/about/organisation/finance-and-funding](http://www.ox.ac.uk/about/organisation/finance-and-funding)), and is ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the 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. 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/about/organisation](http://www.ox.ac.uk/about/organisation).

**University benefits, terms and conditions**

More information on benefits available to all University staff is available on page 14.

***Salary***

The successful candidate will be appointed on the Oxford scale for associate professors, as shown in the table in the annexe.

Those appointed below the top of this salary range will receive annual increments to the University component of the salary until they reach the top point. There is also an annual ‘cost-of-living’ review. In exceptional cases, the Departmental board may propose the awarding of additional increments within the substantive scale to an Associate Professor at any time during their appointment.

Additional remuneration may be paid for graduate supervision, examining and some tutorial teaching. Those holding administrative appointments within the department may be eligible for additional payments.

***Pension***

The University offers generous pension provision. Associate Professors are usually offered membership of the Universities Superannuation Scheme.

Details are available at <http://finance.web.ox.ac.uk/uss>.

***Sabbatical leave***

You will be eligible for sabbatical leave to allow you to focus on your 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.

***Outside commitments***

You may apply to spend up to 30 working days in each year on projects outside your employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to earnings from these activities without deduction from salary. Details of the approval process may be found at <http://hr.admin.ox.ac.uk/holding-outside-appointments>. Guidance is also available on  
ownership of intellectual property <https://governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002> and managing conflicts of interest <http://researchsupport.admin.ox.ac.uk/governance/integrity>.

***Membership of Congregation***

Oxford’s community of scholars governs itself through Congregation which is its “parliament”. You will be a voting member of Congregation. See [www.ox.ac.uk/about/organisation/governance](http://www.ox.ac.uk/about/organisation/governance) as well as [http://governance.admin.ox.ac.uk/legislation/statute-iv-congregation](http://governance.admin.ox.ac.uk/legislation/statute-iv-congregation%20) for further details.

***Family support***

The University offers generous family leave arrangements, such as maternity, adoption, paternity and shared parental leave. Details are available at <http://hr.admin.ox.ac.uk/family-leave-for-academic-staff>. You will have considerable flexibility in the day-to-day organisation of duties in the Associate Professor role. Requests for flexible working patterns will be accommodated as far as possible.

You will be eligible to apply to use the University nurseries (subject to availability of places). For details of the nurseries and how to apply for places, please see <http://childcare.admin.ox.ac.uk/home>.

The University subscribes to My Family Care, a benefit which allows staff to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family Space.

For more details, please see <https://hr.admin.ox.ac.uk/my-family-care>

The Oxford University Newcomers' Club is run by volunteers, whose aim is to help the newly-arrived partners of visiting scholars, of graduate students and of newly appointed academic and administrative members of the University to settle in and to give them opportunities to meet people in Oxford. Further information is available at [www.newcomers.ox.ac.uk/](http://www.newcomers.ox.ac.uk/).

***Welcome for International Staff***

One of Oxford’s great strengths is its truly international body of research and teaching staff from over 140 countries, and we welcome applications from academics across the world. We can help international staff and partners/families make the transition to Oxford. Information about relocation, living and working in the UK and Oxford is available at [welcome.ox.ac.uk](https://welcome.ox.ac.uk/).

If you require a visa, we have a dedicated team to support successful applicants through the immigration process (for Tier 1 and Tier 2 visas) from job offer through to arrival in the UK.

***Relocation***

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

***Promoting diversity***

The University is committed to recruiting and retaining the best people, whoever they are, to ensure equality of opportunity. The Vice Chancellor’s Diversity Fund provides resources for innovative projects to promote diversity.

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, the Oxford University Student Union and external campaign groups.

Please see <https://edu.admin.ox.ac.uk/home> for details.

***Other benefits and discounts for University employees***

The University has a range of facilities and benefits for its staff, including discounted health insurance, sustainable travel schemes, and discounts in local shops and restaurants. Details are available at:

<https://hr.admin.ox.ac.uk/staff-benefits>  
<https://hr.admin.ox.ac.uk/discounts>

**Pre-employment screening**

Your appointment will be subject to the University’s standard pre-employment screening. This will include right-to-work, proof of identity, references, a pre-employment health declaration, and any other checks as applicable to the post. We advise you to read the notes for applicants at <https://www.jobs.ox.ac.uk/pre-employment-checks>

**Length of appointment**

Appointments to Associate Professorships at Oxford are confirmed as permanent on successful completion of a review during the first five years.

The University operates an employer justified retirement age for all academic posts, for which the retirement date is 30 September immediately preceding the 69th birthday.

The justification for this may be found at <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at <https://hr.admin.ox.ac.uk/the-ejra>.

**Data Privacy**

Any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>.

The University’s Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

**College benefits, terms and conditions**

Benefits of the Non-Tutorial Fellowship at Worcester College will be Governing Body membership and full college dining rights: free lunches in the Senior Common Room (of which the Fellow will be a full member) and free dinners at the Common Table in term and vacation (except when the kitchens are closed)

**Probationary period**

The appointment is subject to an initial probationary period of up to five years. Satisfactory completion of this period, through demonstration of competence in teaching and research, and reasonable participation in College administration, will result in appointment to retiring age under the College statutes, subject to legislation in place at the time. If the Fellow should vacate the Associate Professorship, or other University office on which the holding of this Fellowship is dependent, the Fellowship must thereupon be vacated.

**Offer of employment**

Applications for this post will be considered by a selection committee containing representatives from the Department of Engineering Science, the Saïd Business School, and Worcester College. 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 Mathematical, Physical and Life Sciences Divisional Board and the Governing Body of Worcester 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.

**Benefits of working at the University**

## Employee benefits

University employees enjoy generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <http://hr.admin.ox.ac.uk/staff-benefits>

## University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <http://www.sport.ox.ac.uk/home>

## Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <http://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <http://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

## Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care through The Work + Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <http://hr.admin.ox.ac.uk/my-family-care>

## Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <http://childcare.admin.ox.ac.uk/home>

## Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University’s Staff Disability Advisor, see <http://edu.admin.ox.ac.uk/disability-support>.

## Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <http://edu.admin.ox.ac.uk/networks>.

## The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

**ANNEXE**

**PAY SCALE FOR ASSOCIATE PROFESSORS WITH NON-TUTORIAL FELLOWSHIP (AP-NTF)**

**(with effect from 1 August 2019)**

|  |  |  |
| --- | --- | --- |
| **Grade (36S)** | | |
| Scale point | National Pay spine | University Salary (Grade 36S) |
| 11 | 52 | £64,605 |
| 10 | 51 | £62,727 |
| 9 | 50 | £60,905 |
| 8 | 49 | £59,135 |
| 7 | 48 | £57,418 |
| 6 | 47 | £55,750 |
| 5 | 46 | £54,131 |
| 4 | 45 | £52,560 |
| 3 | 44 | £51,034 |
| 2 | 43 | £49,553 |
| 1 | 42 | £48,114 |

1. Saïd Business School operates a points tariff for teaching delivered for the School’s Programmes, as such this post will carry a teaching load of 72-stint points per academic year. (25% of the full academic teaching load, 288 stint points). [↑](#footnote-ref-1)