

## ***Job Description and Selection Criteria***

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|-----------------------|---|
| <b>Post</b>           | Associate Professorship of Engineering Science (Biomedical Imaging)   |
| <b>Department</b>     | Engineering Science   |
| <b>Division</b>       | Mathematical, Physical and Life Sciences  |
| <b>College</b>        | Wolfson College   |
| <b>Contract type</b>  | Permanent upon completion of a successful review. The review is conducted during the first 5 years.   |
| <b>Salary</b>         | University salary from £48,114 p.a. to £64,605 p.a. plus additional benefits including: Governing Body Fellows are paid an annual stipend of £2,672. They are entitled to a common table allowance (meals in College) up to £47.73 per week, plus an entertainment allowance of £641 per year. Each Fellow may apply for an Academic Grant up to £702 per financial year. The College also supports Fellows wishing to purchase homes in the Oxford area and is willing to invest up to £150,000 or 30% of the house price (whichever is lower). An allowance of £2,804 p.a. would be payable upon award of Full Professor title. |
| <b>Vacancy number</b> | 151081  |

## **Overview of the post**

Applications are invited for the post of Associate Professor of Engineering Science (Biomedical Imaging), to be held in the Department of Engineering Science, with effect from 1 October 2021 or as soon as possible thereafter. This is a joint appointment with Wolfson College, where the successful candidate will be appointed to a Non-Tutorial Fellowship with Governing Body Membership.

The successful candidate will join the [Biomedical Image Analysis Cluster](#) of the Institute of Biomedical Engineering (IBME), a research institute of the Department of Engineering Science based at the Old Road Campus, Headington and will add further strength to the IBME's research in this fast-growing area. The successful candidate will conduct original research in the field of Biomedical Imaging and its applications and will hold a doctorate in the general area of biomedical imaging or a cognate discipline.

Applications are sought from across a diverse set of disciplines under the Biomedical Imaging umbrella including, for example -- machine learning in diagnostic and/or interventional radiology; image guidance and monitoring of novel brain therapies; cancer imaging and guidance of novel oncological therapies; and, cardiovascular or trauma imaging. Applications from candidates with a strong computational and/or



translational research background are welcome.

The post holder will be expected to apply for and obtain external funding to enable development of their programme of independent research as well as to develop links with colleagues in the Institute of Biomedical Engineering, departments of the Medical Sciences Division, the OU Hospitals NHS Trust and in other departments across the University, and elsewhere as appropriate.

To assist in setting up research activities, the Department will provide an equipment dowry and 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 laboratory and office space will be provided. The appointee will be given help to apply for grants from research councils, for example through the Engineering & Physical Sciences Research Council (EPSRC) and from industry.

The successful candidate will also assist in the teaching of their subject at both the undergraduate and graduate level. Undergraduate teaching in the department may include lectures and practical classes, and the supervision of undergraduate design and project work (see <http://www.ox.ac.uk/admissions/undergraduate/courses-listing/engineering-science>). Subjects taught at undergraduate level would be expected to be in the general field of biomedical engineering, mathematics, and other areas of engineering, depending on the interests of the appointee. Graduate teaching will involve supervision of MSc and doctoral research students.

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 holds a Departmental Bronze Athena award in recognition of its 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:equality@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 Department on [academic.recruitment@eng.ox.ac.uk](mailto:academic.recruitment@eng.ox.ac.uk), or telephone: +44 (0) 1865 273003. All enquiries will be treated in strict 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/faculties 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**

For the University the post-holder will be expected:

### **Research**

- to engage in original research in biomedical imaging, with an emphasis on any one or more of the following: machine learning in diagnostic and/or interventional radiology; image guidance and monitoring of novel brain therapies; cancer imaging and guidance of novel oncological therapies; and, cardiovascular or trauma imaging;
- 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 duties at undergraduate and graduate level, at a level equivalent to an Associate Professor with a Tutorial Fellowship at a college plus duties that are broadly equivalent to an additional six hours per week during full term: these duties will include undergraduate and graduate teaching, including lectures, classes, laboratory organisation and demonstrating, and project supervision, under the direction of the Head of Department;
- to supervise research students.

### **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.

For the **College**, the post-holder will be expected:

- to attend Governing Body six times a year, act as an adviser to graduate students, and participate in the College Committee system during term-time.

## **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

- (a) a doctorate in the field of Biomedical Imaging or a cognate discipline;
- (b) a proven research record of high-quality research at international level in the area of Biomedical Imaging; demonstrated by previous achievements, *e.g.* publications in recognised journals and conferences;
- (c) the ability to attract research funding and develop an independent programme of research;
- (d) a track record of inter-disciplinary collaboration with clinical and/or biomedical science researchers;
- (e) experience of and ability to teach effectively, both at undergraduate and graduate levels, a wide range of topics within the field of engineering, mathematics and other topics in the context of the MEng Engineering Science course;
- (f) the ability to supervise graduate students;
- (g) excellent interpersonal skills necessary for undertaking pastoral care of students;
- (h) the ability and willingness to undertake the full range of administrative duties both within the Department and the College.

## Desirable

- (i) excellent track record of obtaining research grants;
- (j) experience of research collaborations at national and international level;
- (k) experience of supervising research students;
- (l) experience of or an interest in clinical translational research studies;
- (m) experience of or an interest in developing links with Industry.

## How to apply

Before applying, you may find it helpful to read the information on the application process [here](#).

To apply, visit the [academic vacancies page](#), 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 short list, 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. Wolfson College, working closely with Occupational Health Advisers and the University Disability Advisory Service, aims to optimise the working environment for disabled staff.

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 to date, 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 DF21WOL\_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 <https://hrsystems.admin.ox.ac.uk/recruitment-support>. To return to the online application at any stage, please log back in and click the "My applications" button on the left-hand side of the page.

The deadline for applications is **Monday 12 July at noon**.

Should you have any queries about matters that are not addressed in this document, please contact the Department at [academic.recruitment@eng.ox.ac.uk](mailto:academic.recruitment@eng.ox.ac.uk), or telephone: +44 (0) 1865 273003. Please quote DF21WOL/151081 in 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, and it is anticipated that this will take place online. They will be asked to give a presentation to the Committee as part of an interview process which will take place on Friday 10 September. The interview process is expected to proceed as follows:

**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 is anticipated to be presented online and attended by members of the Selection Committee, and other interested members of the Department (only some of whom will be experts in the specialist field of the appointment).

**AFTERNOON:** The formal interview by the Selection Committee is anticipated to be held online. 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.

Shortlisted candidates will have an opportunity to meet virtually with academics from the Department as well as with 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 specialties, 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 second in the world in the latest *Times Higher Education World University Rankings* for Engineering & Technology. 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 to take a 4-year course 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 600 research students and about 250 postdoctoral researchers. Direct funding of research grants and contracts, from a variety of sources, amounts to an annual turnover of approximately £70m.

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.

Research activities fall into 8 broad headings, though there is much overlapping in practice: Information Engineering (Robotics, Computer Vision and Machine Learning); Control; Thermofluids; Materials and Mechanics; Civil and Offshore; Electrical and Optoelectronic; Chemical and Process; and Biomedical.

## *Biomedical Engineering*

The Institute of Biomedical Engineering (IBME), a research institute of the Department of Engineering Science (<http://www.ibme.ox.ac.uk/>), is situated on the Old Road Campus in Headington (about a mile from the centre of Oxford), close to the Churchill Hospital, the Oxford Cancer Hospital and less than half a mile away from the John Radcliffe Hospitals and the Children's Hospital. Primary activities (and the central administration for the IBME) are based at the Old Road Campus Research Building, with some satellite activities in the Big Data Institute, Botnar Research Centre, and on the Keble Road Triangle site of the Department of Engineering Science. The Associate Professor and their group will be based in the Old Road Campus Research Building which is a modern building (opened in 2008) with excellent laboratory, IT and workshop facilities.

The IBME offers a world-class and vibrant venue for biomedical engineering research and postgraduate research training where engineers and clinicians work together on addressing unmet needs in the prevention, early diagnosis and treatment of major diseases and conditions. The Institute's core mission is to develop novel medical devices, healthcare technologies, and systems capable of delivering substantial healthcare benefit, and to translate new engineering technologies into clinical practice. The Institute won a Queen's Anniversary Prize for its healthcare technology innovation activities in 2015. Oxford biomedical engineering has a sustained track record of translational research and healthcare technology commercialisation which goes back to the 1960s but has been particularly prolific in the last two decades. The Oxfordshire region's life sciences and healthcare innovation system is also recognised as one of the most dynamic in Europe, and provides opportunities for academic-business collaborations, industrial-funded research collaborations, as well as a destination for university research innovations and a trained skilled workforce.

Within the IBME there are currently six research clusters: Biomedical Image Analysis (Professor Alison Noble, Professor Vicente Grau, Professor Jens Rittscher, Professor Daniel Bulte, Dr Ana Namburete), Neurotechnology & Brain Therapies (Professor Tim Denison), Biomedical Signal Processing, Modelling and Instrumentation (Professor Lionel Tarassenko, Professor David Clifton, Professor Stephen Payne and Dr Tingting Zhu), Non-invasive Therapy and Drug Delivery (Professor Constantin Coussios, Professor Robert Carlisle and Professor Robin Cleveland), Biomaterials (Prof. Eleanor Stride) and Regenerative Medicine & Biomechanics (Professor Zhan-Feng Cui, Professor Cathy Ye, Professor Mark Thompson and Professor Amy Zavatsky). In addition, we strive to provide a supportive environment for independent early career researchers which include Royal Academy of Engineering Research Fellows as well as Junior Research Fellows.

The Associate Professor is envisioned to have research activities which mostly fit with the Biomedical Image Analysis research cluster which is a research group of approximately 90 faculty, postdoctoral researchers and postgraduate research students and clinical fellows. Collectively the research cluster has a substantial amount of research funding to support its activities including from UKRI, the European Research Council, the Wellcome Trust, the NIH, the Gates Foundation, CRUK, and the NIHR Oxford Biomedical Research Centre (which has an Imaging Theme). Imaging faculty are also actively involved in the Centre for Doctoral Training in Health Data Science based at the Big Data Institute.

Imaging is widely used across clinical medicine and it is therefore not surprising that the cluster works with most Medical Sciences Division departments including the Nuffield Department of Medicine, Department of Oncology, Radcliffe Department of Medicine, Nuffield Department of Women's and Reproductive Health, the Nuffield Department of Clinical Neurosciences. The cluster also collaborates on translational science with clinical departments in the Oxford University Hospitals NHS Trust from radiology, neurology, cancer, and cardiology, to fetal medicine and gastroenterology. Faculty with an interest in artificial intelligence and machine learning in healthcare, work closely with academic colleagues in Information Engineering (part of the Department of Engineering Science), the Department



of Computer Science, and the Big Data Institute. There are also a wide range of opportunities work with academic colleagues in Engineering, and other departments on novel imaging. The annual Imaging Festival is a well-attended internal networking event that brings together medical imaging groups from across the university.

For a more detailed description of some of the current Biomedical Image Analysis cluster research, please refer to the cluster website <https://eng.ox.ac.uk/biomedical-image-analysis/>.

## **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](http://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)

## **Wolfson College**

For more information please visit: [www.wolfson.ox.ac.uk/](http://www.wolfson.ox.ac.uk/)



There are 39 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.

Founded in 1966, Wolfson is one of the University's largest graduate colleges and distinctive in its academic scope and international reach. Wolfson has grown and evolved over the past 50 years, retaining its founding President Sir Isaiah Berlin's egalitarian ethos of being 'new, untrammelled and unpyramided'. The College provides academic, living, social and pastoral support for over 600 students, studying for both master's degrees and doctorates, and around 110 research fellows, and is renowned internationally for its high standards of support. The College motto is '*Humani nil alienum*' – nothing human is foreign to me'; it is international, interdisciplinary, and secular.

Wolfson is housed in architecturally outstanding buildings, which are set in beautiful gardens beside the River Cherwell in North Oxford. A new and impressive academic wing and auditorium were added in recent years. It has a strong egalitarian and democratic ethos and is increasingly known as one of the most energetic, innovative, and welcoming scholarly communities in Oxford. There is a single Common Room for all members of College, with shared dining facilities and an extremely family-friendly environment and an on-site nursery. Total membership of the College is around 1800. The Governing Body (GB) consists of around 60 Fellows.

## 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**

**Benefits available to all University staff are 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/Faculty 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/faculty 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.

Please see [www.ox.ac.uk/about/organisation/governance](http://www.ox.ac.uk/about/organisation/governance)

and <http://governance.admin.ox.ac.uk/legislation/statute-iv-congregation> 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](http://welcome.ox.ac.uk).

If you require a visa, we have a dedicated Staff Immigration Team to support successful applicants through the immigration process (for Global Talent and Skilled Worker visas) from job offer through to arrival in the UK. This is subject to the eligibility criteria being met for the respective visa routes.

### ***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> and;

- <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***

Please note that 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**

### ***College Benefits***

Governing Body Fellows are paid an annual stipend of £2,672. They are entitled to a common table allowance (meals in College) up to £47.73 per week, plus an entertainment allowance of £641 per year. Each Fellow may apply for an Academic Grant up to £702 per financial year. The College also supports Fellows wishing to purchase homes in the Oxford area, and is willing to invest up to £150,000 or 30% of the house price (whichever is lower).

### ***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 both the Engineering Science and Wolfson 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 Wolfson 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

### AY SCALE FOR ASSOCIATE PROFESSORS WITH NON-TUTORIAL FELLOWSHIP (AP-NTF)

(with effect from 1 August 2020)

| 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                       |