



Job Description and Selection Criteria

Post	Associate Professorship (or Professorship) of Theoretical Biophysics
Department/Faculty	Physics
Division	Mathematical, Physical and Life Sciences
College	St Hilda's College, Cowley Place, Oxford, OX4 1DY
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 £52,815 p.a. plus additional benefits including college housing allowance which is currently £9,756 per year, research allowance of £1,800 per year, and a student entertainment allowance of £400 per year. An allowance of £3,078 p.a. would be payable upon award of Full Professor title.

Overview of the post

The Department of Physics and St Hilda's College are recruiting an Associate Professor (or Professor) of Theoretical Biophysics (widely interpreted to include overlapping areas such as statistical physics, soft matter and the physics of life) to be held in the Department of Physics together with a Tutorial Fellowship at St Hilda's College. This is an opportunity to develop a world-leading research programme in theoretical biophysics. The position focuses on theoretical and computational physics, but candidates whose research includes an experimental component will also be considered. The post is available from 1st September 2024 or as soon as possible thereafter.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Professor Julia Yeomans at julia.yeomans@physics.ox.ac.uk or Professor Ard Louis at ard.louis@physics.ox.ac.uk. Queries about the college side of the appointment should be addressed to the Senior Tutor, Dr Sarah Norman, at sarah.norman@st-hildas.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

The role of Associate Professor at Oxford



Athena
Swan
Silver Award



Race
Equality
Charter
Bronze Award



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/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

The main duties of the post are as follows:

The Associate Professor will develop a world-leading research programme in theoretical biophysics, teach at undergraduate and graduate level, and participate in administration. On behalf of the College they will have responsibility for admission, teaching and pastoral care of students reading degrees in Physics. They will play a role in the running of the College as a charity trustee and a member of its Governing Body.

The successful candidate will hold a doctorate in theoretical physics or a related subject, and will have a proven record of high-quality creative research at an international level. They will be an excellent teacher at undergraduate and graduate level and have the interpersonal skills necessary to engage with students and colleagues at all levels.

For the University the post-holder will be expected:

Research

- to engage in original research in the field of Theoretical Biophysics;
- 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;

- to supervise research students;

Examining

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

Administration

- to participate in the administration of the department as and when requested by the Head of Department.

For the College the post-holder will be expected:

- to share with the other Physics Tutor responsibility for the organisation, oversight and teaching of Physics at St Hilda's College, which includes arranging teaching and termly college exams for undergraduate studying Physics and its joint schools, monitoring students' progress, and writing termly reports on their work;
- to give six weighted hours per week of tuition per week, averaged over the three teams (24 weeks) over the academic year. This may be through tutorials, small classes, or intercollegiate classes;¹
- to take responsibility, with the other Physics Tutor, for all student admissions to the subject, which for undergraduates will include interviewing in the December admissions period (training is required and will be provided) and involvement in outreach and recruitment activities including Open Days;
- to provide pastoral care for St Hilda's College undergraduate students reading Physics (and related joint courses);
- to act as College advisor for some of the College's graduate students in Physics and related subjects (a pastoral role distinct from the supervision of postgraduates which is organised by the Department);
- to engage in advanced study and research and to contribute to the intellectual life and academic activities of the College;
- to participate in the governance of the College, as a Trustee of the College as a Charity, which includes attendance at Governing Body meetings (three per term) and taking an appropriate share in the other committee and administrative work of the College.

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.

¹ Most colleges use a system of weighted hours to assess teaching stint. A singleton tutorial has a weighting of 1.00; a paired tutorial has a weighting of 1.25 and a tutorial of three or more students has a weighting of 1.50.

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 theoretical physics or a related field;
- (b) Proven research record of high quality at international level in theoretical biophysics;
- (c) Ability to attract research funding and develop an independent programme of research;
- (d) Experience of and ability to teach effectively, both at undergraduate and graduate level, a wide range of topics within the field of physics;
- (e) Ability to supervise graduate students;
- (f) Excellent interpersonal skills necessary for undertaking tutorial teaching and the pastoral care of students and for working constructively with colleagues at all levels;
- (g) Ability and willingness to undertake the full range of administrative duties both within the department and the College.

Desirable

- (h) Excellent track record of obtaining research grants;
- (i) An interest in interdisciplinary collaboration within Oxford;
- (j) Experience of research collaborations at national and international level;
- (k) Experience of supervising research students or, for early career candidates, willingness and demonstrable potential ability to do so.

How to apply

To 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. The link for the vacancy is below.

https://my.corehr.com/pls/uoxrecruit/erq_jobspec_version_4.display_form?p_company=10&p_internal_external=E&p_display_in_irish=N&p_process_type=&p_applicant_no=&p_form_profile_detail=&p_display_apply_ind=Y&p_refresh_search=Y&p_recruitment_id=167005

Applications must include the following, with documents uploaded as PDF files with your name and document specification in the filename:

- your full contact details including e-mail address, full postal addresses, and telephone number;
- a covering letter or supporting statement explaining how your application meets each of the

criteria set out above, which should not exceed two A4 pages;

- a full CV, which should not exceed four A4 pages, plus publications list;
- a summary of your current research interests and future research plans, which should not exceed six A4 pages;
- the names and contact details (postal and email addresses and telephone numbers) of *three* referees of international standing in your chosen research area (no more than two of whom should be at the same academic institution). **The referees should be asked to submit their references to aptreferences@physics.ox.ac.uk before the deadline. It is the candidate's responsibility to ensure that letters from referees are received by this date.** *If you would prefer a referee or referees to be approached only with your specific permission or only if you are being called for interview on the final short list, then you should state this in your application, alongside the details of the relevant referee(s). You should provide the names and full contact details of three referees even if you do not wish to contact them yet.*

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 <https://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 interview, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings <https://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.

All applications must be received by **12.00 noon** on the closing date stated in the online advertisement.

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly

recruitment@physics.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk

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

The Department of Physics

We are a vibrant community of scientists who aim to be one of the best physics departments in the world. We pursue state-of-the-art research programmes across a broad front, educate the next generation of physicists to the highest standard, and strive to enhance the public's understanding of the achievements and potential of physics and science more broadly.

The 2021 Research Excellence Framework (REF) exercise conducted by HEFCE showed that Oxford Physics has overall the largest amount of world-leading research of any UK physics department.

Our 125 permanent members of academic staff include experimentalists, observers, modellers and theoreticians working across all major themes of accelerator science, astrophysics, biophysics, physical climate science, fundamental particles, (exo-) planetary science, plasmas, quantum materials, quantum information, and semiconductor devices and photovoltaics. We work in close collaboration with colleagues in many other departments in the University, and in many other institutions both nationally, including the nearby UK national laboratories at Culham and Harwell, and internationally: 75% of our papers have an international co-author. We work extensively with high-tech industry and a number of spin-out companies have been created to commercialise technology developed in the department. We have very substantial technical facilities, including mechanical and electronic workshops, nanofabrication, and materials preparation and characterization.

A distinctive and attractive feature of the Department is the Rudolf Peierls Centre for Theoretical Physics, which accommodates 25 academics working across all areas of theoretical physics including a strong quantum condensed matter group, work on plasma and astrophysical hydrodynamics, and on field theories across disciplines. Currently the academics working in research areas directly related to this position are Professor Ard Louis, whose research focuses on DNA, self-assembly and biological evolution, Professor Julia Yeomans FRS whose current interests include active matter and mechanobiology and, from September 2023, Professor Alexander Mietke, whose research spans a wide range of theoretical biophysics and hydrodynamics. Professor Ramin Golestanian, Director of the Max Planck Institute for Dynamics and Self-organisation, Goettingen, has a part-time appointment in Oxford.

Soft matter and biological research spans a myriad of departments at Oxford. In particular there are close links with the Oxford Biological Physics group (Berry, Contera, Kapanidis, Tucker, Turberfield) whose interests cover a wide range of biophysics including biological and fabricated molecular machines, nanomedicine and scanning probe microscopy, ultra high resolution microscopy, ion channels and synthetic biology and the Oxford Centre for Soft and Biological Matter which brings together faculty working in this area in Physics, Chemistry, Engineering and Mathematics. The commitment of the University to interdisciplinary biosciences across departmental boundaries is exemplified by investment in the Dorothy Hodgkin Centre, with purpose-built laboratories which houses scientists using physical techniques to address biological problems.

Physics admits about 190 undergraduates to our challenging degree programmes each year. They receive a rigorous education from academic staff who are not only world leaders in research but dedicated and talented teachers of the next generation. Most of our undergraduates are studying for the MPhys, which is the main Physics degree, with small numbers taking the joint Physics and Philosophy degree (MPhysPhil) or transitioning in the fourth year to the Mathematical Physics degree (MMathPhys), which is taught jointly with the Mathematical Institute. Overviews of the courses can be found at www2.physics.ox.ac.uk/study-here/undergraduates and mmathphys.physics.ox.ac.uk/

We recruit graduate students from all over the world. Each year about 90 people with outstanding undergraduate records join our research groups to work for a doctorate with leading physicists and make the next step towards becoming a professional physicist themselves.

The strong culture and clear focus of our Outreach programme has been recognised with a number of prizes and awards over the past few years. Over half of our staff at all career stages from graduate student to faculty are actively involved in delivering the programme which has a full-time coordinator. We work with local schools and run lecture series for the general public; and we invented the citizen science applications climateprediction.net and Zooniverse.

We have embarked upon a major infrastructure renewal programme to support our science mission far into the 21st century. The Beecroft Building, the first of four phases of this program, was completed in early 2018. It provides world-class laboratories and extensive office and collaboration space which has been purpose built to accommodate our theorists. The person appointed to this post will benefit from working in this new state of the art facility.

The department is dedicated to the principle of equal opportunities in the workplace and we hold Athena SWAN Silver and JUNO Champion awards. We have a very strong facilitation team who understand the UK science funding system in depth and have a great deal of experience in helping newcomers prepare funding proposals.

For more information about the Physics Department and the Rudolf Peierls Centre for Theoretical Physics please visit <http://www2.physics.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 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 rankings, including the Times Higher Education and QS world rankings. Nationally, the quality of the Division's research outputs and environment, and the resulting impact, was recognised through strong performances in the UK Research Excellence Framework in both 2014 and 2021.

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

St Hilda's College

St Hilda's is one of the constituent Colleges of Oxford University, founded in 1893. The college has equal numbers of men and women students, and maintains a commitment to equality of opportunity with a diverse community at all levels of students and fellows. The College has an academic staff of over 80 Fellows and Lecturers. There are at present approximately 400 undergraduates and 200 graduate students, who study most of the subjects offered by the University. Spectacularly set in four acres of gardens on the banks of the Cherwell at Magdalen Bridge, the College promotes a thriving culture of research and intellectual engagement. Weekday lunches provide a popular time for Fellows to talk to colleagues in their own and other disciplines. During term-time, College Guest Nights are pleasant occasions to which Fellows may bring guests, and at which they may meet a wide range of interesting people. They may also enjoy the amenities of the Jacqueline du Pré Music Building, and the musical events that take place there, including free term-time concerts organised by the Director of College Music.

The College has a very generous group of alumnae who are donors to development projects within the College. Many of them attend various College Societies and other events, and have funded studentships and similar initiatives for students and the College. Research clusters are supported by the College's Research Support Scheme which provides seed funding for innovative interdisciplinary research and research events held by Fellows.

The College Library, which boasts seven reading rooms over three floors, with seating for 158 readers, has extensive holdings in the sciences. The galleried main reading room, dating from 1935, looks out over the River Cherwell and the 'dreaming spires' of central Oxford. The Library also has an unusually large collection of autobiographies, diaries and memoirs, and excellent holdings in both philosophy journals and books.

The Principal of St Hilda's is Professor Dame Sarah Springman CBE FREng. The College has a Vice Principal, and a full-time Senior Tutor, who is also Tutor for Admissions (Undergraduate and Postgraduate). The Tutor for Graduates is responsible for postgraduates already on course, with the help of the College Advisors assigned to each student.

Physics and related fields at St Hilda's College

Physics is a central subject area at St Hilda's. The successful candidate will build upon the existing strengths in Physics and in related subjects that St Hilda's has a long and proud history of developing. The appointee will share responsibility for the Physics students with Professor Claire Gwenlan. Professor Gwenlan and the appointee will be ably supported by College Lecturers and external tutors. St Hilda's admits 6 undergraduates in Physics and Physics and Philosophy per year. There are also several graduate students studying the various branches of the subject. In addition to regular subject events, the college is able to enhance the experience of Physics students through generous travel grants and excellent library resources. Additional material about the College, including the research interests of Fellows and Lecturers, can be found at the St Hilda's web site: www.st-hildas.ox.ac.uk. For further details about the college side of the post please contact the Senior Tutor, Dr Sarah Norman (sarah.norman@st-hildas.ox.ac.uk).

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 a large number 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), and regularly creates spinout companies based on academic research generated within and owned by the University. 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, who 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

University Benefits, Terms and Conditions

Salary

The University component of the salary will be on the scale for Associate Professors, (£44,296 - £59,479). The combined College and University salary will be on a scale up to £70,918 per annum.

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

Associate professors who are awarded the title of full professor receive an additional allowance (unless they already receive additional recruitment or retention payments at that level or above) see [Recognition of Distinction | HR Support \(ox.ac.uk\)](http://www.ox.ac.uk/about/organisation/finance-and-funding); and they will be eligible for consideration in subsequent regular exercises for professorial merit pay (unless they already receive additional recruitment or retention

payments in excess of the level of award) see [Professorial Merit Pay | HR Support \(ox.ac.uk\)](#). These awards do not result in any change to the duties of the post-holder.

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 <https://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 <https://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

<https://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 <https://www.ox.ac.uk/about/organisation/governance> and

<https://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 <https://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 <https://childcare.admin.ox.ac.uk/home>.

The University subscribes to Work and Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, online

support and informative webinars in addition to the ability to book emergency childcare through their online service Bubble. 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 <https://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.

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>

<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://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 (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at:

<https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

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

As a Tutorial Fellow of St Hilda's College, the person appointed will receive the following additional benefits from St Hilda's College:

- Accommodation allowance: £9,756, per annum (effective August 2022);
- Research and travel allowance: up to £1800 per annum;
- Entertainment allowance: up to £400 per annum;
- Entitlement to lunch and dinner in College without charge when the kitchens are open (approx. value £1495 per annum);
- Membership of the Senior Common Room;

Accommodation may be available within the College for single occupancy. For a non-residential Fellow, a teaching room will be provided in the College free of charge.

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both the Department of Physics and St Hilda's 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 St Hilda's 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 38 days' paid holiday, 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 <https://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 and <https://www.sport.ox.ac.uk/>.

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 <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://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 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 <https://hr.admin.ox.ac.uk/my-family-care>

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 <https://childcare.admin.ox.ac.uk/>

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 <https://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 <https://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.

Appendix: The Tutorial Fellowship

General Template of Duties for Tutorial Fellows in Oxford Colleges

1: Introduction

A Tutorial Fellowship represents the College side of a joint appointment, i.e. an appointment which involves a College component and a University component. The University side is represented by an Associate Professorship. The appointee is selected and funded jointly by the College(s) concerned and by the relevant division of the University. The joint appointment system is an unusual arrangement in research-intensive universities. Its central feature is that academics of major research reputation are attached to particular Colleges as Tutorial Fellows, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of very able undergraduates in tutorials (teaching sessions with one, two, or three students) and small classes, monitoring their progress individually over the whole of their course. They also have responsibility for advising a certain number of graduate students in their subject area within their College. Tutorial Fellowships thus hold a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the main features of Tutorial Fellowships, and the expectations that Colleges will generally have of Tutorial Fellows.

The duties of a Tutorial Fellow are not confined to the College. All have an obligation as members of a department or faculty to contribute to research and teaching, and this will usually include lecturing, class teaching, supervision of graduate students and University examining alongside contributing to an internationally excellent research environment. As Associate Professors, the holders of joint appointments will also be expected to contribute to discussion and governance in their faculty or department, serving on committees, revising teaching syllabus materials and reading lists, and taking on administrative roles as needed. All Tutorial Fellows are also members of Congregation, the sovereign legislative body within the University, and have a right to vote on matters before Congregation.

2: Research

The Colleges have the same interest as departments and faculties in seeking to appoint to Tutorial Fellowships academic staff whose research is or has the potential to be of international standing, and a Tutorial Fellow will be required by the College to engage in research and publication at the highest level. The Colleges and the University work together to appoint outstanding researchers who are willing and able to engage in undergraduate and graduate teaching, student support and pastoral work, and administrative duties. Colleges offer extensive support for research, funding regular sabbatical leave and providing a system of allowances, together with rooms and library facilities, all within a welcoming, interdisciplinary community.

3: Teaching and support

Those appointed to Tutorial Fellowships are required to perform for the College or for the benefit of the College the stint of undergraduate tutorial teaching specified in their contract or job description, under the general oversight of each College's Senior Tutor. The timing of tutorials and the exact numbers of students in each tutorial group are usually matters for the individual tutor, though each College will have established conventions, and the Senior Tutor and subject colleagues will provide advice and examples of past good practice including arrangements such as intercollegiate teaching exchanges which are commonly used to provide expert coverage of different aspects of (or subjects within) a discipline. Tutorial teaching is not the same as lecturing: the intention is to engage the students in small groups in intellectual interaction and creative dialogue so as to help them develop an independent, critical, and well-informed approach to their discipline. This approach is underpinned by regularly setting written work, typically weekly essays or problem sheets supported as necessary with recommended reading. Assessment and feedback on that written work is given by the tutors orally during the tutorials as well as by more conventional written comments or marking. Appointees should have the qualities required to relate effectively to students and their academic and personal needs.

Tutorial Fellows are generally assigned sole or joint tutorial responsibility for a defined group of students in their subject area within their College. This work typically involves the following tasks to support the students' education:

- (a) arranging tutorial and/or class teaching for each student in each term, whether the teaching is done by the tutor or another, and ensuring that teaching is of an appropriate standard;
- (b) monitoring students' progress through termly written reports, and by means of collections (regular tests of performance) and/or assessment of vacation work;
- (c) pastoral support of undergraduates reading the subject in question;
- (d) interviewing candidates who apply to read the subject at the College, including arranging for help from other suitable interviewers and making the final selection of who should be admitted;
- (e) writing references for students, and directing them to appropriate careers advice;
- (f) recommending and selecting books and online materials for their subject area in the College Library;
- (g) delegating responsibilities (a)-(f) above when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

Tutorial Fellows are supported in these tasks by the administrative staff of the College and by the College Officers.

Tutorial Fellows normally do their tutorial teaching in rooms provided for them in Colleges or in their Departments or Faculties and should be easily contactable through their Colleges during Term (although it is recognised that conferences and other commitments may mean that Tutorial Fellows are sometimes away from Oxford for short periods in Term).

Oxford Colleges offer strong pastoral support to all their students. Here Tutorial Fellows play a key role, not only for their own undergraduates as indicated above, but also by acting as 'College Adviser' in College for a number of graduate students in their disciplinary area (this being additional to the formal academic supervision of research students arranged by the University with a suitable expert very possibly from another College). While Tutorial Fellows are often the first point of contact for students who are having difficulties, there are, of course, experts available when professional help is needed. Tutorial Fellows work closely with College Officers and with staff with appropriate medical and welfare training to ensure that students are supported appropriately and referred to professional services if that is necessary.

4: College Governance

Oxford Colleges are self-governing communities with wide responsibilities. Tutorial Fellows are normally members of College Governing Bodies, the sovereign bodies of Colleges. They are usually Charity Trustees as well as employees. In many Colleges, major College Officerships (Senior Tutor, Tutor for Admissions, Tutor for Graduates, Dean) are held by Fellows specially appointed to undertake those roles on a full-time basis. However, in some Colleges, such officerships are taken on by Tutorial Fellows on a full-time or part-time basis for agreed limited periods in return for additional stipend and/or a specified remission of tutorial teaching duties. In these various ways, Tutorial Fellows are expected to contribute to the governance and running of their Colleges, though Tutorial Fellows will not normally be asked to take on significant administrative duties in their probationary period (or in the first five years, if their probationary period is shorter than that).

ANNEXE

PAY SCALE FOR ASSOCIATE PROFESSORS WITH TUTORIAL FELLOWSHIPS (APTF-U)

(with effect from 1 August 2023)

Grade (30S)				
Scale point	National Pay spine	University Salary	College Salary	Total Salary
11	52	£59,479	£11,439	£70,918
10	51	£57,750	£11,107	£68,857
9	50	£56,073	£10,784	£66,857
8	49	£54,443	£10,471	£64,914
7	48	£52,862	£10,167	£63,029
6	47	£51,327	£9,871	£61,198
5	46	£49,836	£9,585	£59,421
4	45	£48,390	£9,306	£57,696
3	44	£46,985	£9,036	£56,021
2	43	£45,621	£8,774	£54,395
1	42	£44,296	£8,519	£52,815