



## Job Description and selection criteria

<b>Job title</b>	Postdoctoral Researcher x3
<b>Division</b>	Social Sciences
<b>Department</b>	Sociology
<b>Location</b>	42-43 Park End Street, Oxford, OX1 1JD
<b>Grade and salary</b>	Grade 7: £36,024 - £44,263 per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term for two years in the first instance with a start date of January 2024 or as soon as possible thereafter
<b>Reporting to</b>	Professor Man-Yee Kan (Principal Investigator)
<b>Vacancy reference</b>	

### The roles

We are seeking three outstanding researchers to work in the areas of Gender, Time Use, Life Course, and the Family with Professor Man-Yee Kan.

The Postdoctoral Researchers will work in the European Research Council funded project **GENTIME: Temporal Structures of Gender Inequalities in Asian and Western Welfare Regimes** (<https://www.gentime-project.org/>), led by Man Yee Kan (Principal Investigator). GenTime is a study of gender inequality in trends and patterns of time use across East Asian and Western societies. The project employs time diary data, time series, and longitudinal survey data.

The successful candidates should be able to work on one or more of the following topics: 1) timing and schedules of paid work, unpaid work, and leisure; 2) impacts of technology and flexible-working arrangements on the gender division of labour; 3) gender differences in leisure and rest time; 4) changes in time use over the life course; and 5) the consequences of time use on well-being, satisfaction, fertility, and other family and employment outcomes.

The Postdoctoral Researchers will be expected to engage in advanced independent research within the remit of the project. They will be expected to publish research of an internationally excellent standard, and to participate fully in the academic life of the research group and Department.



## Responsibilities

- To support and collaborate with the PI in data preparation, data analysis, writing up and other aspects of her work related to this ERC project;
- To act as a source of information and advice to other members of the research group and assist with day-to-day research, e.g. helping to develop work plans, monitoring progress and highlighting risks or issues as appropriate;
- To keep detailed, accurate and comprehensive records of work performed and communicate developments and results to PI and colleagues on a regular basis at team and individual meetings;
- To undertake appropriate administrative/organisational duties within the group when required such as organizing research meetings, conference sessions and reporting to the funders;
- To work independently and manage own academic research and administrative activities, prioritising and coordinating aspects of research and administrative work to meet deadlines;
- To publish research of an internationally excellent standard;
- To represent the research group at internal and external meetings/seminars and present papers at conferences and public meetings;
- To carry out collaborative projects with colleagues in partner institutions, and research groups, within the remit of the ERC project;

## Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: [www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

## Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service (OHS), and the offer of employment will be subject a successful outcome of this assessment.

- Travel outside of Europe or North America on University Business

## Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- Collecting and analysing sensitive data. The successful candidate will not be able to be paid by any third parties with pharmaceutical interests for the duration of this work and a University security screening (eg identity checks) will consequently be carried out to verify this.

## **Selection criteria**

### **Essential selection criteria**

- The successful candidates will hold or be close to completion of a PhD in sociology, social policy, demography, economics, or another relevant discipline.
- Have strong skills in quantitative research methods, particularly in sequence analysis and/or panel data analysis;
- Have experience in analysing time use data or other large scale survey data;
- Have an interest in conducting comparative research involving East Asian countries, (ideally in China, Japan, South Korea and/or Taiwan);
- Be familiar with academic literature about the gender division of labour;
- Be able to work independently and also to collaborate with colleagues;
- Have excellent communication skills, including English language skills, the ability to write for publication, present research results, and represent the research group at meetings;
- Show outstanding promise as a scholar in their field;
- Have a commitment to your own professional development.

### **Desirable selection criteria**

- Experience with cross-national comparative research;
- Experience of conducting research involving one or more of the following countries: China, Japan, South Korea and Taiwan;
- Language skills in Chinese, Korean or Japanese.

## About the University of Oxford

Welcome to the University of Oxford. We 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.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation).

## The Department of Sociology

Sociology at Oxford has a strong analytical, empirical and international orientation. Focus is on developing and testing theories that engage with real world problems. Particular strengths include demography, life course research, family sociology, international comparative research, criminology, collective action, political sociology and gender. The Department of Sociology was established in 1999 to provide a renewed focus for sociological research and teaching in the University.

The international reputation of Oxford Sociology remains widely recognised. Sociology has been ranked the first in Europe (and fourth in the World) according to QS Rankings by Subject for many years. It has six Fellows of the British Academy and has been highly successful, given its size, in generating external research income. Oxford has a long and distinguished history of sociological research. There is a very strong research culture within the Department, with two weekly Sociology seminar series running during term.

As well as undertaking cutting-edge research and hosting the interdisciplinary Leverhulme Centre for Demographic Science (LCDS), the Department carries out the full range of postgraduate teaching and research, provides teaching and support for undergraduate courses administered by other departments, and has around 60 staff and around 100 graduate students and academic visitors. The Department offers two taught courses: a one-year MSc in Sociology and a two-year MPhil in Sociology and Demography, which together have an intake of about 30 students per year. In addition, around 15 doctoral students are admitted each year. The Department of Sociology also offers teaching for the undergraduate degree programmes in Human Sciences, and Philosophy, Politics and Economics (PPE).

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award.

For more information, please visit our website at [www.sociology.ox.ac.uk](http://www.sociology.ox.ac.uk)

## Social Sciences Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,000 academic and research staff working across fifteen departments, faculties and schools. The Head of the Social Sciences Division is Professor Tim Power.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings placed the University of Oxford as number one in the world for Social Sciences in 2018 and 2019. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, accounting for more 4\* research than any other institution. Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance and justice. As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year. As part of our commitment to equality of opportunity, eight of our departments have achieved bronze Athena SWAN awards: the Blavatnik School of Government, Economics, Education, International Development, Law, Geography & the Environment, Anthropology & Museum Ethnography and the Saïd Business School, with all our other departments either in the process of applying or scheduled to do so shortly.

The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally-oriented provision in areas such as business, law and education. The Division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science.

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

## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>. Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of 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).

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

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## Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

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## If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>  
If you require any further assistance please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk).  
To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

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

## Important information for candidates

### 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>.

## **The University's policy on retirement**

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, 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 **grades 1–7** 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.

## **Equality of opportunity**

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

## 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 [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/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 [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

### 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 [www.welcome.ox.ac.uk](http://www.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 [www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/).

### 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, 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 [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/).

### 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 [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/).

### 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 [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff).

### 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 [www.admin.ox.ac.uk/eop/inpractice/networks/](http://www.admin.ox.ac.uk/eop/inpractice/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).