



Draft Job Description and Person Specification

Post	Associate Professorship of Cardiovascular Imaging using Machine Learning at Population Scale
Department	Joint appointment within the Radcliffe Department of Medicine and the Nuffield Department of Population Health
Division	Medical Sciences Division
College	Keble College
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	Associate Professor Grade 36S: £52,815 - £70,918 per annum, plus substantial additional benefits including college dining rights and academic allowance. An allowance of £3,078 p.a. would be made upon award of the title of Full Professor. If appointed to a clinical post your salary will be based on your years of seniority on the Consultant Pay Grade A82, plus any applicable NHS merit awards.

Overview of the post

The post will provide leadership in research in the field of Cardiovascular Medicine. You will be an internationally competitive and innovative non-clinical or clinical scientist of the highest calibre, whose ultimate research goal is to improve human health. You will ensure the further development of translational research into human health and will contribute to sustaining and furthering the environment of academic excellence within RDM/CVM and NDPH.

The Radcliffe Department of Medicine (RDM) with its Division of Cardiovascular Medicine, and the Nuffield Department of Population Health (NDPH), with its Big Data Institute, all at the Medical Sciences Division, University of Oxford, are seeking to appoint an Associate Professor in Cardiovascular Imaging using Machine Learning at Population Scale, from as early a date as can be arranged. This will be a joint appointment between both departments, formally held in the Division of Cardiovascular Medicine, Radcliffe Department of Medicine, and primarily based in the Big Data



Athena Swan
Silver Award



Race Equality Charter
Bronze Award



Institute. The post is associated with Keble College and the successful candidate will hold a non-tutorial Fellowship at the College.

In recent years, enormous advances have been made in cardiovascular imaging, in particular in the areas of artificial intelligence and machine learning analysis of images, and in analysing such images at large scale (e.g. in the UK Biobank Imaging Study), linked to multimodal clinical datasets. You will have an established track record in these areas. The University of Oxford already has world-leading groups working in related fields, such as in the Oxford Centre for Clinical Magnetic Resonance Research (OCMR; for MRI), the Acute Multidisciplinary Imaging and Intervention Centre (AMIIC; for CT), and the Clinical Cardiovascular Research Facility (CCRF; for echocardiography), and in the Big Data Institute (BDI; which focuses on focussed on excellence in data science and quantitative analysis of large scale multimodal biomedical data). There are also major opportunities for collaboration with other leading programmes, e.g. within the University's Departments of Mathematics, Statistics, Engineering and Computer Sciences. We are now advancing these efforts by creating a new senior position that will focus on the integration of large-scale cardiovascular image analysis with machine learning methods, other Big Data sources, and, potentially, multi-Omics platforms.

The post will be situated within two highly successful Departments (RDM and NDPH), which have outstanding track records of supporting the best scientists in advancing their research and careers. Oxford hosts 7 British Heart Foundation (BHF) Professors, a [BHF Centre of Research Excellence](#), and an [NIHR Biomedical Research Centre](#) with specific research themes in cardiovascular disease, imaging and data science. The cardiovascular research community is a rich network in Oxford, which includes a wide range of research groups and staff across multiple Departments and Divisions. You will be expected to develop a world-leading research programme, including regularly publishing impactful manuscripts, attracting substantial external grant funding and supervising DPhil students. There is no other formally required teaching commitment.

This post is available as either a clinical or a non-clinical position. If appointed to a clinical post you must be medically qualified and will be a clinician at NHS consultant/honorary consultant level.

Queries about the post should be addressed to the Head of the Division of Cardiovascular Medicine, Professor Stefan Neubauer (Stefan.neubauer@cardiov.ox.ac.uk) or the Head of the Big Data Institute, Professor Cecilia Lindgren (Cecilia.lindgren@bdi.ox.ac.uk).

Candidates may also contact the Senior Tutor at Keble College, Dr Alisdair Rogers (ali.rogers@keble.ox.ac.uk).

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

The two departments and Keble College embrace diversity and inclusion in their recruitment campaigns, and would welcome applications from candidates currently underrepresented in senior roles in the University, particularly women, candidates of colour and disabled candidates. The University of Oxford actively promotes and supports flexible working across sites. While previous post holders have generally been employed on a full-time basis, we would be open to applications on a part-time or job-share basis, and can potentially offer flexibility in terms of the number of hours worked, the schedule for working them, and the location of work (working from home, compressed hours, flexitime).

Both departments hold a Silver Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality and create a better working environment for both men and women. 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 silver award at institutional level. Contact equality@admin.ox.ac.uk for further information about Athena SWAN at the University of Oxford.

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/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.

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.

The position is 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

You will report to the Head of the Radcliffe Department of Medicine (currently Professor Keith Channon), with additional line management responsibilities to the Head of the Nuffield Department of Population Health (currently Professor Rory Collins), the Head of the Division of Cardiovascular Medicine (currently Professor Stefan Neubauer) and the Head of the BDI (currently Professor Cecilia Lindgren). The post will physically mostly be based in the BDI, but will closely integrate with researchers at the Division of Cardiovascular Medicine.

The main duties of the post are as follows:

For the Radcliffe Department of Medicine and the Nuffield Department of Population Health

Research

You will be expected to make a significant contribution to cardiovascular research (Cardiovascular Imaging using Machine Learning at Population Scale) under the supervision of the Heads of RDM, NDPH, Cardiovascular Medicine and the BDI, and

- to engage in original research in the field of cardiovascular medicine with an emphasis on data science, in particular related to cardiovascular imaging and machine learning at population scale. The focus of the research should fit with the Division's research priorities, with a particular emphasis on developing new capabilities and approaches.
- to secure external research funding and engage in the management of research projects;
- to disseminate your research through publication in peer-reviewed scholarly journals, participation in international conferences and seminars, and through other media;
- to engage in knowledge transfer activities.

Examples of research activities already available in the Departments, with whom you may interact, include, but is not limited to:

- Cardiovascular genetics
- Heart muscle disease
- Endothelial function and vascular biology
- Nitric oxide/oxidative stress signalling in cardiovascular disease
- Cardiac development
- Clinical or experimental cardiac MR imaging or spectroscopy
- Clinical or experimental cardiac CT imaging
- MR imaging of vascular function and disease
- Development of molecular imaging techniques
- Machine Learning in relevant fields
- Machine Learning and computer vision
- Wearable sensors and cardiovascular outcomes
- Automated image analysis for common chronic diseases
- Health data epidemiology
- Statistical machine learning for health data research

Teaching

You will be expected to supervise DPhil students, post-doctoral scientists and research assistants.

Examining

You will be expected to take part in University examining as and when requested to do so.

Management and Administration

You will be required to co-operate in the administrative work of the Departments in both term and vacation under the direction of the Heads of Department or any such person nominated. You will also be required to undertake such other duties as may from time to time be determined by the Head of Departments or any such person nominated, and to take an active role in departmental life.

Clinical

If appointed to a clinical post you will undertake clinical, administrative and other hospital duties as agreed by the divisional board and the NHS.

For Keble College:

The successful appointee will hold a Fellowship by Special Election at Keble College which does not require any additional responsibilities. The Fellow will be encouraged to take part in the College's academic and social life and may be invited to act as a college advisor to a small number of graduates. They may also be asked to assist with interviews for undergraduate admissions in Medical Sciences and help source teaching for undergraduates in the clinical part of their course.

Hazard-specific / Safety-critical duties

This job *may* include hazards or safety-critical activities, which will require successful pre-employment health screening through our Occupational Health Service before you will be allowed to start work.

Selection Criteria

You will demonstrate the following.

Essential

- A higher degree (DPhil/PhD) in a relevant area of research;
- A proven strong research track record in the areas of Cardiovascular Imaging/Population Scale Research/Machine Learning (ideally, but not necessarily, in all three areas), including a record of substantial publications, significant grant funding, and successful student supervision.
- Evidence of a substantial and realisable research plan, which will complement the department's research strategy in data science;
- Evidence of attracting independent research funding;
- Research leadership, and future potential for greater leadership roles;
- Evidence of successful and caring mentorship of teams and trainees;
- Productive interactions and collaboration with other scientists and clinicians, between clinical and basic science contexts; and demonstrable ability to work in multi-disciplinary teams.
- Research interests that complement the current major research themes of CVM and the BDI, with an emphasis on new capabilities;
- Excellent interpersonal skills necessary for undertaking teaching in the tutorial context and the pastoral care of students;
- Ability and willingness to undertake the full range of administrative duties within the departments and College;
- Demonstrable communication, interpersonal, time management and organisational skills necessary to undertake pastoral responsibilities, with a willingness to participate in and assist in College life and governance;
- Commitment to promoting awareness and understanding of equality, diversity, and inclusion, and embedding these principles among staff and students;
- If appointed to a clinical post you must be a practising clinician at NHS consultant level, GMC registered and a Member, or Fellow, of the relevant Royal College. The post must be held in conjunction with an honorary (non-stipendiary) consultant contract with the relevant NHS Trust.

Desirable

- A record of research prizes and honours;
- Evidence of inclusive leadership through the promotion and endorsement of equality, diversity and inclusion policies, projects, and the active advancement of equality of opportunity.
- Experience working with industry.

The University of Oxford is a proud signatory to the San Francisco Declaration on Research Assessment (DORA), which means all hiring, tenure and promotion decisions will evaluate applicants on the quality of their work, not the impact factor of the journal where it is published.

How to apply

To apply, visit

https://my.corehr.com/pls/uoxrecruit/erg_jobspec_details_form.jobspec?p_id=167924, 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 will also be asked to upload a CV and a supporting statement. 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 education or employment.

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 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 <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.

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

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

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

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.

THE HOSTING INSTITUTIONS:

1. Big Data Institute (BDI)

Research at the [Big Data Institute \(BDI\)](#) focuses on the analysis of complex data to understand the causes, prevention and treatment of disease. It aims to develop, evaluate and deploy efficient methods of analysing information for large clinical research studies in order to identify the associations between lifestyle exposures, genetic variants, infections and health outcomes around the world. Areas of research include genomics; population health; infectious disease surveillance; and methodology such as informatics, statistics, and engineering. The BDI's work spans traditional departmental boundaries and scientific disciplines and is supported by technical resources capable of handling vast quantities of data.

2. Division of Cardiovascular Medicine

CVM comprises approximately 170 people across a range of staff groups and locations and has a total turnover of approximately £10.5M per annum of which external grants amount to around £6.7M on a total grant portfolio of around £45M. Professor Neubauer is the Head of the Division of Cardiovascular Medicine.

In the 2014 Research Excellence Framework (REF) results the Division, together with colleagues from stroke research, received the highest quality rating of any cardiovascular medicine return in the country (53% of the Division's work was rated in the highest category 4*, defined as 'world-leading' and a further 39% was rated 3*, i.e., 'internationally excellent').

The molecular genetics and model organism programmes are based in laboratories at the [Wellcome Centre for Human Genetics \(WCHG\)](#) and close links are maintained with the epidemiological work of the [Clinical Trials Service Unit \(CTSU\)](#) in the adjacent building (both on the Churchill site). CVM's base, together with laboratories for molecular and cellular studies, is housed in the West Wing of the John Radcliffe Hospital. Clinical research is also based at the John Radcliffe, currently largely focused around the [Oxford Centre for Clinical Magnetic Resonance Research \(OCMR\)](#), the [Cardiovascular Clinical Research Facility \(CCRF\)](#), and the Acute Multidisciplinary Imaging and Intervention Centre. ([AMIIC](#)).

For more information please visit the [CVM website](#).

3. Radcliffe Department of Medicine (RDM)

The Radcliffe Department of Medicine (RDM) within the Medical Sciences Division is one of the largest departments in the University of Oxford. Headed by Professor Keith Channon, RDM is a multi-disciplinary department which aims to tackle some of the world's biggest health challenges by integrating innovative basic biology with cutting edge clinical research. The Department was formed in 2012 and comprises:

- The Division of Cardiovascular Medicine (CVM)
- The Investigative Medicine Division (IMD)
- The Nuffield Division of Clinical Laboratory Sciences (NDCLS)
- The Oxford Centre for Diabetes, Endocrinology and Metabolism (OCDEM)
- The majority of research groups from the MRC Weatherall Institute of Molecular Medicine (WIMM)

The Department has internationally renowned programmes in a range of areas, including cardiovascular sciences, diabetes and endocrinology, immunology, haematology and pathology. Our work is underpinned by excellence in molecular medicine, stem cell biology, genomics and clinical laboratory science.

The Department employs in the region of 615 staff, has around 140 postgraduate research students and has an annual turnover of around £57m of which £38m is externally funded grants and contracts.

RDM supports a culture that is inclusive and supportive of all members, including those with caring responsibilities and those who work flexibly for other reasons. We are proud to be a [family friendly department](#), and are committed to creating a working environment that offers opportunities for working parents/carers to achieve their professional goals and develop their careers without having a detrimental effect on family life.

The Department is committed to promoting a diverse and inclusive community. We encourage applications from suitably qualified, experienced, and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity. We embrace our differences, and you are very welcome at RDM, without the need to hide any part of who you are. For more information see the RDM's [EDI website](#)

For more information on the Department please visit the [RDM website](#).

4. Nuffield Department of Population Health

Oxford Population Health (the Nuffield Department of Population Health) provides an excellent environment for multi-disciplinary research and teaching and for professional and support staff. We work together to answer some of the most important questions about the causes, prevention and treatment of disease.

The Department has around 900 staff, students and academic visitors working in a number of world-renowned population health research groups, including the Clinical Trial Service Unit and Epidemiological Studies Unit (CTSU), the Cancer Epidemiology Unit (CEU), the National Perinatal Epidemiology Unit (NPEU) and other groups working on public health, health economics, ethics and health record linkage. It also hosts Oxford University's Big Data Institute.

In the 2021 Research Excellence Framework (REF), 96% of the research output submitted to Unit of Assessment 2: Public Health, Health Services and Primary Care, was ranked 4* (world-leading in terms of originality, significance and rigour) or 3* (internationally excellent in terms of originality, significance and rigour). About two-thirds of the returned researchers (and most of the examples of impact) were in Oxford Population Health, with the remainder in the Nuffield Department of Primary Care Health Sciences. We scored particularly well for having an environment that is conducive to producing research of world-leading quality and enabling outstanding impact, in terms of its vitality and sustainability.

In addition to research activities, the Department is home to the MSc in Global Health Science and Epidemiology, the MSc in Clinical Trials, and a variety of short courses. There are also about 100 students undertaking research for DPhil degrees. Teaching is provided for undergraduates reading for Medicine and for public health doctors in specialist training.

We are committed to fostering an inclusive culture that promotes equality, values diversity and creates a working, learning and social environment in which the rights and dignity of all our staff and students are respected. We have four groups working to develop our understanding of equality, diversity and inclusion and to assess and improve our approach: Gender Equality, Race Equality, LGBT+ Equality and Disabled People's Equality. For more information see the NDPH's [EDI website](#).

For more information please visit the [Oxford Population Health website](#).

The Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

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

Keble College

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.

Keble College was founded in 1870 and is one of the larger colleges in the University, with a total of over 1000 students, roughly balanced in numbers between undergraduates and graduates. The main College site is located in Parks Road, opposite the University Museum and near the Science Area. There is also a graduate centre, the H B Allen Centre, found just to the north of the main site on Banbury Road and opened in 2018.

The college's founders intended not only that it should carry forward the aims of John Keble and the Oxford Movement, but also that its foundation would enable the University to open its doors to a wider social mix of undergraduates than was possible at the time. This remains one of the college's commitments, alongside the encouragement of excellence in teaching and research, and the development of the full potential of all its members.

There are currently around 50 Fellows drawn from the University's four main Divisions. Those whose research interests may be cognate with the Associate Professorship include Professor Alfonso Bueno Orovio (Computational Biology and Health Informatics), Professor Bernardo Cuenca Grau (Artificial Intelligence) and Professor Gesine Reinert (Statistics and Bioinformatics). In Medical Sciences Division there are three Professorial Fellows, Professor Chas Bountra (Translational Medicine), Professor Rob Klose (Genetics) and Professor Jeremy Tomlinson (Metabolic Endocrinology), and two Tutorial Fellows, Dr Simon Butt (Neuroscience), and Professor Ulrike Gruneberg (Molecular cell Biology). The Warden, Dr Sir Michael Jacobs, was previously Clinical Director of Infection at the Royal Free Hospital.

The College welcomes and expects the active participation of fellows in all aspects of college life. The fellowship is non-stipendiary, but the appointee will be eligible for a small academic allowance. There are no teaching duties for the College. Keble may expect them to share in being College adviser to graduate students in relevant subjects (a small entertainment allowance is payable to assist in this). Regular interdisciplinary graduate discussion evenings are already held with the purpose of promoting greater science/arts understanding and the College hopes that professorial fellows will assist in fostering this culture within the college. They may apply to the College's Research Committee for funding to support workshops, symposia, and visiting academics. They will be a full member of the Senior Common Room and be entitled to free meals in college whenever the kitchens are open. The College is currently not able to provide non-tutorial fellows with rooms in

college. However, the person appointed will be able to book rooms in college for teaching and other academic activities. Keble is well-equipped with teaching rooms and public rooms, including the new facilities at the H B Allen Centre. The appointee may join the college's health insurance scheme at their own cost.

For more information please visit: <https://www.keble.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 of University research staff. Research at Oxford combines disciplinary depth with an increasing focus on interdisciplinary 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

Associate Professor Grade 36S: £52,815 - £70,918 per annum, plus substantial additional benefits including full dining rights. An allowance of £3,078 p.a. would be made upon award of the title of Full Professor. If appointed to a clinical post your salary will be based on your years of seniority, plus any applicable NHS merit awards.

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 \(ox.ac.uk\)](#); 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 or (for clinicians) the National Health Service Pension Scheme (membership of NHSPS is only available under certain circumstances). Details are available at <https://finance.web.ox.ac.uk/uss>. Further details of NHSPS can be found at <https://finance.web.ox.ac.uk/nhsps>.

Standard duties and place of work

If appointed to a clinical post, under conditions agreed upon between the Board of the Medical Sciences Division and appropriate agents of the NHS, you will perform such clinical, administrative and other duties in the hospitals or general practices associated with the University as the divisional board may determine or approve, under the direction of the head of the department.

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.

Medical Defence Society

If appointed to a clinical post, you will be required to belong to a medical defence society if you are involved in private practice (see below), and it is strongly recommended that if you are not involved in private practice, you maintain at least the basic cover provided by such bodies.

Private practice

You will be permitted to engage in private practice in the hospitals in Oxford on such terms as the Medical Sciences Board may from time to time determine, provided that such private practice:

(i) shall be undertaken only in your name;

(ii) shall be subject to the same general arrangements as govern the holding of consultancies and outside appointments by university employees.

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>.

If appointed to a clinical post, please note that NHS Trusts will not allow honorary contract holders to commence clinical contact with patients unless documentary evidence is produced of Hepatitis B status, BCG vaccination/TB immunity, and Rubella immunity. You would therefore be required to produce such documentary evidence.

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 academic posts of 30 September immediately preceding the 70th 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

The Fellow will be entitled to all meals free of charge at the common table, when the College kitchens are open. The Fellow will be able to draw on an academic allowance (currently £1537 per annum), which may be used for the purchase of books or other activities supporting teaching or research.

Keble has a Small Research Grants scheme, designed particularly to support the commencement of new research project areas, or assist with the completion of an existing project – both aspects of which may be of significant use to a relatively new researcher developing a profile. Grants of up to £3,000 are available for this purpose.

Other benefits include assistance with childcare voucher costs; bus pass purchase scheme; loan scheme; use of College sports facilities (gym, squash courts, rowing facilities).

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from the Radcliffe Department of Medicine, the Nuffield Department of Population Health and Keble 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 Medical Sciences Divisional Board and the Governing Body of Keble 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.