



### *Job Description and Selection Criteria*

<b>Post</b>	<b>Associate Professorship in Experimental Inorganic Chemistry</b>
<b>Department</b>	<b>Chemistry</b>
<b>Division</b>	<b>Mathematical, Physical and Life Sciences</b>
<b>College</b>	<b>St Edmund Hall</b>
<b>Contract type</b>	<b>Permanent upon completion of a successful review. The review is conducted during the first 5 years.</b>
<b>Salary</b>	<b>Salary from £52,815 p.a. plus additional benefits including College housing allowance of £11,000 p.a. An allowance of £3,078 p.a. would be payable upon award of Full Professor title.</b>
<b>Vacancy ID</b>	<b>168873</b>

### **Overview of the post**

Applications are invited for the post of Associate Professor of Inorganic Chemistry in the Department of Chemistry, University of Oxford. We are seeking to appoint in any area of experimental inorganic chemistry that complements existing expertise within the Faculty, but we would particularly welcome applications from candidates whose research falls into one of the Department's identified research themes: (1) Synthesis; (2) Energy and Sustainable Chemistry; (3) Advanced Functional Materials and Interfaces; (4) Chemistry at the Interface with Biology and Medicine; (5) Catalysis. The successful candidate will hold a doctorate in inorganic chemistry or a related field, and have a proven track record of high-quality research and publication at an internationally excellent standard, along with evidence of imaginative research plans and the potential to initiate, lead and manage new research initiatives in the Department and the wider University. The successful candidate will also be appointed to a Tutorial Fellowship at St Edmund Hall, under arrangements described in the Job Description and Selection Criteria. The appointment will be initially for 5 years at which point, upon completion of a successful review, the postholder will be eligible for reappointment to the retiring age. The Department would particularly like to encourage applications from candidates at an early stage of their independent academic careers.

Our staff and students come from all over the world and we proudly promote a friendly and inclusive culture. The Department has held an Athena SWAN Silver Award since September 2015 in recognition of its commitment to addressing gender inequalities, to tackling the unequal representation of women in science, and to improving career progression for female academics. We have a number of family-friendly policies, such as the right to apply for flexible working, and support for staff returning from periods of



extended absence. We are committed to ensuring an inclusive interview process and will reimburse up to £250 towards any additional care costs (for a dependent child or adult) incurred as a result of attending an interview for this position.

Applications are particularly welcome from women and black and minority ethnic candidates, who are under-represented in academic posts in Oxford. **All applicants will be judged on merit, according to the selection criteria.**

**Only applications received before 12.00 noon on 11<sup>th</sup> December 2023 can be considered.** The interviews are likely to take place in February 2024 in Oxford. The anticipated start date is 1st September 2024.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Mrs Katherine Hayes, PA to Professor John McGrady, email:

[katherine.hayes@chem.ox.ac.uk](mailto:katherine.hayes@chem.ox.ac.uk), Tel: +44 (0)1865 272646.

For informal enquiries about the College side of the role, please contact Professor Robert Wilkins, Senior Tutor at St Edmund Hall ([robert.wilkins@seh.ox.ac.uk](mailto:robert.wilkins@seh.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**

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 postholder will be expected to engage in original research within the Department of Chemistry, and to secure research funding and to collaborate, where appropriate, with existing staff. The post will also involve undergraduate and graduate teaching, and MChem and doctoral student supervision and mentoring, as well as some administrative tasks to support the Department. The successful candidate will also teach undergraduates at St Edmund Hall and participate in the administration of the subject and

in the wider life of the College. The post will be based in the Department of Chemistry, Mansfield Road, Oxford, OX1 3TA and at St Edmund Hall, Oxford, Queen's Lane, OX1 4AR.

**For the University the post-holder will be expected:**

**Research**

- to engage in original research in the field of inorganic chemistry, with an emphasis on experimental approaches to the subject.
- 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.
- to take part in the administration and governance of the College by participation in the Governing Body and other committees.

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

- to engage in advanced study and research;
- to give six 'weighted' hours per week of tutorials during the eight weeks of full term, averaged over the year. Tutorials consist of an hour of highly-focused academic discussion between a tutor and a small group of students. Tutors are expected to mark written works as part of each tutorial. Under the 'weighted hours' scheme, a tutorial for one student counts as one hour, for two students as 1.25 hours; for three students as 1.5 hours; for four students as 1.75 hours; and for five or more students as 2 hours. In practice, six 'weighted' hours correspond to approximately four 'clock' hours.;
- to oversee the academic progress of undergraduate students in Chemistry at St Edmund Hall, for instance through co-ordinating, setting and marking collections (termly formative exams), holding regular meetings with students and other tutors, and writing termly reports;
- to share responsibility for the teaching of chemistry within the College, working closely with the other Tutorial Fellow in Chemistry to oversee a team of College Lecturers in different specialist areas and to organise, where necessary, teaching by specialist colleagues in other colleges;
- to play a full part in the annual exercise for the admission of undergraduate students, and to participate in College Open Days and outreach events as required;
- to share in the responsibility for the academic and personal welfare of undergraduate students reading Chemistry at St Edmund Hall;
- to act as college adviser for graduate students, i.e. to provide general academic guidance and support as distinct from the research guidance role of the DPhil supervisor;

- to take on the role of a Trustee of St Edmund Hall, serve on its Governing Body and participate in the administrative work of the College as directed by the Governing Body. The General Template of Duties for Tutorial Fellows is attached as an Appendix to this document.

## Hazard-specific / Safety-critical duties

This post may include the following 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:

- Working with category 3b or 4 lasers ([laser safety class](#))
- Work with any substance which has any of the following pictograms on their MSDS:



- Travel outside of Europe or North America on University Business

## Selection criteria

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

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

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

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

### Essential

### Research

- (a) A doctorate in a field relevant to Inorganic Chemistry.
- (b) A proven track record (or clear evidence of appropriate potential), consistent with career stage, of high-quality research at an international level supported by a strong publication track record, and the ability and willingness to maintain this record.
- (c) Evidence of a substantial and realisable basic science research vision which will contribute to the Department's research strategy.
- (d) Ability to attract research funding and develop an independent programme of research, as demonstrated by a track record of success in attracting such funding, consistent with career stage.
- (e) Leadership qualities required to manage a research team, including the ability to plan work, develop staff and monitor performance of research staff.
- (f) The ability to collaborate and complement existing members of staff.

## Teaching

- (a) Evidence of excellence, or the potential for excellence, in teaching, including lecturing and small-group teaching of both graduates and undergraduates.
- (d) Experience of and ability to teach effectively, both at undergraduate and graduate level, a wide range of topics within the field of inorganic chemistry.
- (e) Ability to supervise graduate students.
- (f) Excellent interpersonal skills necessary for undertaking tutorial teaching and the pastoral care of students, and excellent spoken and written English.

## Administration

- (a) Ability and willingness to undertake the full range of administrative duties both within the department and the College.
- (b) Ability to work effectively as a member of a committee
- (c) Ability to collaborate effectively with colleagues and work as part of a professional team.

## Desirable

- (h) Experience of, or interest in, developing links with industry of other non-academic partners.
- (i) Experience of research collaborations at national and international level.

## 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>. Please refer to the “Terms of Use” in the left-hand menu bar for information about privacy and data protection.

Applicants must provide the following information, in the form of documents uploaded as PDF Files with name and brief description of the document type in the filename:

- (a) Full contact details including email address, full postal address and telephone number.
- (b) A covering letter or supporting statement explaining how your application meets each of the criteria set out above. This should not exceed two A4 pages.
- (c) A full CV, which should not exceed four A4 pages, plus a publication list.
- (d) A summary of current research interests and future plans, which should not exceed six A4 pages. This document should set out how your research plans complement and enhance existing programmes within the Department.
- (e) The names and contact details (postal and email addresses and phone 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). You should contact referees and ask them to send their references to Professor John McGrady c/o Katherine Hayes by email attachment to [Katherine.hayes@chem.ox.ac.uk](mailto:Katherine.hayes@chem.ox.ac.uk) by the application deadline of 12 noon on 11<sup>th</sup> December 2023.

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](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from <https://hrsistemas.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 selection process will be conducted jointly by the Department and the College and will comprise a research presentation, a teaching presentation and an interview. Candidates will be accommodated in Oxford during the interview period if required. All reasonable and previously agreed expenses will be reimbursed. The interviews are expected to take place in February 2024.

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 feel free to discuss College support related to disability and long-term health conditions in confidence with the Senior Tutor, Professor Robert Wilkins ([robert.wilkins@seh.ox.ac.uk](mailto:robert.wilkins@seh.ox.ac.uk)). 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.

## Department of Chemistry

The mission of Oxford Chemistry is to advance the global understanding of chemistry and to use that knowledge to address major challenges for society. Oxford Chemistry maintains world-class strengths in fundamental research, including the training of outstanding young scientists, whilst being an outward-looking department engaging with other disciplines, industry, public services, government and the general public. We are a large department within the University’s Mathematical, Physical and Life Sciences Division with over 70 research groups and 900 researchers including 400 graduate research students. Our MChem degree takes 180 students a year and features the distinctive tutorials of Oxford, an innovative three-year programme of practical teaching within our state-of-the-art teaching laboratory, and a 4th year focused on research based within one of our research groups.

Research in Oxford Chemistry focuses on fundamental science aimed at making significant and sustained long-term impact. We provide an environment that enables research by hiring, developing, and supporting talented researchers, many recognised as international leaders, across the spectrum of the chemical sciences. Our students and staff work in excellent research facilities to deliver field-leading research that crosses traditional boundaries and engages strongly with other disciplines, both within Oxford and across a range of external sectors.

The impact of our research in the wider economy and society is manifest in our many industrial and clinical collaborations and successful start-ups. Our eight research themes and business engagements showcase the breadth and depth of our research across the chemical sciences.

We are committed to providing an inclusive and supportive work and study environment for all our staff and students based on core values of respect, equality and collaboration. We have held an Athena SWAN silver award since 2015 reflecting our commitment to improving gender equality within our discipline.

Oxford Chemistry is accommodated within five buildings in the University's science area, including a modern RIBA award-winning dedicated research facility and a state-of-the-art practical teaching laboratory. Researchers are supported by a research infrastructure within Chemistry that includes NMR, Mass Spectrometry, Crystallography, Surface Analysis, Inorganic Materials Characterisation, Advanced Electron Spin Resonance and high-performance computing facilities as well as access to facilities across the wider University and at national research facilities including the Rosalind Franklin Institute and Diamond Light Source.

Find out more about the Department, our work and our people at [chem.ox.ac.uk](http://chem.ox.ac.uk)

### **Equality, Diversity and Inclusion in Oxford Chemistry**

We are committed to promoting an inclusive and diverse community of students and staff based on core values of respect, equality and collaboration. The Department has an active Equality, Diversity and Inclusion (EDI) committee and since 2015 we have held an Athena SWAN silver award in recognition of our efforts to introduce organisational and cultural practices which promote gender equality and create a better working environment for all. We promote family-friendly policies and support flexible working arrangements where possible. For more information about the University's family friendly benefits, please also see <https://hr.admin.ox.ac.uk/information-for-parents-and-carers>

Find out more about the Department, our work and our people at [chem.ox.ac.uk](http://chem.ox.ac.uk)

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

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

The disciplines within the MPLS Division regularly appear at the highest levels in 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](http://www.oxfordsparks.ox.ac.uk)) and a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire, aided by the work of Oxford University Innovation and Oxford Sciences Innovation, is to link our best scientific minds with industry and public policy makers.

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

## **St Edmund Hall**

The College's roots are in the 13th Century, making it one of the oldest educational institutions now within the University of Oxford. It is the only medieval academic Hall to have preserved its identity; the ancient name of 'Hall' has been retained to reflect its long history and pre-collegiate university roots. At Oxford, the collegiate university comprises the colleges collectively associated with the academic departments and central offices. However, in legal, financial, and organisational terms each college is an independent corporation, self-governing and self-contained. The current Principal, Professor Baroness Katherine Willis, joined the Hall in October 2018.

St Edmund Hall occupies a historic site in the middle of Oxford, just off the High Street. The College community has around 80 Fellows (around half of which form the Governing Body), and around 450 undergraduate and 260 postgraduate students and up to 38 Visiting Students, in addition to administrative and domestic staff. The Queen's Lane main site accommodates many of our facilities, including the administration offices, Fellows' rooms, the Senior, Middle and Junior Common Rooms, two Dining Halls and student accommodation. Our library is also on this site, occupying the beautiful former church of St Peter-in-the-East. We have further extensive student accommodation properties in north Oxford (in and around Norham Gardens) and east Oxford (in Iffley Road and Dawson Street).

The college admits six undergraduates for Chemistry each year and has a small community of around ten graduate students undertaking doctoral research. The appointee will be responsible for teaching Inorganic Chemistry to our undergraduates, and will work closely with Professor David Manolopoulos, FRS, Tutorial Fellow in Physical Chemistry.

**Further information on St Edmund Hall can be found at [www.seh.ox.ac.uk](http://www.seh.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 over 2,500 other University research staff.



Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

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

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

Oxford admits undergraduate students with the intellectual potential to benefit fully from the small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

Oxford has a strong postgraduate student body which now numbers over 10,000. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world's greatest libraries, the Bodleian.

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

## **University Benefits, Terms and Conditions**

### ***Salary***

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 \(ox.ac.uk\)](#); 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 and support line, online support and informative webinars in addition to the ability to book emergency childcare through their online service Bubble. For more details see: <https://hr.admin.ox.ac.uk/my-family-care>.

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

## ***Welcome for International Staff***

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

If you require a visa, we have a dedicated 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 for academic posts. With effect from 1 October 2023 the retirement date will be 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**

Fellowship appointments are subject to the Statutes and Bye-Laws of the College, as amended from time to time, and to such regulations, rules and agreements as may be made under the authority of those Statutes. The holding of any outside appointment must be approved by the Governing Body. Official Fellows are required to reside in or near Oxford during Full Term.

### ***Salary***

The College component of the salary will be on the scale for Associate Professors, (£8,519 - £11,439). The combined College and University salary will be on a scale up to £70,918 per annum. Salary is paid monthly. Tutorial Fellows appointed below the top of this range will receive annual increments to their College stipend until they reach the top point. There is also an annual 'cost-of-living' review.

Those holding administrative appointments within St Edmund Hall College or the University may be eligible for additional payments and/or remission of some other duties.

### ***Pension***

The postholder will be entitled to be a member of the Universities Superannuation Scheme (USS), or she or he may arrange their own pension, in which case the College will make no contribution. Details are available on the website at [www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/](http://www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/).

### ***Length of appointment***

The College appointment is for an initial period of five years (the first year being probationary) and then renewable until retirement age. Re-election to the College Fellowship at the end of the initial five-year period will be subject to satisfactory reports on the discharge of College and Faculty responsibilities, especially as regards tutorial teaching, in accordance with College By-Laws.

If the Fellow should vacate the Associate Professorship, or other University office on which the holding of this Fellowship is dependent, the Fellowship must thereupon be vacated.

Official Fellows hold their posts on the basis of the statutes and by-laws of the College which can be found on the College's website ([www.seh.ox.ac.uk](http://www.seh.ox.ac.uk)).

There are tax-free allowances for entertainment (student headcount-dependent, but typically around £500) and research (currently £1,750 per annum).

An office, which may be shared, will be available on the main College site.

A taxable and pensionable housing allowance, currently £11,000 per annum, is paid to Tutorial Fellows who do not live in College accommodation.

There is a right to 'Common Table', which means that lunch and dinner are provided free of charge on weekdays when the College kitchen is open.

The College sabbatical leave scheme allows Official Fellows to apply for one term's absence after six terms of service, two terms after 12 terms, or three terms after 18 terms. There is normally no deduction from stipend.

## **Offer of employment**

Applications for this post will be considered by a selection committee containing representatives from both the Department of Chemistry and St Edmund Hall. 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 MPLS Divisional Board and the Governing Body of Trinity College on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the divisional board and the governing body, and a formal contractual offer has been made.

## Benefits of working at the University

### Employee benefits

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

### University Club and sports facilities

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

### Information for staff new to Oxford

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

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

### Family-friendly benefits

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

### Childcare

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

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

### Disabled staff

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

### Staff networks

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

### The University of Oxford Newcomers' Club

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

## **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