

Job Description and selection criteria

Job title	Research Assistant
Division	Humanities Division
Department	Faculty of Classics (Classics Art Research Centre)
Location	Ioannou Centre for Classical and Byzantine Studies
Grade and salary	Grade 6.1: £32,332 per annum pro rata
Hours	Part-time (7.5 hours / 20% FTE)
Contract type	Fixed-term (6 months)
Reporting to	Prof Peter Stewart
Vacancy reference	169774
Additional information	Closing date: 12:00 noon 13 th December 2023

The role

The principal responsibility of the post is to enhance the content of the Classical Art Research Centre's Beazley Archive Pottery Database (BAPD) by making specific kinds of additions to it. The Research Assistant will play an important role in improving the database with additional data, images, and new records, thereby helping to improve this fundamental resource and keep it up to date. The work, which will occupy the equivalent of one day per week, complements that of the Senior Researcher on the BAPD, Dr Thomas Mannack, who will oversee it and provide guidance on the specific tasks required.

Responsibilities

Responsibilities may include any or all of the following:

- Identifying new bibliographical references for the BAPD, e.g. on the basis of new publications and create new database records where appropriate. This duty involves researching Attic vases to identify them on the BAPD, or to describe, date, and categorize them accurately in new records.
- To add new data and images to the BAPD from other sources, e.g. by identifying, scanning and processing photographs in auction catalogues or undigitized photographic mounts in the Beazley Archive.



- To carry out other, similar, tasks to enhance the content of the database, e.g. by sourcing new images or data, as appropriate (for example open access photographs made available by museums).
- In carrying out the above duties, to manage own research and administrative activities flexibly and effectively with a high degree of autonomy, subject to guidelines and under the supervision of the Senior Researcher, Dr Thomas Mannack.
- To contribute to the wider activities and project-development of the Classical Art Research Centre, and to carry out other tasks as reasonably requested by the Director.
- Where appropriate, to communicate aspects of the research or the project to academic and other audiences, e.g. through web content or presentations.

Selection criteria

Essential selection criteria

- A first degree in a relevant subject, together with experience of research and familiarity with academic bibliography specifically relevant to ancient Athenian pottery
- Good specialist knowledge of and active interest in ancient Greek painted pottery sufficient to carry out the duties of the post, subject to guidance
- Highly developed skills of visual analysis
- Ability to manage own research and administrative activities, with a very high degree of self-motivation
- Ability to manage time so as to make progress with different tasks alongside each other.
- Excellent communication skills, including the ability to edit and compose BAPD records with complete accuracy and precision.
- Ability to work with a high degree of precision and accuracy in the other aspects of the job
- Good IT skills, including accurate management of files, scanning of images and digital image processing
- Familiarity with one or more relevant foreign languages (e.g. reading ability in academic German, Italian, or French)

Desirable selection criteria

- Experience of working in a research team and contributing actively to the development of a project
- Experience of working on databases or using them for research
- Experience of file-storage on servers

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

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

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

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Humanities Division and Digital Humanities

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian and Middle Eastern Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Drawing and Fine Art. The Division has responsibility for over 500 members of academic staff, for over 4,000 undergraduates (more than a third of the total undergraduate population of the University), and for about 1700 postgraduate students.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study.

The Division's faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages. For more information please visit: <https://www.humanities.ox.ac.uk/>

The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the [Stephen A. Schwarzman Centre for the Humanities](#).

The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study. The building will include performing arts and exhibition venues designed to engage the Oxford community and the public at large and attract new audiences. Modern amenities and digital capabilities will finally allow for the full breadth of Oxford's unparalleled collections and research in the Humanities to be shared externally.

Since the 1970s the University of Oxford has played a major national and international role in the development and use of digital tools and resources for research in the humanities. It has more digital humanities activity than any other UK institution, and it combines research expertise and extensive physical and virtual collections with technical support for the digital methods required to undertake the capture and delivery of research data. The [Digital Humanities @ Oxford network](#) is cross-University collaboration to share knowledge and methodological expertise across the institution and beyond. It is both a community of practice and an opportunity to explore the immense possibilities that the technologies of today can support and improve the way in which identification, collection, interpretation, and dissemination of data happens across humanities disciplines.

For more information please visit: www.humanities.ox.ac.uk

Faculty of Classics

The Faculty of Classics is the largest department of Classics in the world; it focuses on research and teaching in ancient Greek and Roman culture, civilisation, and history between around 1100 B.C. and A.D. 600. Particular subjects include the study of the ancient Greek and Latin languages, and of literature and documents composed in either, and the histories, cultures and societies of those who used those languages as a mother-tongue or as a principal mode of discourse. The faculty comprises the two sub-faculties of Greek and Latin Languages and Literature and of Ancient History and Classical Archaeology and currently has about 53 permanent academic post-holders. Faculty members also include researchers employed on fixed-term contracts, and research and teaching staff employed by the colleges.

As in most other Humanities faculties in Oxford, undergraduate teaching in Classics is organised primarily by the colleges, which also manage undergraduate admissions and student welfare. The sub-faculties and the Classics Faculty Board are responsible for devising the syllabus in the relevant areas for undergraduate courses, for appointing examiners, and for providing lectures and classes to complement the college teaching (known as tutorials). The Faculty Board controls the admission and supervision of graduate students through its Graduate Studies Committees. There are currently about 85 graduate students in Classical Languages and Literature, 65 graduate students in Ancient History and about 75 in Classical Archaeology (the latter are admitted through the Graduate Studies Committee of the School of Archaeology) reading for higher degrees (the MLitt and DPhil by thesis, and the MSt and MPhil which are normally a mixture of thesis and taught course).

The faculty is based in the Ioannou Centre for Classical and Byzantine Studies, at 66 St Giles', although many activities are also based in colleges. The Ioannou Centre is home to the faculty office (including the IT Officers), several of its research projects and a number of academic staff, including Byzantine Studies and the Classics language teaching staff. It includes facilities for graduates, and acts as a focal point for staff and graduate students in all aspects of Classical studies. It is open throughout the year, and in addition to providing the space for teaching and research, it plays host to a range of seminars, conferences, school visits, exhibitions and other events. Being in close proximity to the Sackler Library, the Ashmolean Museum, the Faculty of Asian and Middle Eastern Studies and the Faculty of Medieval and Modern Languages enhances the opportunities for those working in the faculty.

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

The Classical Art Research Centre

The Classical Art Research Centre (CARC) is a research centre of the Faculty of Classics under the direction of Prof Peter Stewart. It grew out of the Beazley Archive, and the Archive in its physical and digital forms is still central to CARC's activities.

The original archive of Sir John Beazley, Lincoln Professor of Classical Archaeology and Art from 1925 until 1956, was purchased for the Faculty in 1964 and moved to the University on his death in 1970. Within a few years the personal archive of material relating to the study of classical archaeology and art was transformed into a research resource for students and scholars. It consisted of photographs, notes, drawings, books and impressions from engraved gems. The photographs of Athenian vases are the largest archive of this class in the world. Since 1970 the entire collection has been enlarged and enhanced through gifts and purchases. It now comprises many hundreds of thousands of photographs, notes, drawings, books and offprints, and gem impressions. All of this material is available for use by students and researchers in CARC's study-room in the Ioannou Centre

Since the 1970s, the Beazley Archive has been developing electronic databases which can now be consulted online. The largest is the Pottery Database (BAPD), overseen by Dr Thomas Mannack, which contains more than 130,000 records of ancient Greek (mainly Attic black- and red-figure) pottery. The BAPD is a powerful tool at the heart of studies of ancient Greek pottery and we have worked continuously to enhance its functionality, its user-friendliness, and the accessibility of its open data. As a result of such developments, as well as other online resources, CARC's website has a substantial international audience, attracting about 220,000 visits a year from every part of the world.

In 2007, the Beazley Archive was moved into a suite of rooms on the top floor of the newly built Ioannou Centre at 66 St Giles'. CARC was established at that stage as a vehicle for new projects and activities beyond the traditional work of the Archive. CARC now aims not only to preserve and develop the physical and online archival resources, but to expand the range of its activities with events and initiatives that stimulate research on all aspects of ancient Greek and Roman art. The Centre has developed a lively programme of lectures, projects, hands-on workshops, seminars, and collaborative events with the Ashmolean Museum. It also has series of academic publications produced in collaboration with Archaeopress.

For more information see: <http://www.carc.ox.ac.uk>

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

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

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

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

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

Information for priority candidates

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

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

If you need help

Application FAQs, including technical troubleshooting advice is available at:

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

Non-technical questions about this job should be addressed to the recruiting department directly at recruitment@classics.ox.ac.uk.

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

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

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at:

<https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

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

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

Equality of opportunity

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

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

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

Information for staff new to Oxford

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

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

Family-friendly benefits

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

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

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

Disabled staff

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

Staff networks

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

The University of Oxford Newcomers' Club

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

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.