



Job Description



Summary

Job title	Departmental Lecturer in Archaeomaterials
Division	Social Sciences
Department	School of Archaeology
Location	Dyson Perrins Building and 1 South Parks Road, Oxford
Grade and salary	Grade 7: £36,024-£44,263 per annum
Hours	Full time (37.5 hours per week)
Contract type	Fixed-term contract for 2.5 years
Reporting to	Shadreck Chirikure (Director of RLAHA) and Mike Charles (Institute of Archaeology)
Vacancy reference	170274
Additional information	The closing date for applications is 12:00 noon on Monday, 29 January 2024.

The role

To engage in advanced study and primarily lecture and teach undergraduate and graduate students in archaeomaterials, to provide support for staff and students in all elements of microscopy work across the School of Archaeology (SoA), and to conduct some independent research in the Archaeomaterials Laboratory. The postholder will be expected to spend on average about 1 day per week in the Institute of Archaeology, the remainder of their time in the Research Laboratory for Archaeology and the History of Art (RLAHA).

Responsibilities

The work involves the following main duties and responsibilities:

Teaching in Archaeomaterials (ca. 0.2 FTE):

- Undertake advanced academic study to underpin archaeomaterials lectures and class teaching;
- Lecture, tutor in the undergraduate and postgraduate archaeological science courses;



- Organise specific areas of the syllabus and produce lecture notes, course materials, reading lists, and reference guides;
- Engage in assessment and university examining;
- Gather and analyse feedback from students, colleagues, and examiners, and modify course design, content, or delivery as appropriate;
- Liaise with examiners and academic staff regarding teaching arrangements and student performance;

Research and Teaching support in microscopy across the SoA (ca. 0.6 FTE):

- Manage the Archaeomaterials Laboratory;
- Oversee microscopy facilities in the Institute of Archaeology (primarily in the Archaeobotany laboratory);
- SEM/Microscopy support for students/researchers including materials and archaeobotany SEM, low power and high power transmitting and reflected light stereoscopes;
- Conduct practical classes using laboratory equipment, and co-supervise postgraduate (MSc) students on projects;
- Provide *ad hoc* guidance to demonstrators/fieldwork assistants/technicians, or graduate students;

Personal research 0.2 FTE:

- In support of the development of courses and as a secondary commitment alongside teaching, manage own academic research activities, conduct independent research up to 0.2 FTE, and generate original ideas to build on existing concepts;
- Occasionally write research articles for peer-reviewed journals, book chapters, and reviews, and give presentations or briefings to disseminate research findings at conferences;
- Liaise with funding bodies, stakeholders, and researchers in related fields to share information and expertise;
- Contribute to collaborative projects with colleagues in partner institutions and research groups.

Selection criteria

Essential

- Relevant postgraduate qualification (preferably a doctorate);
- Extensive experience of operating a scanning electron microscope and light microscopes;
- An aptitude for teaching and some experience of teaching and research;
- Sufficient depth and breadth of knowledge in the subject to develop course materials and research proposals on archaeomaterials;
- Publication record and familiarity with the existing literature and research in archaeomaterials;
- Experience of qualitative/quantitative research, analytical techniques and evaluating data quality;
- A willingness to help researchers and students in a broad range of applications of microscopy, beyond the specialist experience the applicant may have;
- Excellent communication and organisational skills, good attention to detail; and a flexible, collaborative and proactive attitude to work.

Desirable

- Experience of applications of material science to archaeological ceramics;
- Experience of managing laboratories and preferably a scanning electron microscope.

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. 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>

Hazard-specific / Safety-critical duties

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

The hazards or safety-critical duties involved are as follows:

- Lone Working
- Working with Ionising Radiation
- Regular manual handling



- Travel outside of Europe or North America on University Business

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.

The School of Archaeology

The School - the main units of which are the Institute of Archaeology and the Research Laboratory for Archaeology - is made up of three main research and teaching groups: prehistoric archaeology, classical and historical archaeology, and science- based archaeology. Oxford is one of few places in the world where these three aspects of archaeology exist within the same School, something that we see as a key strength and distinguishing feature. Research in the School concentrates on the last 10,000 years; we seek, however, to set these developments against a longer-term record of environmental, biological and climatic change. In the study of historic periods -- the Bronze and Iron Age Aegean, classical Greece and Rome, the Byzantine world and early Medieval Europe -- research focuses on combining archaeological and written evidence, as well as on the study of material culture, using approaches which range from the scientific analysis of pottery, glass and metal, to those which relate more closely to art history and anthropology. Recently, the School secured funding from the Wellcome Trust Institutional Strategic Support Fund and the University of Oxford to re-equip the Henry Wellcome Ancient Biomolecules Centre.

The School is based across several buildings in the centre of Oxford, including the Institute of Archaeology in Beaumont Street, 1-2 South Parks Road and the Dyson Perrins building in the Science area.

Further information about the School of Archaeology, its component units, its staff, courses and research activities can be found on its website at www.arch.ox.ac.uk.

The Social Sciences Division

The School of Archaeology is a department in the Social Sciences Division, one of four academic divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines. Thirteen departments, one faculty, and two cross-divisional research units come under the aegis of the division, which spans the full range of social science disciplines with links into the humanities and physical sciences. There are over 700 academic staff, 2,700 graduate students (postgraduate taught and postgraduate research), and 1,900 undergraduates working and studying in the division.

The division is established as a world-leading centre for research in the social sciences and regularly sits at the highest levels of international league tables of one form or another. It is the largest grouping of social science disciplines in the UK and it is also home to several of Oxford's most widely recognised teaching programmes, such as PPE, the BCL, the MPhils in International Relations, in Economics, and in Development Studies, and the nationally regarded PGCE. We believe that excellence in teaching and research is synergistic and remain committed to sustaining and developing the high quality of our activities in both these areas. Our departments are committed to research which develops a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses.

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

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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

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

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

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

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

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: hr@arch.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 e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

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

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

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.