

## ***Job Description and Selection Criteria***

<b>Post</b>	<b>Associate Professorship of Emergency Medicine</b>
<b>Department/Faculty</b>	<b>Nuffield Department of Orthopaedics, Rheumatology &amp; Musculoskeletal Sciences, Nuffield Orthopaedic Centre, Windmill Road, Headington, Oxford, OX3 7HE</b>
<b>Division</b>	<b>Medical Sciences</b>
<b>College</b>	<b>Green Templeton College – Research Fellowship</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>Grade A82 Associate Professor (Med): £93,666- £126,281 per annum, plus College benefits and any applicable NHS merit awards.</b>

## **Overview of the post**

The Nuffield Department of Orthopaedics, Rheumatology & Musculoskeletal Sciences (NDORMS) and Green Templeton College are recruiting a Clinical Associate Professor of Emergency Medicine.

This is a clinical post and you must be medically qualified. For the duration of this university academic post, it is expected that you maintain an honorary consultant contract and for this you will need to maintain registration with the GMC with a licence to practise and be on the Specialist Register.

Applications are invited for the post of Associate Professor of Emergency Medicine, to be held in the Nuffield Department of Orthopaedics, Rheumatology & Musculoskeletal Sciences (NDORMS). The Department seeks to appoint a researcher at honorary consultant level to join the Oxford Trauma and Emergency Care Research Group at the Kadoorie Centre. You will combine your clinical role as an NHS Consultant with your own research interests in the field of emergency medicine on a 50:50 basis. You should have a track record in clinical research and medical education with a strong interest in musculoskeletal science.

You will be expected to have experience that makes you suitable to be a Principal Investigator for clinical trials and associated studies. The post is linked to the key NDORMS capabilities in Trauma and Emergency Care, within the Musculoskeletal theme of the NIHR Oxford Biomedical Research Centre.

The appointee would be elected initially as a Research Fellow at Green Templeton College. The appointee would be welcome to join committees of the college according to their expertise and interests, and/or to participate in college initiatives. This might relate to academic activity, environmental sustainability, diversity and inclusion, sport among other areas. Governing Body responsibilities are currently limited to Senior Research Fellows.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Professor Matthew Costa ([matthew.costa@ndorms.ox.ac.uk](mailto:matthew.costa@ndorms.ox.ac.uk)). Or to Naomi Benson ([fellowshipadministration@gtc.ox.ac.uk](mailto:fellowshipadministration@gtc.ox.ac.uk)) at Green Templeton College, who will be able to help with queries about the College Fellowship.

## **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 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. 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:

### **For the Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences**

#### *Research:*

- To engage in original research in the field of emergency medicine, with an emphasis on musculoskeletal conditions;
- To secure research funding and engage in the management of research projects;
- To disseminate research through publication in scholarly journals, participation in international conferences and seminars, and through other media;
- To engage in knowledge transfer activities;
- To promote awareness and understanding of equality, diversity, and inclusion, and embedding these principles among staff and students to help foster a positive EDI culture within the department.

#### *Teaching:*

You will be expected to support the design and delivery of teaching and skills development aimed at building clinical translational skills for postgraduates in emergency medicine. This will involve giving lectures, organising external speakers, and holding seminars and classes.

- 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;
- To take part in University examining as and when requested to do so;
- To participate in the administration of the department as and when requested by the Head of Department.

### **For Green Templeton College**

Green Templeton College will expect the successful candidate to take on adviser duties for graduate students at College and be available to participate in the College Committee system during term-time.

### **Clinical for Oxford University Hospitals**

Clinically you will be expected to undertake activities in support of the Emergency Department (ED) at the John Radcliffe and Horton Hospitals, Oxford University Hospitals NHS Trust. You will undertake clinical, administrative and other hospital duties, for adults and children within the ED, as agreed by the divisional board and the NHS. A draft job plan is attached as Annexe A. You will receive the appropriate mentoring as well as clinical, administrative and secretarial support. Your role is intended to be of equal stature and seniority as other Consultants in the Department and in the Trust.

### **Hazard-specific / Safety-critical duties**

This job 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:

- Night working (11pm-6am)
- Lone Working
- Driving on University business
- Working with Ionising Radiation
- Working with blood, human products and human tissues
- Work in clinical areas with direct contact with patients
- Travel outside of Europe or North America on University Business

Additional security pre-employment checks will be required:

- A satisfactory enhanced Disclosure and Barring Service check due to regulated activity involving children OR regulated activity involving 'at risk' adults
- University security screening (e.g. identity checks)

### **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.

## Selection criteria

The successful candidate will demonstrate the following:

### *Essential*

- Have GMC Registration with a licence to Practice and be on the GMC Specialist Register by the time of appointment;
- FRCEM or equivalent;
- Willingness to participate in the requirements for revalidation<sup>1</sup>;
- Demonstrable commitment to research through for example, completion of a PhD/DPhil;
- Evidence of distinction in research<sup>2</sup> through publications and invited lectures related to the emergency care of patients with musculoskeletal conditions;
- Evidence of sustainable peer-reviewed funding in musculoskeletal and emergency care research;
- Evidence of significant undergraduate teaching and experience of supervising graduate students.
- Excellent written and oral communication skills;
- Demonstrable commitment to promoting equality, diversity and inclusion and embedding these principles among staff and students.

### *Desirable*

- A commitment to developing emergency care research within Oxford, the UK, and globally;
- A commitment to the organisation of teaching;
- A teaching qualification (e.g. PgCert, FHEA, or equivalent);
- Administrative and managerial experience.

## How to apply

To apply, visit [https://my.corehr.com/pls/uoxrecruit/erq\\_jobspec\\_details\\_form.jobspec?p\\_id=172336](https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=172336), 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 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/>.

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<sup>1</sup> The Trust supports the requirements for continuing professional development (CPD) as laid down by the GMC and surgical colleges and is committed to providing time and financial support for these activities.

<sup>2</sup> 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.

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](mailto: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.

It is expected that interviews for shortlisted candidates will be held on XXX. All shortlisted candidates will be interviewed and will be asked to give a presentation as part of the interview.

## **The Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences**

The Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences (NDORMS) is part of the Medical Sciences Division and is the largest European academic department in its field, running a globally competitive programme of research and teaching.

Our mission is to discover the causes of musculoskeletal and inflammatory conditions to deliver excellent and innovative care that improves people’s quality of life. Our highly skilled teams have expertise in a broad range of areas, including orthopaedic surgery, inflammation, immunology, rheumatology, medical statistics, epidemiology, and clinical trials. We currently have 480 staff, approximately 120 post-graduate students and have a grant portfolio worth over £180 million.

The **Botnar Research Centre** enables and encourages research and education into the causes of musculoskeletal disease and their treatment.



The Centre provides world-class facilities for scientists in the field of musculoskeletal research. It takes a multidisciplinary approach, encompassing orthopaedic, rehabilitation and rheumatology clinical scientists, bone oncologists, laboratory scientists, epidemiologists, engineers and statisticians. The Botnar also hosts the Oxford Clinical Trials Research Unit (OCTRU) and the Centre of Statistics in Medicine (CSM), providing excellent statistical support to all aspects of clinical research.

The Botnar opened in 2002, with a large annex completed in 2013. The Botnar is now home to around 300 staff and postgraduate students enjoying the international and friendly atmosphere of this workplace and benefits from the vast knowledge of leading experts in the field of musculoskeletal research. To accommodate its rapid growth, the Centre has opened another wing in early 2022. The new space provides additional 1000m<sup>2</sup> of office and 1000m<sup>2</sup> of laboratory space. The laboratory space includes a GMP clean room facility suitable for the manufacturing of biomaterials for human implantation.

Sharing the site of the Nuffield Orthopaedic Centre, the largest specialist academic musculoskeletal hospital in the UK, puts the



Both in a unique position to foster the collaboration between basic scientists and clinicians, which is essential to success in medical research.

**The Kadoorie Centre** is a purpose-built research and education facility at the John Radcliffe Hospital. Oxford Trauma and Emergency Care is one of the largest research groups in this field in the world, delivering a full range of clinical effectiveness studies including randomised trials, observational studies and big data projects. The Kadoorie Centre provides facilities for 60 research staff, with a clinical skills centre and lecture theatre. Oxford Trauma and Emergency Care are now looking to capitalize on their successful portfolio of orthopaedic trauma studies by supporting the development of a complimentary research programme in emergency care, which will be coordinated by the new Associate Professor of Emergency Medicine working closely with the Professor of Orthopaedic Trauma Surgery.

For more information please visit: <https://www.ndorms.ox.ac.uk/Oxford-Trauma-and-Emergency-Care>

**The Kennedy Institute** is a biomedical research centre uniquely bringing together discovery science and early-stage clinical research, to develop transformative new therapies for chronic inflammatory and musculoskeletal conditions.



Broadly focused on the thematic areas of immunity and microbiome, inflammation biology and tissue remodelling and repair, the Institute's research is relevant for a range of common diseases such as arthritis, inflammatory bowel disease, fibrosis and cancer.

The Institute has capacity for up to 260 staff and students who work collaboratively across 25 research groups. This enables a multidisciplinary approach of molecular and cellular biology, combined with analysis of disease models, patient tissue samples and

longitudinal clinical data. Collectively, these studies seek to uncover the biological processes that maintain tissue health and how these pathways break down in disease.

Research at the Institute is supported by a suite of core technology platforms, as well as through strategic partnerships with other basic and clinical research centres in Oxford, across the UK and internationally. These state-of-the-art technologies include the Oxford-Zeiss Centre for Excellence and other advanced microscopy and imaging facilities, mass and flow cytometry, as well as capabilities for microbial genomics and functional microbiome studies made available through the Oxford Centre for Microbiome Studies.

Complementing a strong programme of lab-based research, the Institute has established a core of expertise and technologies in data science including single cell genomics, statistical genetics, computational biology, and research informatics. A recent extension to the Institute building with a new third floor creates additional space purposely designed for computationally intensive research.

A true trendsetter in innovative and transformational research, the Kennedy also boasts a relaxed and friendly atmosphere, revolving around its bright and airy atrium that provides a space for colleagues to meet over coffee and tea to talk about their research and beyond throughout the day.



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

### Athena Swan

The Athena SWAN Awards specifically recognise success in developing employment practices to further and support the careers of women in science, technology, engineering, maths and medicine (STEMM) departments in academia. In May 2015 the charter was expanded to recognise work undertaken in arts, humanities, social sciences, business and law (AHSSBL), and in professional and support roles. Within NDORMS, we feel that we



have an established culture of equality but are using the process to spur on-going improvement that benefits everyone involved in the Department. Our on-going progress was rewarded in May 2014 with an Athena Swan Bronze Award and in October 2015 with a Silver Award. Our development in this area has resulted in a number of commitments to our staff, central to which are:

establishing an open, supportive and family-friendly research environment

supporting career progression through teaching programmes, personal development reviews and mentoring

proactive communication of support policies such as flexible working, provision of leave, promotion and career support schemes

NDORMS aims to actively promote the implementation of the University's family-friendly policies to help foster a family friendly working environment, including provision of family leave (such as policies for maternity, paternity, parental, carers and adoption leave), flexible/part-time working and scheduling inclusive meetings.

The University's childcare services support staff with a Childcare Voucher Scheme to help staff save tax and national insurance on childcare costs, offer information on nursery providers and a nursery fee Salary Sacrifice Scheme, work in partnership with playscheme providers to help support families during school holidays and signpost staff to parenting, local authority and other organisations that help support families and parents.

The Department is also committed to ensuring that staff undertaking part-time or flexible working receive the same access to benefits and entitlements as full-time staff, including the same opportunities for training and promotion, a pro-rata entitlement to leave including bank holidays and careful consideration of requests to work part-time (particularly for those by staff returning from maternity leave).

For more information please visit: <http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/> and <http://www.admin.ox.ac.uk/personnel/during/flexible/>.

We are also actively working to uphold the University's aim of providing an inclusive environment and equal career opportunities by promoting equality, valuing diversity and maintaining a working, learning and social environment in which the rights and dignity of all staff are respected. Separate University policies are also in place to ensure race, disability and gender equality.

For more information, please visit: <http://www.admin.ox.ac.uk/eop/>.

## **Green Templeton College**

Green Templeton is proud to be a progressive, international and inclusive community within the University of Oxford at the forefront of graduate education. The college aims to lead the way by providing an environment specifically geared to the needs and interests of postgraduate and clinical medicine students. In 2022 Green Templeton published its Strategic Plan to 2031.

With over 650 students from around 70 countries, 300 fellows and 70 members of staff the college is international, outward-looking, future-focused and truly contemporary within a traditional Oxford setting. Friendly and informal, with a single, shared common room and no high table, the college community forms the backdrop to a lively academic and social scene. The intellectual agenda and distinctive academic profile emphasise issues relating to human welfare and social, economic and environmental well-being in the 21st century. Green Templeton was established in its current form in October 2008 through the merger of Green and Templeton colleges.

The diversity of the global community of students and fellows is one of its greatest assets and is reflected firmly in the college's values. The college is well known for its friendly, congenial and welcoming environment

so it would be easy for the appointee to the post to settle into college life. There is an understanding of the multiple pressures on fellows, and the college's governance and management processes reflect this.

More information: <https://www.gtc.ox.ac.uk/>

### **Academic Life and Vision**

Green Templeton extends the traditional Oxford model by bringing together researchers, teachers and practitioners with parity of esteem. Fellows, students, alumni and staff have a welcoming and exceptional college experience with enrichment opportunities that enable all to deliver on their potential and thrive throughout life.

The disciplines of the college's members include medicine, medical sciences, business and management, and a broad range of other social sciences, including education, environmental sciences and social policy. It has established academic initiatives in the nexus of these areas, including a long-running Management in Medicine programme. Home to the iconic Radcliffe Observatory, the college also has strong connections with astrophysics.

The college nurtures inter- and multi-disciplinarity for the benefit of social, economic and environmental well-being. Part of its vision for the future is to ensure the fellowship reflects the diversity demonstrated within the student population. Green Templeton has exciting plans for its estate, increasing the facilities available for the community. It has a net-zero goal set for 2035.

### **College responsibilities**

- to act as college adviser to around five graduate students, meeting each once a term to discuss, in general, academic progress, personal development and engagement with college and university life
- to be an advocate for college, highlighting the college affiliation whenever appropriate
- where appropriate, to advocate for and support the fundraising efforts of the college
- on a voluntary basis, to join committees which contribute to the governance of the college
- on a voluntary basis, to participate in and contribute towards academic activity and goals of the college, engaging with the wider community to do so

### **College benefits, terms and conditions**

The successful candidate will have access to all college facilities, including the Library and Gym and are entitled to full dining rights. There is a single Common Room to which all members of the college belong. Partners and families are welcome to accompany fellows in the Common Room and the beautiful college gardens. College association is linked to employment in this role, and terminated concurrently with the end of employment in this role.

More information: [fellowshipadministration@gtc.ox.ac.uk](mailto:fellowshipadministration@gtc.ox.ac.uk)



## **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: [www.medsci.ox.ac.uk](http://www.medsci.ox.ac.uk).

## **Oxford University Hospitals NHS Foundation Trust**

Oxford University Hospitals (OUH) is a world renowned centre of clinical excellence and one of the largest NHS teaching trusts in the UK. Clinical care is delivered by experienced specialists at the pinnacle of their profession. Our trust is made up of four hospitals - the John Radcliffe Hospital (which also includes the Children's Hospital and West Wing), Churchill Hospital and the Nuffield Orthopaedic Centre, all located in Oxford and the Horton General Hospital in the north of Oxfordshire.

We provide a wide range of clinical services, specialist services (including cardiac, cancer, musculoskeletal and neurological rehabilitation) medical education, training and research.

Our collaboration with the University of Oxford underpins the quality of the care that is provided to patients; to the delivery of high-quality research bringing innovation from the laboratory bench to the bedside; and the delivery of high-quality education and training of doctors.

The OUH Emergency Departments are highly research active, with OUH-based activity being co-ordinated through the Emergency Medicine Research Oxford (EMROx) team. This group undertakes the delivery of clinical trials including NIHR portfolio studies, in addition to supporting collaborations within the Oxford academic ecosystem and beyond, and running its own locally-led studies. It is envisaged that the post-holder will become an integral part of the working of EMROx, fostering research activity in the Emergency Department and including participation in senior management activities and strategic development of EMROx, and leadership of one of the EMROx research themes. EMROx also forms part of the Thames Valley Emergency Medicine Research Network (TaVERN) and contributes to the regional Research Delivery Network Trauma and Emergency Care Group, and it is anticipated that the post holder will participate in supporting activities related to these entities. Existing collaborations include the ambitious research programmes established through the Oxford Biomedical Research Centre (BRC), funded by the National Institute for Health Research (NIHR), located on the John Radcliffe Hospital site. These set the standard in translating science and research into new and better NHS clinical care.

For more information on the Trust and its services visit <http://www.ouh.nhs.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 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 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***

Your salary will be based on your years of seniority, plus any applicable NHS merit awards.

Additional remuneration may be paid for graduate supervision, examining and some tutorial teaching. Those holding administrative appointments within the department may be eligible for additional payments.

### ***Pension***

The University offers generous pension provision. You will be offered membership of the Universities Superannuation Scheme, <https://finance.web.ox.ac.uk/uss> or the National Health Service Pension Scheme (membership of NHSPS is only available under certain circumstances). Further details of NHSPS can be found at <https://finance.web.ox.ac.uk/nhsps>.

### ***Standard duties and place of work***

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***

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;
- i) (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](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***

The appointment of the successful candidate 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>.

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**

Green Templeton is proud to be a progressive, international and inclusive community within the University of Oxford at the forefront of graduate education. The college aims to lead the way by providing an environment specifically geared to the needs and interests of postgraduate and clinical medicine students. In 2022 Green Templeton published its [Strategic Plan to 2031](#).

With over 650 students from around 70 countries, 300 fellows and 70 members of staff the college is international, outward-looking, future-focused and truly contemporary within a traditional Oxford setting. Friendly and informal, with a single, shared common room and no high table, the college community forms the backdrop to a lively academic and social scene. The intellectual agenda and distinctive academic profile emphasise issues relating to human welfare and social, economic and environmental well-being in the 21st century. Green Templeton was established in its current form in October 2008 through the merger of Green and Templeton colleges.

The diversity of the global community of students and fellows is one of its greatest assets and is reflected firmly in the college's values. The college is well known for its friendly, congenial and welcoming environment so it would be easy for the appointee to the post to settle into college life. There is an understanding of the multiple pressures on fellows, and the college's governance and management processes reflect this.

More information: <https://www.gtc.ox.ac.uk/>

## **Offer of employment**

Applications for this post will be considered by a selection committee containing representatives from the Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences, Green Templeton College and the Oxford University Hospitals NHS Foundation Trust. 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 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.

## Job Plan

### DRAFT JOB PLAN

This form should be read and completed in conjunction with the following documents.

- (i) Job Planning Policy for Medical Staff no. 53
- (ii) Guide to Job Planning.

### Personal Details

#### All Doctors:

Name:	Associate Professor of Emergency Medicine	
Specialty:	Emergency Medicine.	
Clinical Directorate:	Medicine, Rehabilitation, and Cardiac	
Nature of Contract:	University of Oxford employment <i>Honorary Consultant Contract with NHS</i>	
Number of programmed activities at OUH:	<b>Contracted (10 or less):</b>	<b>Additional:</b>
	<b>5 including revalidation and safe practice.</b>	<b>Subject to discussions with OUH Post holder, there may be the opportunity to undertake extra sessions</b>

#### Joint appointees/Clinical Academics only to complete the box below:

Name of 2 <sup>nd</sup> Trust or University:	University of Oxford	
Number of programmed activities at 2 <sup>nd</sup> Trust/University:	<b>Contracted:</b>	<b>Additional:</b>
	5  (sum of PA's at both organisations should be 10 or less)	
	<b>10</b>	

**Indicative job content (the Emergency Department has an annualised rota and clinical PAs, including weekend working, will be worked flexibly to support the rota).**

<b>Day</b>	<b>Time</b>	<b>Location</b>	<b>Work</b>	<b>DCC/ SPA</b>	<b>No. of Pas</b>	<b>Workload</b>
<b>Monday</b>	8am-12 pm	University Department	Admin, writing	Academic	1	
	1-4pm	University Department	Academic, admin	Academic	0.75	
	4pm-6pm	University Department	CPD	SPA	0.5	
<b>Tuesday</b>	8 am-12 pm	University Department	Grant application/ administration	Academic	1	
	1 pm-3pm	University Department- clinical research facility	Clinical study supervision/ study planning	Academic	0.5	
	3pm-5pm	University Department	CPD including GCP training	SPA	0.5	
<b>Wednesday</b>	9am-1pm	University Department	Academic	Academic	1	
	2-5pm	OUH	Undergraduate teaching	Academic	0.75	
<b>Thursday</b>	9am-1pm	OUH	Emergency Department	DCC	1	
	2pm-4pm	OUH	Emergency Department	DCC	0.5	

<b>Friday</b>	9am-1pm	OUH	Emergency Department	DCC	1	
	1pm-7pm	OUH	Emergency Department	DCC	1.5	



<b>Programmed activity</b>	<b>Number</b>
<b>Academic activities</b>	<b>5</b>
<b>Direct clinical care (including unpredictable on-call)</b>	<b>4</b>
<b>Supporting professional activities</b>	<b>1</b>
<b>Other NHS responsibilities</b>	<b>0</b>
<b>External duties</b>	<b>0</b>
<b>TOTAL PROGRAMMED ACTIVITIES</b>	<b>10</b>