

## Job description and selection criteria

<b>Job title</b>	Clinical Teaching Fellow in Women's & Reproductive Health
<b>Division</b>	Medical Sciences
<b>Department</b>	Nuffield Department of Women's & Reproductive Health (NDWRH)
<b>Location</b>	Women's Centre, John Radcliffe Hospital, Headington, Oxford OX3 9DU
<b>Grade and salary</b>	Grade E63: £32,398 to £63,152 p.a. pro rata
<b>Hours</b>	Part-time (up to two days per week / 40% FTE). <i>Applications for flexible working arrangements are welcomed and will be considered in line with business needs.</i>
<b>Contract type</b>	Fixed-term for one year.
<b>Reporting to</b>	Dr Neda Taghinejadi
<b>Vacancy reference</b>	172977

## The Post

### Overview of the Role

The purpose of these posts is to support the delivery and development of postgraduate training in HEETV School of O&G and of the undergraduate women's and reproductive health module in year 3/5 of the Oxford Medical School.

The role of educator is recognized by the GMC as an essential skill set in modern training. These posts offer the opportunity for trainees to extend their clinical training with reduced hours in order to focus on the development of skills in education. Working together, the post holders will facilitate the provision of undergraduate teaching and develop sustainable resources embedded in clinical settings to support learning at all levels.

Working closely with Dr Neda Taghinejadi and Mr John Heathcote (course tutors for medical students) and college tutors in their training centre, the post holders will contribute to the development of multi-professional learning at undergraduate and postgraduate level. This will include delivery of classroom teaching and tutorials, organizing assessments, developing detailed curriculums and evaluation of teaching and training.

The post holders will be expected to take on a specific project during their 12 month post to contribute to the long term development teaching and training.

Examples might include:

- development of a teaching clinic, building on earlier pilots
- development of multi-professional training resources
- expansion and evaluation of patient engagement in teaching
- developing a teaching programme addressing sustainable health care in O&G

The post holders will be developing a career in medical education and encouraged to undertake additional study towards a teaching qualification, depending on their career level, and attend relevant medical education conferences, presenting the work of the department.

The post holders will be fully registered doctors training in HEETV, school of O&G working towards CCT or CESR but they might be working at any level of training in any hospital. One option would be to undertake this role by reducing current hours under the category 3 framework. Applications from doctors working less than full time or job sharing would be welcome.

The timetable will be influenced by their level of training and the commitments of their current role. It is expected that the post holders will work clinically in their existing training centre and facilitate improvements in learning experiences in that context. They will continue to participate in their on call rota, according to the arrangements agreed with the Head of School.

Because the undergraduate course has a seven week rotation with an intensive 2 week course at the start, and various periodic events through the year such as assessments, there will need to be a degree of flexibility and cooperation in planning commitments between the clinical and teaching roles. However, it is expected that on average, the post holder will work between one and two days a week on teaching related activities.

Teaching related activities will include formal lectures, small group tutorials, organizing teaching and assessments, supporting individual students, participating in formative and summative assessments, attending meetings, collaborating with other educators and developing innovative training projects.

The programme of activities will be designed and supervised through regular meetings with the course organiser and will vary according to the needs of the course and the post holder.

## **Responsibilities**

- Delivery of classroom teaching and tutorials, organizing assessments, developing detailed curriculums and evaluation of teaching and training.
- Undertake a specific development project to support teaching.
- Attend relevant medical education conferences and present the work of the department.
- Gather and analyse feedback from students, colleagues, and examiners, and modify course design, content, or delivery as appropriate
- Attend relevant meetings.

## **Selection criteria**

*Applications will be judged only against the criteria that are set out below. Applicants should ensure that their application shows very clearly how their skills and experience meet these criteria.*

### **Essential**

1. Fully registered with the GMC
2. Experience of working clinically in women's health
3. Interest and commitment to teaching undergraduates
4. A positive outlook
5. Ability to contribute to and flourish in a multi-professional team

### **Desirable**

*Please note that the criteria listed below would be an advantage in this role, but you do not need to meet them to be eligible to apply.*

1. Experience of teaching undergraduates and post graduates in the clinical context
2. Flexibility and the ability to problem solve
3. Ability to create a positive learning environment
4. Capacity to reflect on own and others' experiences

## Pre-employment screening

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>

## 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 note that if you do not upload a supporting statement, we will be unable to consider your application.**

We are looking for one candidate to start in early September, and one candidate to start in mid-November. **Please clearly indicate your preferred start date in your supporting statement.**

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.

Interviews will be held on **Wednesday 17<sup>th</sup> July 2024**.

## 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

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk).

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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 all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, 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 **grades 1–7** 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.

## 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](http://www.ox.ac.uk/about/organisation).

### **Nuffield Department of Women's & Reproductive Health (NDWRH)**

The Nuffield Department of Women's & Reproductive Health (NDWRH) is one of the largest and most successful academic departments in the world in its field. There are approximately 160 people working in the department, including senior academic staff, research support staff, clerical and technical staff, and graduate students (including clinicians) carrying out research towards a higher degree. There are also a number of visiting researchers from many parts of the world. The average annual income is approximately £10 million, of which over 75% comes from outside sources.

NDWRH encompasses multi-disciplinary research across the full spectrum of women's health. Our work has four overarching themes; Cancer, Global Health, Maternal & Fetal Health and Reproductive Medicine & Genetics. We focus on genetic studies, the dissection of molecular, biochemical and cellular mechanisms underlying normal and aberrant reproductive tissue function, and clinical studies in women's health, assisted reproduction and pregnancy, as well as growth and development across the first 1000 days of life.

The clinical and laboratory programmes are based in the Women's Centre, John Radcliffe Hospital; Weatherall Institute of Molecular Medicine; Winchester House, and the Big Data Institute, and there are collaborations with the School's Institutes, the University's Science Departments and with researchers outside Oxford, in both the UK and abroad, especially in low-middle income countries.

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

The University of Oxford is a member of the [Athena SWAN Charter](#) and holds an institutional Bronze Athena SWAN award. NDWRH holds a departmental Silver Athena award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women.

## 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](http://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 dependents. 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 My Family Care, 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](http://www.newcomers.ox.ac.uk).