



Job description

Job title	Technical Programmer Assistant
Division	Social Science Division
Department	Latin American Studies Centre (LAC) at the Oxford School of Global and Area Studies (OSGA)
Location	Remote working
Grade and salary	Grade 6: £32,332 per annum, pro-rata for part-time appointments
Hours	Part-time, variable hours contract, 115 hours in total
Contract type	Fixed-term, available to commence as soon as possible until 31 st March 2025
Reporting to	Professor Leigh Payne, Professor of Sociology, Fellow of St Anthony's College and Principal Investigator (PI)
Vacancy reference	174262
Additional information	<p>*Proof of the right-to-work in the UK: This vacancy does not meet the Home Office requirements for a new Certificate of Sponsorship application. The pro-rated starting salary is not sufficient to meet the Skilled Worker visa requirements. However, if the chosen candidate requires a UK visa, the School will explore, with help from the Staff Immigration Team, if they could pursue any other visa routes.</p> <p>The post is funded by the Oxford ESRC Impact Acceleration Account</p>

Overview of the role

The Latin American Centre in the Oxford School of Global and Area Studies (OSGA) seeks applications for a part-time, 9-month fixed term Technical Programmer Assistant for the ESRC-IMPACT Threat-Reduction Pilot Project in Chile.

The Technical Programmer Assistant will support the development of a threat-reduction pilot project in Chile, starting in August. This role involves developing a monitoring tool to reduce violence from extremism and to strengthen peace, justice, and democratic institutions. The project aims to establish a pilot monitoring, prosecution, and mediation system in Chile.

Latin America faces significant challenges from extremist anti-rights groups. These groups have engaged in violent attacks against the LGBT+ community in Brazil, Chile, and Colombia; environmentalists in Brazil and Colombia; migrants in Argentina and Mexico; Indigenous communities in Honduras and Argentina; street children in Brazil and Colombia; women in El Salvador and Argentina; and Afro-Colombians. These hate crimes, coupled with systemic impunity, threaten peace, justice, and democratic institutions. This project, funded by ESRC-IMPACT, seeks to address these issues by designing and implementing threat-reduction systems to prevent democratic backsliding and to protect marginalized communities.

Any queries about the post that are of non-administrative nature should be addressed to Professor Leigh Payne, the Principal Investigator and Professor of Sociology, at leigh.payne@sant.ox.ac.uk.

All enquiries will be treated in strict confidence; they will not form part of the selection decision.

Responsibilities/duties

- Analyze hate crimes monitoring systems that exist in the US and UK
- Develop a bespoke hate crimes monitoring system for Chile
- Present the bespoke hate crimes for review by technical experts
- Adapt the system based on that review
- Present the revised hate crimes system to end users: Chilean researchers, government and non-governmental staff
- Run workshops to test the system with those same staff
- Develop the implementation mechanism to put the system into effect
- Connect the monitoring system to other tools to monitor, prosecute, and mediate violence
- Work towards reducing threats from extremist anti-rights groups
- Work towards adapting the system to other national contexts, such as Colombia, Mexico, Brazil,
- Contribute to the protection of marginalized communities and the safeguarding of democratic institutions
- Contribute to discussions and share research findings with colleagues in partner institutions, and research groups
- Contribute to the wider intellectual life of the Oxford School of Global and Area Studies
- Commitment to equality and diversity values championed by the School
- Commitment to own professional development

Selection criteria

Essential

- Hold a first degree, together with some relevant experience
- Proficiency in coding and software development
- Experience with monitoring and data collection tools
- Understanding of the political and social landscape in Latin America
- Commitment to human rights and the protection of marginalized communities
- Excellent communication skills
- Written and spoken fluency in Spanish language
- Commitment to the equality and diversity values championed by OSGA and the University of Oxford.

Desirable

- Equality, Diversity & Inclusion awareness: An understanding of the needs of and/or experience of working with an ethnically diverse population.

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>

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 **three** referees and indicate whether we can contact them immediately, if you have been shortlisted for an interview. If you have previously been employed, the referees should be people who have direct experience of your work, and at least one of them should be your current/immediately previous formal line manager. It is recommended not to use a reference from a relative, friend or colleague who did not have line management responsibility for the individual.

If you do not have previous work experience, please state names of individuals who have had professional interaction with you in the past, for example in an educational or volunteer work situation.

You will be asked to upload a CV and a supporting statement outlining your relevant experience. The supporting statement must also 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: hr-administrator@area.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.

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.

Social Sciences Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The divisions are responsible for academic strategy and operational planning, oversight of the teaching and research of their constituent departments and faculties, and for personnel and resource management. The social sciences at Oxford are distinctive for both their depth and breadth, with over 1,000 academic and research staff working across fifteen departments, faculties and schools. The Head of the Social Sciences Division is Professor Tim Power.

The Division is a world-leading centre of research and education in the social sciences. The Times Higher Education (THE) University Rankings placed the University of Oxford as number one in the world for Social Sciences in 2018 and 2019. REF 2014 confirmed Oxford as the UK powerhouse for research in the social

sciences, accounting for more 4* research than any other institution. Our academic and research staff and students are international thought leaders, generating new evidence, insights and policy tools with which to address some of the major global challenges facing humanity, such as sustainable resource management, poverty and forced migration, effective governance and justice. As well as active interdisciplinary links with researchers in other divisions at Oxford, we engage and collaborate extensively with other universities and a wide range of governmental and non-governmental practitioner communities such as law, business, public health and welfare, international development and education around the world. The Division has an extensive portfolio of external funders, partners and supporters, with competitively-awarded external research income exceeding £50 million per year and philanthropic income over £25 million a year. As part of our commitment to equality of opportunity, nine of our departments have achieved bronze Athena SWAN awards: the Blavatnik School of Government, Economics, Education, International Development, Law, Geography & the Environment, Anthropology & Museum Ethnography, the Oxford School of Global and Area Studies and the Saïd Business School, with all our other departments either in the process of applying or scheduled to do so shortly.

The Division delivers an exceptional range of high-quality educational programmes all underpinned by the innovative research being undertaken by our academics. The student body is made up of over 2,000 undergraduate students, nearly 3,000 students studying postgraduate taught programmes and 1,200 postgraduate research students. The programmes we offer are wide-ranging, often interdisciplinary and include professionally-oriented provision in areas such as business, law and education. The Division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) at undergraduate level; and at the Masters level programmes such as the Bachelor in Civil Law (BCL), Environmental Change and Management, International Relations, and Social Data Science. For more information, please visit: www.socsci.ox.ac.uk.

Oxford School of Global and Area Studies (OSGA)



The School represents a commitment by the University to enhancing teaching and research in Area Studies. It brings together seven units: the African Studies Centre, the Latin American Centre (including the Brazilian Studies Programme), the Nissan Institute of Japanese Studies, the Contemporary China Studies Programme, Russian and East European Studies, the Contemporary South Asia Studies Programme and the Middle East Programme. The administration of the School is based at 12 Bevington Road, with colleagues also providing administrative support across a number of locations in which the School's constituent units are based (including the Nissan Institute of Japanese Studies at St Antony's College and the University of Oxford China Centre at St Hugh's College).

The School is devoted to research and graduate teaching in academic disciplines which attempt to understand the complexity and the interrelatedness of society through anthropology, economics, politics, history, sociology and culture. Its teaching and research seek to take into account both the insights provided by the separate disciplines and the contextualisation provided by in-depth knowledge of specific regions and countries. Interdisciplinary collaboration to study specific social processes is encouraged, and a distinctive feature of the School is the number of its academic staff who hold joint appointments in the School and a disciplinary department in the Social Sciences or Humanities Divisions. In the most recent national research quality assessment exercise (REF2021), Area Studies at Oxford – comprising staff in the School and the Faculty of Oriental Studies in the Humanities Division - was judged to account for more world-leading (4*) research than any other institution in the UK.

The School admits around 140 graduate students a year on Masters and DPhil programmes, across the African Studies Centre, Latin American Centre, the Nissan Institute of Japanese Studies, Russian and East European Studies, Contemporary South Asia, Contemporary Chinese Studies, and Middle East Studies. Additionally, the School's academic staff supervise doctoral students and teach on a range of undergraduate programmes in other parts of the University.

The School holds a bronze **Athena Swan** award¹, conferred in January 2022, to recognize good practice in promoting gender equality in higher education: representation, progression and success for all, and is committed to enhancing diversity and promoting equality of opportunity amongst all our staff and students.

Information regarding the Athena Swan Charter can be found here: <https://edu.admin.ox.ac.uk/athena-swan#collapse3170236>. Further information about OSGA, its component units, its staff, courses and research activities can be found on the School's website at www.area-studies.ox.ac.uk

The Latin American Centre Programme

The post-holder will be a member of the Latin American Centre programme.

The LAC offers a one-year MSc in Latin American Studies, a two-year MPhil in Latin American Studies and, through OSGA, a DPhil in Area Studies (Latin America), bringing together over 20 students working on the region at a graduate level.

The LAC's masters' programmes concentrate on the modern history, politics, economics, international relations and sociology of the region. The LAC also acts as a hub for the study of Latin America across a wide range of disciplines in Oxford, including anthropology, geography, music and literature. Visiting academics and visiting doctoral students, from within and outside the United Kingdom, add to a vibrant community of scholars working on a variety of topics of central concern for the region.

As a centre for the study of the region, the LAC serves as a venue for debating ongoing research and relevant current affairs. Leading international scholars and key public figures from the region regularly contribute to the LAC's flagship weekly seminar. The LAC also runs a Brazilian Studies programme, which hosts a yearly conference on Brazil as well as regular academic visitors from Brazil. A History seminar meets once a week; a programme that often includes joint events with other universities in Europe and the Americas. In addition, the LAC hosts a DPhil seminar that brings together doctoral students across the university studying topics related to Latin America from a wide range of disciplines in the social sciences and humanities.

The LAC is housed on the premises of St Antony's College, with which it is closely connected, although students and some members of the academic staff are also members of other Oxford colleges. An important part of the LAC is the Bodleian Latin American Library, located on the ground floor and basement of our building. Its 16,000 volumes, together with journals, microfilms and DVDs, form an important specialist lending collection for those studying Latin American social sciences and history.

To find out more about the Latin American Centre Programme, see <https://www.lac.ox.ac.uk/>

¹ In February 2023, **the University** was awarded an institutional Silver award, acknowledging the progress that has been made in addressing a number of gender gaps across the University over the last five years.

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 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 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.