



## Job Description



### Summary

<b>Job title</b>	Researcher and Database Manager
<b>Division</b>	Social Sciences
<b>Department</b>	School of Archaeology
<b>Location</b>	1-2 South Parks Road, Oxford, OX1 3TG (with possibility of hybrid working)
<b>Grade and salary</b>	Grade 7: £37,524-£45,763 per annum
<b>Hours</b>	Full time (37.5 hours per week)
<b>Contract type</b>	Fixed-term until 30 June 2027
<b>Reporting to</b>	Dr Bill Finlayson
<b>Vacancy reference</b>	175895
<b>Additional information</b>	Closing date: midday (UK time) on 4 November 2024 Interviews are planned to be held week of 18 November 2024

<b>Research topic</b>	Endangered Archaeology in the Middle East and North Africa (EAMENA)
<b>Project Director</b>	Dr Bill Finlayson
<b>Project team</b>	EAMENA team
<b>Project web site</b>	<a href="http://eamena.arch.ox.ac.uk">http://eamena.arch.ox.ac.uk</a>
<b>Funding partner</b>	The funds supporting this research project are provided by Arcadia.
<b>Recent publications</b>	<p>Rouhani, B. &amp; Huet, T. 2024. Historical Landscape of Sistan in Iran and Afghanistan: EAMENA Dataset for Assessing Environmental Impact on Cultural Heritage. <i>Journal of Open Archaeology Data</i>, 12(10.5334/joad.123</p> <p>Fradley, M., Wilson, A., Finlayson, B., &amp; Bewley, R. 2023 A lost campaign? New evidence of Roman temporary camps in northern Arabia. <i>Antiquity</i>, 97(393), E15. doi:10.15184/aqy.2023.50</p> <p>Harkel, L., Fradley, M., Flohr, P., Vafadari, A., Neogi, S. 2022 Documenting heritage in the 21st century: the EAMENA project and its potential for 'big</p>



## The role

Reporting to the Project Director, the post holder will be a member of the Endangered Archaeology in the Middle East and North Africa (EAMENA) research group with responsibility for maintaining and developing the Arches-powered EAMENA database and managing the EAMENA GitHub repository, as well as developing and implementing a Linked Open Data strategy for the database.

The post holder will provide guidance to the Management Committee, Advisory Board, and the EAMENA team across partner institutions relating to all IT matters, especially the development and maintenance of the EAMENA database. The post-holder will manage the EAMENA database for teams in Oxford, Leicester and Durham Universities and coordinate with the work of related projects, e.g. the Maritime Endangered Archaeology (MAREA) and others as they arise. The post-holder will also work with the School's IT Manager to appoint third party services as required.

## Responsibilities

1. Manage own academic research and administrative activities. This involves small scale project management, to co-ordinate multiple aspects of work to meet deadlines.
2. Maintain and enhance the EAMENA database in accordance with the priorities identified by the project's Management Committee and Project Director, including the addition of Linked Open Data functionality.
3. Liaise with the School of Archaeology's IT Manager to ensure the EAMENA IT infrastructure is in accordance with University policies and to arrange external service providers.
4. Develop the EAMENA project's GitHub platform as the main instance for the project documentation, developing GitHub links with the EAMENA website.
5. Help develop research applications using the database.
6. Support team members and other users in recording and analysing data in the EAMENA database.
7. Collaborate in the preparation of research publications and book chapters.
8. Present papers at conferences or public meetings.
9. Liaise with collaborators and external service providers contracted to carry out work on the EAMENA database.

## Selection criteria

### Essential selection criteria

1. A degree in a relevant subject and a post-graduate degree and/or professional qualification in a relevant subject and/or work-experience acquired in a relevant technical area.
2. Demonstrable experience, ability and practical success in:
  - a. Linux and Python proficiency, PostgreSQL management.
  - b. Familiarity with JSON and its derivatives (GeoJSON, PostgreSQL JSONB field type, JSON-LD).
  - c. Experiences with web application frameworks, such as Django (ex: users management).
  - d. Experience with GitHub or Git-based systems.

- e. Experience with cloud computing (AWS EC2 instance management, firewalls, etc.).
- 3. Research experience in the field of knowledge representation systems, particularly CIDOC-CRM, FAIR policies (metadata, Open Access, REST API, thesaurus and SKOS, licensing).
- 4. Experience of successful database development and management.
- 5. Ability to manage own academic research and associated activities.
- 6. Ability to contribute ideas for new research projects and research income generation.
- 7. Previous experience of contributing to publications/presentations.
- 8. Excellent communication skills, including the ability to write for publication, present research proposals and results, and represent the research group at meetings.

### Desirable selection criteria

- 1. A PhD in a relevant subject and an interest in Archaeology and/or cultural heritage.
- 2. A knowledge of the Arches data management platform, ideally with experience of an Arches-based project.
- 3. Experience of geospatial programming and familiarity with graph/semantic database platforms.
- 4. Experience of independently managing a discrete area of a research project.

## Pre-employment screening

### Standard checks

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

Please read the candidate notes on the University's pre-employment screening procedures at:  
<https://www.jobs.ox.ac.uk/pre-employment-checks>

## About the University of Oxford

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

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

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

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

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

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

The School of Archaeology holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

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

## How to apply

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

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

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

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

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

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

If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full-time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

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## 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).

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## 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](mailto:hr@arch.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 online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

## Important information for candidates

### Data Privacy

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

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70<sup>th</sup> 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, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

### Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

### University Club and sports facilities

Membership of the University Club is free for University staff. It 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 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

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

### Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

### Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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).

### Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>