



Job Description and Selection Criteria

Post	Associate Professorship of Molecular and Cellular Biochemistry
Department/Faculty	Department of Biochemistry, Dorothy Crowfoot Hodgkin Building, South Parks Road, Oxford OX1 3QU.
Division	Medical Sciences Division
College	University College
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	Combined salary in the range £55,755 - £74,867 per annum plus additional benefits as detailed below, including a Fellows' allowance of £13,762 p.a. (plus an additional allowance of £3,155 p.a. if awarded the title of Professor)

Overview of the post

The Department of Biochemistry and University College are seeking to recruit an Associate Professor whose research addresses fundamental questions in the broad area of molecular and cellular biology with a focus on eukaryotic systems from cells to whole organisms. We are also keen to hear from candidates who specialise in technology or method development to advance these disciplines. Applications are strongly encouraged from early or mid-career researchers leading innovative and independent research programmes, and where appropriate, full Professorial title may be awarded on appointment. We have a strong commitment to career development and mentoring at all career stages, and all our groups have access to a range of Departmental and University PhD training programmes and share state-of-the art research support for computation, structural, cellular and molecular biology.

Depending on your research topic, you will join one of our highly collaborative interdisciplinary research themes applying biochemical, biophysical and computational approaches to major questions in cell and developmental biology, genetics, microbiology, human health and infectious disease processes. High quality laboratory and office space will be provided in the newly completed Dorothy Crowfoot Hodgkin Building, housing the Biochemistry Department and our research facilities.

In addition to your research, you will contribute to teaching the next generation of Biochemists through our 4-year Masters-level degree course in Molecular and Cellular Biochemistry and by acting as a Tutorial Fellow at University College.



You should have a higher degree and postdoctoral experience in a relevant biologically-related science; a strong track record of published research, and commitment to attract research funding; verified experience of undergraduate teaching; proven ability to contribute to the teaching, training and supervision of graduate students; good communication and interpersonal skills; the ability and commitment to undertake a range of administrative duties within both the Department and the College, and to contribute to outreach activities and widening access.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Professor Francis Barr at head@bioch.ox.ac.uk. Candidates may also contact Dr Andrew Bell, the Senior Tutor of the College at andrew.bell@univ.ox.ac.uk specifically about the College role.

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

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 and college governing bodies 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. If the title is conferred, you will also have access to professorial merit pay opportunities. 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.

The post-holder will be responsible to the Head of the Department of Biochemistry and to the Governing Body of the College.

Duties of the post

The main duties of the **University** post are as follows:

- a) To conduct independent research in the broad area of molecular and cellular biochemistry, and obtain external peer-reviewed research grant funding to support this;
- b) To teach students of Molecular and Cellular Biochemistry, Biomedical Sciences and Pre-Clinical Medicine through lectures, practical classes and tutorials;
- c) To assess undergraduates through formal written examinations, including participation in the examination process;
- d) To supervise and train graduate students in research. This includes playing a role in selection of graduates by the Department;

- e) To share in some of the administrative and outreach duties of the Department, under the direction of the Head of Department – see ‘Organisation’ section for further information;
- f) Promoting awareness and understanding of equality, diversity and inclusion and embedding these principles among staff and students.

The main duties of the **College** post are as follows:

Academic:

To engage in advanced study and research;

To deliver high-quality undergraduate tutorial teaching in Biochemistry for an average of six hours per week in each week of full term. The College operates a ‘weighted hours’ scheme, meaning that hours spent teaching groups larger than one person count for more than one hour. In practice, six ‘weighted’ hours is likely to correspond to approximately four ‘contact’ hours. Tutorials usually consist of an hour of highly-focused academic discussion between tutor and students. Tutors are expected to mark written work and provide timely feedback for each tutorial where appropriate;

To take responsibility for the organisation and oversight of Biochemistry teaching for the College’s students, including arranging tutorials and/or class teaching with specialist colleagues in other colleges, as appropriate;

To undertake the normal duties of a college Tutor, which typically include coordinating, setting and marking College Collections (internal formative exams) where appropriate; monitoring student progress; writing termly reports on students’ work; attending student progress meetings; providing career and progression guidance; providing induction, study skills and examination preparation support; and writing references;

To undertake outreach and access work for the College (including participating in Open Days) and to take responsibility for the admission of students in Biochemistry. For undergraduates, this includes interviewing during the December admissions period;

To help promote undergraduate research, for instance by advising on summer research placements and funding;

To contribute to the intellectual life and academic activities of the College, including through attendance at, and participation in, college events and certain dinners.

Pastoral:

To share in the responsibility for the academic welfare of undergraduates reading Biochemistry, working with the College’s welfare team, as appropriate;

To act as College Adviser to some of the graduate members of the College reading for higher degrees in Biochemistry and related subjects, i.e. providing general academic guidance and support as distinct from the research guidance role of the doctoral supervisor.

Administrative:

To participate in the administration and governance of the College, which includes exercising the duties of a Trustee as a member of the Governing Body, attending meetings of the Governing Body, serving on College Committees, taking an appropriate share in the administrative work, and on occasion taking on College offices (leadership roles).

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.

The **essential** criteria for the post are as follows:

- a) A higher degree and postdoctoral experience in a relevant biologically-related science;
- b) A strong track record of published research in biochemistry, and commitment to attracting research funding;
- c) Experience of undergraduate teaching;
- d) Proven ability to contribute to the teaching, training and supervision of graduate students;
- e) Good communication and interpersonal skills;
- f) Ability and commitment to undertake a range of administrative duties within both the Department and the College, and to contribute to outreach activities and widening access;
- g) Commitment to promoting awareness and understanding of equality, diversity, and inclusion, and embedding these principles among staff and students.

The **desirable** criteria for the post are as follows:

- a) A proven ability to collaborate;
- b) Experience of access and outreach activities.

How to apply

To apply, visit https://my.corehr.com/pls/uoxrecruit/erg_jobspec_details_form.jobspec?p_id=176442, 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 listing publications and research grants held. 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 and colleges 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/>.

Teaching commitments are mainly concentrated into Oxford's three 8-week undergraduate teaching terms, making it easier to balance teaching and research. There is considerable flexibility in the organisation of duties, and generous sabbatical leave.

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. 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.

The Department of Biochemistry

The mission of the Department of Biochemistry is to teach and conduct research on the molecular basis of life. The Department was established in 1920 and relocated to a RIBA award-winning purpose-built research building in 2008, situated in the University Science Area near to the centre of Oxford. This site is immediately adjacent to the University Parks and within walking and cycling distance of the Colleges. Currently, the department houses approximately 50 research groups with over 140 graduate students, and teaches over 400 undergraduate graduates through its Biochemistry degree. Research activity is organized into five themes: Structural Biology and Molecular Biophysics; Chromosomal and RNA Biology; Cell Biology, Development and Genetics; Microbiology and Systems Biology; Infection and Disease Processes. All research groups have access to a wide range of specialist state-of-the-art equipment and research services within the Department.

In addition to the research undertaken within the Department of Biochemistry, Oxford has many groups working in related areas of molecular and cellular biochemistry in other departments in the Medical Sciences Division. Construction of the £100 Million second phase of the building has recently been completed. The new space houses an interdisciplinary research centre created by the Biochemistry, Chemistry, Physics, and other Medical Science Departments. This structure enables the exchange of ideas and expertise across the university, and makes Oxford one of the largest centres for biochemistry and biomedical research in Europe.

Members of the Biochemistry Department run a 4-year Final Honours School in Molecular and Cellular Biochemistry with an intake of ~100 students per year, and also contribute to teaching students in Biomedical Sciences, Human Sciences and Preclinical Medicine. The Department was awarded 100% (24/24) in the last QAA teaching quality assessment. Teaching involves lecturing, running practical classes and giving seminars and tutorials in the Department and in College.

Further details of the course and department are available on our website <http://www.bioch.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: <http://www.medsci.ox.ac.uk>.

University College

University College, commonly known as Univ, was established in 1249 and has a claim to be the oldest college in Oxford. Today, the College is at the forefront of promoting diversity and excellence in Oxford, fostering a friendly and inclusive community based around its historic town-centre quadrangles. The College is particularly proud of its record in establishing fully-funded postgraduate scholarships, of which more than 30 are available each year, and of its programmes to challenge under-representation in the student body, the Univ Opportunity Programme and the Univ Beacon Programme.

The College comprises approximately 450 undergraduates, 250 postgraduates, and 100 members of academic staff, including Statutory Professors, Tutorial Fellows, and Postdoctoral Research Fellows.

The Master of the College is Baroness Valerie Amos, former United Nations Under-Secretary-General for Humanitarian Affairs and former Director of SOAS University of London. The academic interests of the Fellows of the College range widely across the Sciences, Social Sciences and Humanities. All academic staff are members of the Senior Common Room (SCR), which provides intellectual, dining and social benefits.

The College admits up to five new undergraduates each year to read for Biochemistry, along with a similar number of new research students working in related fields. The College is keen to maintain its current high standards of academic excellence and at the same time strengthen its applications from students with the highest academic potential from every social background. Where appropriate, Tutorial Fellows are expected to work with colleagues in the College to support and strengthen the College's efforts to attract the strongest candidates from all kinds of schools and colleges, irrespective of background.

For more information on University College, including details of its current academic staff, please visit: www.univ.ox.ac.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), and is ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. 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

University Benefits, Terms and Conditions

Details of University policy in the following areas can be found at the links provided.

Salary

[Academic staff pay | HR Support \(ox.ac.uk\)](#)

Pension

<https://finance.web.ox.ac.uk/uss>

Sabbatical leave

[Council Regulations 4 of 2004 | Governance and Planning \(ox.ac.uk\)](#)

Outside commitments

<https://hr.admin.ox.ac.uk/holding-outside-appointments>.

Intellectual Property

<https://governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002>

Managing conflicts of interest

<https://researchsupport.admin.ox.ac.uk/governance/integrity>

Membership of Congregation

<https://www.ox.ac.uk/about/organisation/governance>

<https://governance.admin.ox.ac.uk/legislation/statute-iv-congregation>

Family support

<https://hr.admin.ox.ac.uk/family-leave-for-academic-staff>.

<https://childcare.admin.ox.ac.uk/home>.

<https://www.newcomers.ox.ac.uk/>.

Welcome for International Staff

<welcome.ox.ac.uk>.

[Home | Staff Immigration \(ox.ac.uk\)](#)

Relocation

<https://finance.admin.ox.ac.uk/relocation-scheme>

Promoting diversity

<https://edu.admin.ox.ac.uk/home>

Other benefits and discounts for University employees

[Staff benefits | HR Support \(ox.ac.uk\)](#)

Pre-employment screening

<https://jobs.ox.ac.uk/pre-employment-checks>.

Length of appointment

Appointments to Associate Professorships at Oxford are confirmed as permanent on successful completion of a review during the first five years. See [Academic posts at Oxford | HR Support](#)

Retirement

The University operates an employer justified retirement age for academic posts of 30 September immediately preceding the 70th birthday. See <https://hr.admin.ox.ac.uk/the-ejra>

Data Privacy

<https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>.

<https://compliance.admin.ox.ac.uk/data-protection-policy>.

College Benefits, Terms and Conditions

Salary, benefits and pension

The College component of the salary will be on the scale for Associate Professors, as detailed above. Tutors appointed below the top of this range will receive annual increments to their College stipend until they reach the top point.

The Tutor will be enrolled as a member of the Universities Superannuation Scheme but may opt out.

The Tutor will be entitled to the following benefits and allowances:

- Fellows' Allowance (currently £13,762 p.a., taxable as salary);
- The College offers residential accommodation, which can be rented at a discounted rate for up to a maximum of their first 5 years of appointment, subject to availability;
- The College also runs a Joint Equity Scheme up to £250,000 College investment with payment to the College of a 'rent' for the College's portion set by reference to the HMRC Official Rate of Interest, to assist with house purchase;
- A one-off settling-in allowance in the first year of £10,321 (current rate) for appointees from outside Oxford;
- Academic expenses allowance (currently up to £3,150 p.a., with a double allowance in the first year);
- Entertainment allowance (currently £868 p.a.) that allows relevant expenses to be reclaimed from the College;
- Lunch and dinner in College (Common Table), except when the kitchens are closed;
- A teaching room in College;
- Private health insurance which can include family (taxable benefit), for as long as the College remains in the scheme;
- Senior Common Room membership;
- Nursery fees Salary Sacrifice arrangement;
- Generous sickness, maternity, and paternity leave schemes;
- Tutorial Fellows may apply to the College for sabbatical leave on full stipend and allowances on the basis of one term's leave for every six terms of qualifying service;
- An entitlement to join, or to remain a member of, the Universities Superannuation Scheme (USS).

Length of appointment

The appointment is subject to an initial probationary period of 5 years, with an interim review of performance held halfway through this period. At the expiration of the initial five-year period, a Tutor may be appointed until retirement, having met the criteria for re-appointment in accordance with the College Bylaws. The procedure, which is complementary to, but separate from, that described in the University details, is that a Tutor shall submit to the Senior Tutor a report on his or her activities since appointment under the three headings of teaching; research and publication; and College and University administration. The College shall ask for a report from the Faculty concerned. Re-election to a Fellowship

is subsequently reviewed by the College every seven years in accordance with the College's Statutes and Bylaws.

Given the nature of Associate Professorships, with postholders having contracts with both the University and College, University College has been aligned with the University on the Employer Justified Retirement Age (EJRA) for academic positions. The EJRA policy of the College is currently being reviewed.

A notice period of at least three months, to include one complete Full Term is required. If the Fellow should vacate the Associate Professorship, or other University office on which the holding of this Fellowship is dependent, the Fellowship must thereupon be vacated.

Sabbatical leave

The Fellow will be eligible for sabbatical and other leave in accordance with the College Bylaws applying from time to time. The College's sabbatical leave scheme normally allows for leave of absence on full pay for one term in every seven terms of qualifying service provided that satisfactory alternative teaching arrangements are made, and also that, if the Tutor holds any office of profit during the period of his or her leave, the Governing Body shall have power to revise or discontinue his or her stipend as Tutor for that period.

Family support

The College provides maternity and paternity leave on the same basis as the University. Full details are on the website at: <https://hr.admin.ox.ac.uk/guidelines-for-leave-for-academic-staff>

Relocation expenses

Subject to HMRC regulations, the College pays relocation expenses on the same basis as the University, with any allowable relocation expenses shared between the University and the College in proportion to the stipend paid by each.

Equality of opportunity

The policy and practice of the College require that all staff are offered equal opportunities within employment. Entry into employment with the College 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. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Medical questionnaire and the right to work in the UK

The appointment will be subject to the satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK. The procedure governing right to work is described above.

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both the Department of Biochemistry and University College. 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 and the Governing Body of the College 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.