

## Job description and selection criteria

<b>Job title</b>	<b>Gerald Averay Wainwright Post-doctoral Research Fellowship in Near Eastern Archaeology</b>
<b>Division</b>	Humanities
<b>Department</b>	Faculty of Asian and Middle Eastern Studies
<b>Location</b>	UK-based, location dependent on project
<b>Grade and salary</b>	Grade 7: £38,674 - £46,913 per annum, inc of Oxford Weighting
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term for 3 years
<b>Reporting to</b>	Chair of the Wainwright Board of Management
<b>Vacancy reference</b>	<b>177598</b>
<b>Additional information</b>	Allowance available for travel and research expenses, currently up to £1000 subject to annual review Closing date for applications 12 noon on 19 <sup>th</sup> February 2025

## Overview of the role

The Gerald Averay Wainwright Fellow is a post-doctoral research fellowship role. The Fellow will carry out research addressing the archaeology (not literary or philological studies) of any period of the human past apart from that of Classical Antiquity (i.e. the sphere of influence of Classical Greek and Roman Worlds, between c. 600 BCE and 500 CE), from the Palaeolithic up to and including the medieval and post-medieval periods of any of the following countries: Afghanistan, Algeria, Armenia, Azerbaijan, Bahrain, Burkina Faso, Chad, Cyprus, Egypt, Ethiopia, Eritrea, Georgia, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Mali, Mauritania, Morocco, Niger, Oman, Palestine, Persia, Qatar, Saudi Arabia, Somalia, South Sudan, Sudan, Syria, Tunisia, Turkey, United Arab Emirates, Western Sahara, and Yemen. Priority is given to Armenia, Azerbaijan, Egypt, Georgia, Iran, Iraq, Palestine, Saudi Arabia, Syria, and Turkey.

The intention of the fellowships is to offer opportunities for outstanding scholars at an early stage in their academic career to obtain experience in research.

**The research may be conducted at any UK University with appropriate supervision in these areas, noting that candidates are responsible for making their own arrangements for mentoring and hosting. Please note that, due to immigration restrictions, the option to be based at a university other than Oxford is only available to those with an existing right to work in the UK.**



## **Duties of the post**

The primary emphasis is on completion of a significant piece of publishable research in the non-classical archaeology (not literary or philological studies) of any country or countries listed above. To achieve this, the Fellow will:

- Manage their own academic research and administrative activities. This involves small scale project management, to co-ordinate multiple aspects of work to meet deadlines;
- Adapt existing and develop new research methodologies and materials;
- Prepare working theories and analyse qualitative and/or quantitative data from a variety of sources, reviewing and refining theories as appropriate;
- Prepare and complete research publication(s) (e.g. journal article(s) or book chapter(s));
- Present research findings at meetings/seminars/conferences/public engagement events as appropriate;
- As opportunities arise, develop new research proposals, and ideas for generating research income.

## **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 selection committee will also be mindful of the impact that the Covid-19 pandemic may have had on candidates' research as a result of library and archive closures and/or additional caring responsibilities and/or teaching responsibilities.

### **Essential**

- Be at an early stage of an academic career, having completed a doctorate not earlier than 1 January 2018 (excluding justified career breaks);
- Present a credible proposal for research and publication focused on research into the non-classical archaeology (not literary nor philological studies) of any country or countries as listed above;
- Have or plan to develop research impact and public engagement skills, and demonstrate excellent skills in preparing research findings for publication, with the potential to produce outputs that will be recognised as excellent within the Research Excellence Framework;
- Be able to demonstrate sufficient specialist knowledge in the discipline to develop an effective research programme;

- Be able to develop a coherent, well-organised and deliverable programme of research, showing evidence of time management skills, setting priorities and meeting deadlines;
- Be able to analyse and research complex ideas, concepts or theories, and analyse data as appropriate.

### Desirable

- Demonstrate a strong prior association with the UK academic community. This may be through having completed a doctorate at a UK university, or having been associated or affiliated in some capacity (which could be a temporary contract longer than six months) at a UK university.

## 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.

When prompted, please provide details of **two referees** (including preferably the External Examiner of your PhD).

You are also asked to upload:

- 1) a CV, including a list of publications (if any);
- 2) a supporting statement, which 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). If you would like to be considered for the post on a part-time or flexible working basis, you should explain this clearly here;
- 3) an outline (maximum 3 pages) of the proposed programme of research and publication, and the academic rationale and significance for this research. The proposed research programme for the first twelve months should fall within the period 1 April 2025 – 30 September 2026, with pointers to its development for the following two years;
- 4) a summary of expected expenses, including any location expenses if planning to conduct the research at any UK university other than the University of Oxford.

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

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

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.

### 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 departments.*

*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://staff.admin.ox.ac.uk/recruitment-support-faqs>.

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.

## **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. 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>

## **Faculty of Asian and Middle Eastern Studies**

The Faculty of Asian and Middle Eastern Studies (AMES) is located on a number of sites with its centre on Pusey Lane in Central Oxford. The academic staff in Asian and Middle Eastern Studies teach and research the ancient and modern languages, literatures, and histories of the Near and Middle East, South Asia, and East Asia. The Faculty comprises six subject groups: this post is part of the Egyptology and Near Eastern Studies Group.

The Faculty has some 220 undergraduate students, and around 250 postgraduate students at Master's and doctoral level. It has over 100 teaching and research staff across an extremely wide range of subjects.

Its research has been consistently ranked exceptionally highly in external assessment, and is distinctive for the emphasis placed on engagement with the subject through materials expressed in the original languages of the areas studied, and for its intellectual rigour.

For more information on the Faculty of Asian and Middle Eastern Studies and its teaching and research please visit: <http://www.orinst.ox.ac.uk/>

## **Humanities Division**

AMES is part of the Humanities Division along with more than a dozen other Faculties and institutions. The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the following faculties: Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian and Middle Eastern Studies; Philosophy; Theology and Religion; the

Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the [Stephen A. Schwarzman Centre for the Humanities](#).

The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study.

Although AMES is not physically moving into the new Schwarzman Centre building after its completion, it will have full access to the new exhibition and performance spaces and will be closely involved in cross-faculty initiatives of the Centre.

For more information please visit: <https://www.humanities.ox.ac.uk/home>

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

## **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. For more details, 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 at <https://staff.admin.ox.ac.uk/health-assured-eap>

## University Club and sports facilities

Membership of the University Club is free for all 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 dependents. 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>), and a range of flexible working options. 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 five 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 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)

## 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/supportresearchers/connecting-other-researchers/oxford-research-staff-society>