

## Job Description

### Summary

<b>Job title</b>	<b>Research and Communications Officer</b>
<b>Division</b>	<b>Social Sciences</b>
<b>Department</b>	<b>Centre for Socio-Legal Studies, Faculty of Law</b>
<b>Location</b>	<b>Centre for Criminology, Faculty of Law, St Cross Building, St Cross Road, Oxford, OX1 3UL</b>
<b>Grade and salary</b>	<b>Grade 6: £34,982 - £40,855 per annum pro rata</b>
<b>Hours</b>	<b>Part time (0.2 FTE)</b>  <i>Please note: This role will not attract sufficient points to obtain a sponsored skilled worker visa under the points based immigration system, however applications are welcome from candidates who don't currently have the right to work in the UK, but who would be eligible to obtain a visa via another route.</i>
<b>Contract type</b>	<b>Fixed-term until 31 March 2028</b>
<b>Reporting to</b>	<b>Professor Mary Bosworth</b>
<b>Vacancy reference</b>	<b>179149</b>
<b>Closing date</b>	<b>Midday on Thursday 8 May 2025</b>
<b>Interviews</b>	<b>Interviews will be held online on Monday 19 May 2025</b>
<b>Project website</b>	<a href="https://www.law.ox.ac.uk/border-criminologies/border-criminologies">https://www.law.ox.ac.uk/border-criminologies/border-criminologies</a>

### The role

Reporting to the Principal Investigator, the post holder will be a member of a research group with responsibility for communications and research dissemination for the Border Criminologies research network. This post will incorporate technical and administrative support with research assistance and publication work.

### Project summary

Based at the Centre for Criminology at the University of Oxford, Border Criminologies is an international network of researchers, practitioners, and those who have experienced border control. Established in 2013, with funding from the Leverhulme Trust and the European Research Council, Border Criminologies has become the primary global platform and network for research and knowledge exchange on the intersections between criminal justice and border control. It has also given rise to a new academic subfield that bears its name: border criminology. Through showcasing and facilitating interdisciplinary research from around the world, Border Criminologies

contributes to a greater understanding of immigration law and policy, with a particular focus on immigration detention and deportation.

## Responsibilities

- Oversee the creation of multimedia resources such as infographics and documentaries.
- Review existing Border Criminologies content and reformat it to be of practical use to organisations working with migration and individuals experiencing migration.
- Responsible for the organisation's monthly newsletter and annual report.
- Ensure that press releases are written and published in reaction to relevant current affairs, in collaboration with the Border Criminologies team. Submit other materials to media where relevant (infographics, etc), op-eds and opinion pieces.
- Build and implement social media strategies, generating and publishing daily content on our social media, optimizing Border Criminologies' presence on various platforms, moderating user-generated content, analysing social data, and collaborating with other Associate Directors to disseminate research and coordinate actions.
- Contribute to project planning, the design of research materials, and make arrangements for data gathering.
- Contribute to wider project planning, including ideas for new research projects.
- Manage own research and administrative activities, within guidelines provided by senior colleagues.
- Select, follow, and adapt specialist methodologies to confirm or refute theories, and identify suitable alternatives where information or research material is restricted.
- Gather, analyse, and present qualitative and/or quantitative data from a variety of sources.
- Contribute to research publications, book chapters and reviews.
- Represent the research group at external meetings/seminars, either with other members of the group or alone.
- Contribute to discussions and share research findings with colleagues in partner institutions, and research groups.

## Selection criteria

### Essential selection criteria

- Hold a relevant first degree
- Hold or be working toward a doctorate or postgraduate degree in criminology, law, or a related social science.
- Possess sufficient specialist knowledge about immigration and border control.
- Ability to manage own research and administrative activities.

- Excellent communication skills, including the ability to write text that can be published, present data at conferences, and represent the research group at meetings.
- Experience of following and adapting social science methodologies.
- Experience of research

#### Desirable selection criteria

- Experience of contributing to research publications.
- Experience of working in a research team and contributing ideas for new research projects.
- Experience of communications, social media, and disseminating academic research.

### 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).

## Faculty of Law

The Faculty of Law in the University of Oxford is the largest Law Faculty in the UK. It is a federation of thirty law schools in the colleges of the University. Legal scholars in the colleges and University are members of the Faculty, which coordinates and supports the teaching and writing of one hundred fifty three academics. The Law Faculty has a distinguished reputation in research and publications in Law. There are five specialised centres associated with the Law Faculty: the Centre for Socio-Legal Studies, the Centre for Criminology, the Institute of European and Comparative Law, the Oxford Intellectual Property Research Centre and the Bonavero Institute of Human Rights. Oxford is consistently listed in the top three for law in the leading guides to British and international universities. There are 225 students in each of the three years of the Faculty's BA in Jurisprudence. The Faculty's graduate programme includes the BCL, the MJur, the MSc in Criminology, the Master's in Law and Finance, the MSc in Taxation, the MSc in Intellectual Property and the MSc in International Human Rights Law, and 6 large doctoral programmes. There are over 40 professional support staff in the Faculty. The Faculty of Law holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all. For more information please visit the [Law Faculty website](#)

Anyone considering applying for a role in the Law Faculty is invited to read our 2023-26 strategic plan, '[Shared Ambitions](#)'.

### Equality, Diversity and Inclusion at the Faculty

Equality, diversity and inclusion (EDI) are integral to the Law Faculty's mission and success. As a Faculty, we enable individuals to reach their potential through education and help address the world's greatest challenges. The Faculty's ambitions for EDI are in line with those set out in the [Collegiate University EDI Strategic Plan 2024-27](#). Our diversity strengthens our research, enhances our teaching, and enables a deeper engagement with the world. We recognise the value of a diverse student and staff community, and the range of experiences and perspectives that brings. Our vision is of a Law Faculty where everyone belongs and is supported to succeed. We support the University's goal to be a leader in equality, diversity and inclusion in society. Having an inclusive culture, in which everyone can grow and flourish, is essential to our continued success as a world-leading Faculty in a world-leading institution. You can find out more about our [EDI programmes and progress to date](#) by visiting our website.

## Centre for Criminology

The Centre for Criminology is the focal point for criminological studies in Oxford. It is a sub-unit of the Faculty of Law and is located in the St Cross Building.

The Centre currently comprises six tenured academic staff: the Statutory Professor of Criminology (Ian Loader), three Professors of Criminology (Mary Bosworth, Rachel Condry and Carolyn Hoyle), and two Associate Professors (Katrin Muller-Johnson and Leila Ulrich). Professor Lucia Zedner (Senior Research Fellow, All Souls College) is involved in the Centre's teaching and research programmes. The Centre also currently has a Visiting Professor (Dr. Hindpal Bhui), a Visiting Professor of Practice (Parvais Jabbar).

The Centre is also comprised of a number (the exact number varies over time) of post-doctoral researchers (typically funded by the British Academy or Leverhulme Trust), as well as researchers working on externally-funded research projects. At present, there are six postdoctoral researchers working in the Centre. The Centre also runs an active Academic Visitors programme. The Centre's work is supported by two professional support staff: A Graduate Studies Administrator (Abigail O'Regan) and a Centre Administrator (Angela Patterson). The Centre is home to the Death Penalty Research Unit, directed by Carolyn Hoyle, and the international Border Criminologies research network, founded by Mary Bosworth. It also hosts the student-run Oxford Transitional Justice Research network.

At the Oxford Centre, we understand criminology as a 'meeting place' – staff in the Centre are originally trained in history, law, politics and international relations, psychology and sociology. We treat criminology as a field of enquiry where questions of order, justice and control around the globe are brought into conversation with the larger concerns of the social sciences, and social and political theory, with such matters as de-colonialism, gender, political economy, race, and the futures of a climate-changed planet. More information on areas of scholarly research and

policy engagement in the Centre can be found [here](#). The person appointed will be expected to play a full and active part in contributing to the Centre's research agenda and profile.

The Centre for Criminology has established a strong reputation over three decades, first for undergraduate teaching and criminological research, latterly also for its graduate criminology programme. Today, the Centre is principally a graduate school. The core of our educational provision is the MSc Criminology and Criminal Justice. The degree has been running for over 20 years and is now well-established with an annual cohort of 28 full-time and 5 part-time students. The Centre offers a thriving DPhil Criminology programme, available both full-time and part-time. At any one time the Centre has a graduate research community of around 40 students. The Centre also teaches an option on 'Criminology and Criminal Justice' on the final (FHS) year of the BA Law degree.

The Centre is housed in dedicated space in the Law Faculty building. Next door is the Social Sciences building [www.manor-road.ox.ac.uk](http://www.manor-road.ox.ac.uk) - which offers great opportunities for interaction with colleagues from the other Social Science units: Socio-Legal Studies (within the Faculty of Law), Politics and International Relations, and Economics.

More details about the Centre are available on its [website](#)

## Social Sciences Division

Social Sciences is 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 three 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 (including Law, Management, Economics, Politics and International Relations, Sociology, Social Policy, Area Studies, Development Studies, Education, Anthropology, Archaeology, Geography, Public Policy). There are over 700 academic staff, 2,700 graduate students (postgraduate taught and postgraduate research), and 1900 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 the Social Sciences website

## 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.

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.

## References

**Shortlisted** applicants will be asked to arrange for two references to be submitted before the interviews take place.

(Shortlisted candidates should ask their referees to address the criteria in their letters of recommendation. References may be sent by email only and need not be signed, provided they are sent from the referee's official email address. The Faculty of Law wish to take this opportunity to thank in advance those referees who write on behalf of applicants.)

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

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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 to [recruitment@law.ox.ac.uk](mailto:recruitment@law.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>