



# **Job Description and Selection Criteria**

Post	Associate Professorship (or Professorship) of Materials		
Department/Faculty	Department of Materials		
Division	Mathematical, Physical and Life Sciences		
College	St Anne's College		
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.		
Salary	Combined University and College salary from £55,755 - £74,867 p.a. plus additional benefits as detailed below including a Housing Allowance of £11,635 per annum. An additional allowance of £3,155 p.a. would be payable upon award of Full Professor title.		

# Overview of the post

The Department of Materials and St Anne's College are recruiting an Associate Professor or Professor of Materials with effect from 1<sup>st</sup> September 2025 or soon thereafter. The successful candidate will work at the Department of Materials and also will be appointed to a Tutorial Fellowship at St Anne's College.

The Department of Materials at Oxford University is a world leader bringing a highly interdisciplinary approach to the development of materials with a particular focus on materials for a sustainable future across a range of materials systems and technologies including energy storage and conversion materials. The work of the department is underpinned by excellence in the, theory and modelling of materials, microstructural and nanoscale characterisation of materials, and the processing a production of materials.

The postholder may specialise in any aspect of Materials Science, laboratory based or modelling. Areas of particular interest for the current post include *but are not limited to*: the development and application of atom-probe tomography, biomaterials and materials for medical applications, quantum materials, and materials processing. We are seeking an exceptional candidate who will complement our existing activities in the Department of Materials, and who will contribute to strengthening our teaching and research. The successful candidate will have a doctorate in materials science or a closely related subject, and will have a record of internationally excellent research clearly centred on Materials Science, supported by strong publications commensurate with their career stage.













The successful candidate will be required: to build an independent research group, consistent with the department's strategy, that delivers science research of the highest international quality, to disseminate that research; to engage in knowledge transfer activities; to teach, supervise and examine undergraduate and postgraduate research students; and to participate in the administration of the department and college.

Specifically in the College, you will be one of two Materials Scientists with Tutorial Fellowships and you will help to manage a lively group of undergraduate and graduate materials scientists, and play a full part in the teaching of Materials Science at undergraduate level.

Queries about the post should be addressed to the Head of Department, Professor Pete Nellist, at <a href="https://head.department@materials.ox.ac.uk">head.department@materials.ox.ac.uk</a>, telephone: +44 (0) 1865 273737, or to the Senior Tutor at St Anne's College, Dr Shannon McKellar (<a href="mailto:senior.tutor@st-annes.ox.ac.uk">senior.tutor@st-annes.ox.ac.uk</a>). All enquiries will be treated in strict confidence and will not form part of the selection decision.

The University of Oxford is a member of the Athena SWAN Charter to promote women in Science, Engineering, Technology and Medicine. The University holds an Athena SWAN bronze award at institutional level in recognition of its efforts to introduce organisational and cultural practices that promote gender equality and create a better working environment for staff and students of any gender identity. The Department of Materials places a strong emphasis on developing a workplace based on principles of equality and diversity, and currently holds an Athena SWAN bronze award. Potential applicants are welcome to contact the Department's Athena SWAN champion (angus.wilkinson@materials.ox.ac.uk) to discuss any aspects of the Department's approach to equality and diversity, or equality@admin.ox.ac.uk for further information about Athena SWAN at the University of Oxford. Information about Athena Swan in MPLS can be found at <a href="http://www.mpls.ox.ac.uk/equality-and-diversity/athena-swan">http://www.mpls.ox.ac.uk/equality-and-diversity/athena-swan</a>.

Applicants shortlisted for interview will have the opportunity to meet the Athena Swan Co-ordinator when visiting the department, attending their interview or by telephone, where the diversity of the department will be highlighted and the department's approach to diversity will be explained.

## The role of Associate Professor at Oxford

Associate Professor is the main academic career grade at Oxford. Associate Professors have responsibility for developing the careers of people in their group, department, and the wider environment by leading a successful programme of research, being an enthusiastic and engaging teacher and by promoting equality, diversity, and inclusion across all facets of the Collegiate University. Associate Professors are appointed jointly by a University department/faculty and an Oxford college, and you will have a contract with both. Further information about the College Tutorial Fellowship is found here.

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 as a trustee of the 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.

We would expect the post-holder to spend, on average, approximately 10-30% of their time on teaching, 50-70% on research and 10-20% on administrative and pastoral responsibilities, noting that the relative fraction may vary within these ranges during their time in Oxford.

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.

# **Duties of the post**

The main duties of the post are as follows:

## Research

1	Establish/maintain your own research group in the field of Materials Science fostering a collaborative, inclusive and supportive research environment among all staff and students
2	Develop and submit competitive grant proposals to support your own research and contribute to the growth of distinctive areas of expertise in the Department and the wider University
3	Maintain a successful publication record (appropriate to the stage of career, and accounting for career breaks) and disseminate your group's research through participation in international conferences and seminars, and other media
4	Engage in activities to enable your research to have wider impact beyond academia, using innovative methods and collaborating with external stakeholders (which could include other educational organisations, governments, NGOs or civil society)

## **Teaching and Supervision.**

1	At the College, teach undergraduates through tutorials of six weighted* hours per wee averaged over three eight-week terms in Materials Science.					
	Coordinate, set and mark College termly exams (Collections), monitoring student progress, and writing termly reports on students' work, and organising, where necessary, teaching by specialist colleagues in other colleges; participate in the undergraduate admissions process.					
	*The college operate a 'weighted hours' scheme, under which a one-to-one tutorial counts as one stint hour, a two-person tutorial as 1.25 hours; a three-person as 1.5 hours. Tutorials consist of an hour of academic discussion between tutor and students, and tutors are expected to mark written work as part of each tutorial.					
2	Contribute to the ongoing development, improvement and diversification of the undergraduate curriculum within the department; deliver lectures, undertake laboratory					

	demonstrating; supervise 4th-year undergraduate and doctoral students, and participate in examining, marking and assessment as appropriate.
3	To take responsibility for the pastoral care of students studying Materials Science within the department and College (alongside the College Welfare Team) and to act as College Advisor to a small number of graduate students at the College.

#### **General duties**

1	Embed the principles of mutual respect, equality, diversity and inclusivity in all aspects of your work and in interactions with colleagues; undertake training as and when asked to do so
2	Ensure all lab, field and office work is undertaken safely and that your team has a proactive approach to safety and to mental and physical health
3	Engage positively with the Department and play an active role in the administrative and governance of the Department
4	Serve as a Trustee of St Anne's College (an educational charity), participate fully in the administrative work of the College, including attendance at Governing Body, service on College committees, and potentially taking on College offices.

## 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 demonstrates its support for <u>DORA</u> (San Francisco Declaration on Research Assessment) to which the University became a signatory in 2018.

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.

If, for any reason, you have taken a career break, suffered with a long-term illness or debilitating condition (e.g. long-COVID), 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.

Applications will be judged only against the criteria which are set out below, so you should make sure that you show very clearly how your skills and experience meet these criteria.

The successful candidate will demonstrate the following.

Qualifications and Research		
Essential	A doctorate in an area relevant to the field of Materials Science	
Essential	An internationally recognised academic and research record within the field of Materials Science or a closely related field, or on the trajectory to achieve this	

Essential	A publication record that demonstrates impact within the field appropriate to your career stage, and accounting for career breaks or personal circumstances			
Essential	The ability to develop an independent programme of research and attract and manage research funding			
Essential	An exciting, ambitious and credible research vision and proposal that is consistent with the department's research strengths and status			
Teaching				
Essential	Commitment to teaching and ability to educate and inspire high-achieving undergraduate and graduate students from all backgrounds and to help them reach their full potential			
Desirable	A creative approach to teaching			
Personal eff	fectiveness			
Essential	The ability to support and guide a research group of post-doctoral staff and research students, and help them to develop into successful independent researchers			
Essential	Communication and interpersonal skills enabling the formation of good working relationships with colleagues, students and collaborators			
Essential	Ability and commitment to provide pastoral and academic support for students and researchers at all stages in their university career			
Essential	Good citizenship and a willingness to undertake administrative duties (within reason) to support the smooth running of the Department and the College. A commitment to advocating for equality, diversity and inclusion in research, teaching and/or the broader community			
Desirable	Achievement of impact of research beyond academia and a readiness to communicate to a wider public the central interest and importance of the field			
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# How to apply

To apply, visit <a href="https://my.corehr.com/pls/uoxrecruit/erq">https://my.corehr.com/pls/uoxrecruit/erq</a> jobspec details form.jobspec?p id=179503 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 be asked to upload (1) a full CV with publications list, (2) a supporting statement (two pages max), and (3) a research vision and proposal (five pages max), as follows:

(1) Full CV including publications, teaching experience, career details to date, and awards received. Use asterisks to highlight five publications to which you made very significant contributions and that evidence your research excellence.

You will also be asked to provide details of three referees and indicate whether the University may contact them now. The University will assume that it is free to approach your referees at any stage unless your application specifies otherwise. You should also contact these three referees to ensure they

are aware of your application and of the requirements for the post, and to ensure that they would be content to write a reference for you for this post, if asked.

- (2) The supporting statement (two pages max) should explain how you meet the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment and education. You may also choose to include a contextual statement (one page) with your supporting statement. This will allow you, should you wish, to highlight life events (such as covid-19, maternity leave or leave to care for other dependants) that may have impacted on your research output. The panel will give consideration to this when shortlisting.
- (3) The research proposal (two pages max) should set out your vision, plans and priorities for research over the next five years. You may wish to suggests interactions with the department's core strengths. These include characterisation with an extensive suite of atom probe tomography systems, electron microscopes, focused ion beam instrument and micromechanical testing; computational materials modelling and methodology development within our Materials Modelling Laboratory; and manufacturing and processing with associated experimental capabilities. We currently have significant research activity relating to the development of materials for energy conversion and storage, structural and nuclear materials, nanomaterials and quantum devices and polymers. The department is the national champion for energy storage materials within the UK's Royce Institute for Advanced Materials initiative. Researchers in the department were also co-founders of the Faraday Institution (FI) and now lead three FI projects on solid-state batteries, lithium-ion cathode materials and electrode manufacturing. The department has close ties with national characterisation facilities including at the nearby Harwell Science Campus such as the Diamond Light Source.

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 <a href="https://edu.admin.ox.ac.uk/disability-support">https://edu.admin.ox.ac.uk/disability-support</a> 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 <a href="https://www.accessguide.ox.ac.uk/">https://www.accessguide.ox.ac.uk/</a>.

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 <a href="mailto:recruitment.support@admin.ox.ac.uk">recruitment.support@admin.ox.ac.uk</a>. Further help and support is available from <a href="https://hrsystems.admin.ox.ac.uk/recruitment-support">https://hrsystems.admin.ox.ac.uk/recruitment-support</a>. 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 erecruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

## The Department of Materials

The Department is one of nine within the Mathematical, Physical and Life Sciences Division of the University of Oxford, and one of world's leading materials teaching and research institutions. According to the UK's Research Excellence Framework 2021 assessment (in a Unit of Assessment joint with Engineering Science), 97% of the Overall Research was awarded the 3\* (26% - internationally excellent) and the highest 4\* (71% - world-leading) rating. For Research Impact and Research Environment our submission was ranked first equal within the Unit of Assessment with 90% and 100% respectively of Oxford's submission receiving the 4\* rating, and overall we obtained the second highest percentage of 4\* contributions within our Unit of Assessment. National league tables (Guardian, Times Good University Guide) regularly place us as the UK's top materials department.

Members of the Department, from graduate students to professors, win national and international awards for their contributions to materials science, including recognition from the Royal Society, the Royal Academy of Engineering and the American National Academy of Engineering. The Department is also active in commercialisation of its intellectual property through licensing to industry and setting up of spin-off companies.

Materials science is a diverse and exciting discipline, and expanding directions in the Department's research include energy storage materials and devices, and materials for quantum computing, while recently we have also significantly reinforced our leading strengths in materials characterisation, modelling and physical metallurgy.

The Department has extensive laboratory space and supporting facilities spread over two main sites. The central main site, within the Oxford Science Area, Parks Road, has seven buildings. The second site is the Oxford University Begbroke Science Park, located five miles north of Oxford. A minibus provides transport between the two sites.

The Department of Materials strives to ensure that all staff and students are given the opportunities and support they need to achieve their potential. We are committed to equality of opportunities and to advancing women and underrepresented groups' careers. We support staff returning from long-term absence and provide flexible arrangements for staff with parental responsibilities. Further information about family support can be found in the Standard Terms and Conditions. Our Equality, Diversity and Inclusion Committee contributes to many aspects of our work, see <a href="https://www.materials.ox.ac.uk/edi#/">https://www.materials.ox.ac.uk/edi#/</a>

The Department of Materials holds a Bronze Athena Swan award to recognise advancement of gender equality, representation, progression and success for all. The Department is also member of WISE (<a href="https://www.wisecampaign.org.uk/">https://www.wisecampaign.org.uk/</a>) and AFBE-UK Association for Black and Minority Ethnic Engineers (<a href="https://www.afbe.org.uk/">https://www.afbe.org.uk/</a>)

As part of the department's commitment to openness, inclusivity and transparency, we strongly encourage applications from all who consider they meet the requirements of the post, and particularly from women and ethnic minorities.

#### **TEACHING**

The teaching in the Department is regularly rated as high quality. We teach two four-year undergraduate degree programmes (M.Eng level). The joint intake for this course is about 42 a year. Around 52 graduates are accepted each year to study for research degrees.

#### RESEARCH

The Department has an outstanding record for world class research, as underlined by the UK Government's most recent assessment of research excellence in UK universities, the 2021 REF <a href="https://results2021.ref.ac.uk/">https://results2021.ref.ac.uk/</a>, where Oxford Materials was one of the top-rated materials departments in the country. Annual external research funding in the Department is approximately £10 million, from industry, research councils, the EU and charities.

For more information on the Department of Materials, please visit: <a href="https://www.materials.ox.ac.uk">https://www.materials.ox.ac.uk</a>

# The Mathematical, Physical and Life Sciences Division

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities and the MPLS Division is home to our non-medical sciences, with 9 academic departments that span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research tackles major societal and technological challenges – whether developing new energy solutions or improved cancer treatments, understanding climate change processes, or helping to preserve biodiversity, and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

The disciplines within the MPLS Division regularly appear at the highest levels in rankings, including the Times Higher Education and QS world rankings. Nationally, the quality of the Division's research outputs and environment, and the resulting impact, was recognised through strong performances in the UK Research Excellence Framework in both 2014 and 2021.

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders. Our researchers have been awarded some of the most significant scientific honours and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships and faculty positions. MPLS is at the forefront of promoting equality, diversity and inclusion within the Collegiate University. We provide support to our departments to enable them to diversity their staffing, providing benefits to all, offer an array of development opportunities, and we are pleased to note that all academic departments in the Division hold Athena Swan Awards.

We have around 7,000 full and part-time students (including approximately 3,500 graduate students) and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve diverse mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (<a href="www.oxfordsparks.ox.ac.uk">www.oxfordsparks.ox.ac.uk</a>) and a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire, aided

by the work of Oxford University Innovation and Oxford Sciences Innovation, is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: www.mpls.ox.ac.uk

# St Anne's College

There are 39 self-governing and independent colleges at Oxford, giving academic staff and students the benefits of belonging to a small, interdisciplinary community as well as to a large, internationally-renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

One of the largest Colleges in the University of Oxford, with around 860 students, St Anne's is down to earth, ambitious, outward facing and collaborative. We aspire to understand the world and change it for the better. Established in 1879 to enable women from all backgrounds to access an Oxford education, the College is committed to securing our legacy and future by being a diverse and inclusive community that is the home of choice for the brightest and most ambitious from all backgrounds, including those who may initially think that Oxford is not for them. Our community includes undergraduate and graduate students, academics involved in world leading research and teaching, and staff from a wide range of professional backgrounds. Helen King, our Principal since 2017, is a graduate of St Anne's who took on the role after a thirty-year career in policing, including as an Assistant Commissioner in the Metropolitan Police.

As a charity and one of the more modern colleges, our finances depend upon a diverse range of income streams including a successful vacation conference business and the generosity of our worldwide network of committed alumnae and donors.

St Anne's is ideally located in Oxford, lying in an enviable position, slightly out of the pressure of the city centre, between the Humanities Division's headquarters and some of its faculties, the Stephen A. Schwarzman Centre for the Humanities, and the Maths Institute, and the University Parks and Science area, which includes the Materials Science Department.

#### Materials Science at St Anne's

There are two Tutorial Fellows (Professor Chris Grovenor, who is retiring, leading to this vacancy, and Professor Sebastian Bonilla), one Professorial Fellow (Professor Saiful Islam), and two Supernumerary Fellows (Professors Roger Reed and Edmund Tarleton). There are also currently two Lecturers in Materials Science in the College. In Engineering, there are two Tutorial Fellows (Professor Budimir Rosic and a vacancy), one Professorial Fellow (Professor Clive Siviour), two Supernumerary Fellows (Professors Jakob Foerster and Kam Chana) and two lecturers. The College admits six Materials Science and six Engineering Science undergraduates each year, creating cohorts of 24 undergraduates in each discipline at any one time. To this number is added an annual intake of a few Visiting Students and graduates in Materials and Engineering Sciences.

Research and teaching are supported by the College Library which holds one of the largest lending collections of all the Oxford colleges with around 100,000 volumes. The Library is open 24/7 and offers generous borrowing amounts and loan periods. Library staff actively encourage suggestions for purchase. As well as the lending collection, the Library has a small but interesting collection of rare books and supports Fellows and JRFs who want to use these for their own research or with their students in classes held in the reading rooms.

For further information about the College, please visit www.st-annes.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 a large number 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 <a href="https://www.ox.ac.uk/about/organisation/finance-and-funding">www.ox.ac.uk/about/organisation/finance-and-funding</a>), and regularly creates spinout companies based on academic research generated within and owned by the University. 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, who 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 for further details.

## Family support

https://hr.admin.ox.ac.uk/family-leave-for-academic-staff. https://childcare.admin.ox.ac.uk/home.

https://hr.admin.ox.ac.uk/my-family-care.

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-arrangements#collapse1094916

#### **Promoting diversity**

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

## Other benefits and discounts for University employees

https://hr.admin.ox.ac.uk/discounts

#### **Pre-employment screening**

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

## Length of appointment

Academic posts at Oxford | HR Support

#### Retirement

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**

The College component of the salary is on the scale for Associate Professors with Tutorial Fellowships found below. A postholder appointed below the top of this salary range will receive annual increments until they reach the top point. There is an annual cost-of-living review.

Tutorial Fellows also receive a housing allowance which is currently £11,635 pa, an entertainment allowance of around £514 pa (depending on the number of students), and a research allowance of £1,235 pa.

Those holding significant administrative appointments within St Anne's may be eligible for additional payments and/or remission of some other duties.

#### Other benefits

As a Tutorial Fellow of St Anne's College, the postholder will, in addition to his/her stipend on the combined college and university salary scale, be entitled to full membership of the Senior Common Room including full dining rights, and to a shared teaching room in College. The postholder will be entitled to a fee reduction for the College's on-site children's nursery, and employee priority for allocation of places.

#### Pension

The College and University offer generous pension provision. Associate Professors are usually offered membership of the Universities Superannuation Scheme. Details are available at finance.web.ox.ac.uk/uss.

Sabbatical leave/dispensation from lecturing obligations

Postholders will be eligible to apply for sabbatical leave in the College in conjunction with sabbatical leave granted by the University.

#### Data privacy

In accordance with the General Data Protection Regulation (GDPR), the College has implemented a privacy notice to inform prospective employees of the College of the types of data the College will process about them. The College also includes within this notice the reasons for processing the data, the lawful basis that permits the College to process it, how long the College keeps the data for, and prospective employees' rights regarding their data. This <u>Privacy Notice</u> can be found on the College website.

# **Probationary period**

The appointment is subject to an initial probationary period of up to five years. Satisfactory completion of this period, through demonstration of competence in teaching and research, and reasonable participation in College administration, will result in appointment to retiring age under the College statutes, subject to legislation in place at the time. 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.

# Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both the Department of Materials and St Anne's 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 MPLS Divisional Board and the Governing Body of St Anne's 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.

# Benefits of working at the University

Employee benefits | HR Support (ox.ac.uk)

Staff benefits | HR Support (ox.ac.uk)

# PAY SCALE FOR ASSOCIATE PROFESSORS WITH TUTORIAL FELLOWSHIPS (APTF-U) (with effect from 1 August 2023)

Grade (30S)				
Scale	National Pay spine	University Salary	College Salary	Total Salary
point				
11	52	£59,479	£11,439	£70,918
10	51	£57,750	£11,107	£68,857
9	50	£56,073	£10,784	£66,857
8	49	£54,443	£10,471	£64,914
7	48	£52,862	£10,167	£63,029
6	47	£51,327	£9,871	£61,198
5	46	£49,836	£9,585	£59,421
4	45	£48,390	£9,306	£57,696
3	44	£46,985	£9,036	£56,021
2	43	£45,621	£8,774	£54,395
1	42	£44,296	£8,519	£52,815