



Job Description and Selection Criteria

Post	Associate Professorship of Engineering Science (Mechanical Engineering)
Department	Engineering Science
Division	Mathematical, Physical and Life Sciences
College	Trinity College
Contract type	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
Salary	Salary from £50,300-£67,541 p.a. plus additional benefits including College housing allowance of £16,250 p.a. An allowance of £2,931 p.a. would be payable upon award of Full Professor title.
Vacancy number	162631

Overview of the post

Applications are invited for the post of Associate Professor of Engineering Science (Mechanical Engineering), to be held in the Department of Engineering Science, with effect from 1 September 2023 or as soon as possible thereafter. This is a joint appointment with Trinity College, where the successful candidate will also be appointed to a Tutorial Fellowship and membership of Governing Body.

This appointment will add further strength to the Department's internationally renowned portfolio of research in Mechanics and Materials engineering. Applicants are sought with demonstrated research expertise in solid mechanics and its application. In particular we are seeking candidates with expertise in Micromechanics and Engineering Microscopy but other candidates in the general field of Mechanics and Materials engineering will be considered.

The successful candidate will have a strong research background in Mechanics and Materials engineering, or a cognate subject, and will seek to engage with the current group synergistically.

The successful candidate will be expected to apply for and obtain external funding to enable development of their programme of independent research as well as to develop links with other departments across the University, primarily in the Mathematical, Physical and Life Sciences (MPLS) Division, and elsewhere as appropriate. Further information about the academic Divisions at Oxford is given below.

To assist in setting up new research activities, the Department will provide an equipment dowry, an annual support fund, and access to Departmental and University research support funds (which must be



bid for). Further funding for the set-up costs of experimental facilities can be made available, and laboratory and office space will be provided. The appointee will be given help to apply for grants from research councils, for example through the Engineering & Physical Sciences Research Council (EPSRC) and from industry.

The successful candidate will also assist in the teaching of their subject at both undergraduate and graduate level. Undergraduate teaching in the department may include lectures and practical classes, and the supervision of undergraduate design and project work (see <http://www.ox.ac.uk/admissions/undergraduate/courses-listing/engineering-science>). The subjects taught at undergraduate level would be expected to be in the general field of materials engineering, as well as other areas of engineering, depending on the interests of the appointee. Graduate teaching will involve supervision of MSc and doctoral research students.

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. The Department of Engineering Science holds a Departmental Bronze Athena award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women. Feel free to contact equality@admin.ox.ac.uk for further information about Athena SWAN at the University of Oxford.

We recognise that academics have a key role to play in advancing an inclusive culture across departments, colleges and the University, and being part of this community requires taking on administrative roles. We value and reward such work on ensuring a productive and welcoming environment, where we foster a collegiate atmosphere and enhance equity for all. This includes working directly on initiatives and policies promoting equality, diversity and inclusion, increasing access for under-represented groups at undergraduate and postgraduate level, outreach and public engagement with research.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact the department on academic.recruitment@eng.ox.ac.uk. 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 or faculty and an Oxford college, and you will have a contract with both.

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 that attracts grant funding, being an enthusiastic and engaging teacher and by promoting equality, diversity and inclusion across all facets of the Collegiate University.

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.

Duties of the post

For the University the post-holder will be expected:

Research

- to engage in original research in the field of Mechanics and Materials engineering, with an emphasis on Micromechanics and Engineering Microscopy
- to secure research funding and engage in the management of research projects;
- to disseminate their research through publication in scholarly journals, participation in international conferences and seminars, and through other media;
- to engage in knowledge transfer activities.

Teaching

- to carry out teaching duties at undergraduate and graduate level including lectures, classes, laboratory organisation and demonstrating, and project supervision, under the direction of the Head of Department;
- to supervise research students.

Examining

- to take part in university examining as and when requested to do so.

Administration and outreach

- to participate in the administration and outreach activities of the Department of Engineering Science as and when requested by the Head of Department.

For the **College** the post-holder will be expected:

- to engage in advanced study and research;
- to share responsibility for the teaching of materials engineering within the college, including other topics in the context of our general Engineering Science course;
- to undertake for the College up to six hours of tutorial and class teaching a week averaged over the three terms (twenty-four weeks) of the academic year; (see <https://eng.ox.ac.uk/virtualopenday/the-course/> for details of the syllabus)
- to take a role in the pastoral care of undergraduates;
- to play a full part in the annual exercise for the admission of undergraduate students, and to participate in College Open Days and outreach events as required;
- To advise the College's Tutor for Graduates on the admission to the College of graduate students in Engineering.
- to act as College Advisor to graduate students in Engineering Science and cognate areas;
- to take part in the administration of the College by participation in the Governing Body and other committees.

Candidates who wish to speak to someone informally about the College post may contact Professor Steve Sheard on steve.sheard@trinity.ox.ac.uk.

Additional security pre-employment checks

This post requires a satisfactory enhanced Disclosure and Barring Service check due to regulated activity involving children or 'at risk' adults

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 successful candidate will demonstrate the following:

Essential

- (a) a doctorate in the field of Mechanics and Materials Engineering or a cognate discipline;
- (b) a proven research record of high-quality research at international level in the area of Mechanics and Materials engineering, demonstrated by previous achievements, *e.g.*, publications in recognised journals and conferences;
- (c) significant research potential in the area of Mechanics and Materials engineering, evidenced by a written research plan of high standard, appropriate to the Department's research standing;
- (d) the ability to attract research funding and develop an independent programme of research;
- (e) the experience of and ability to teach effectively, at both the undergraduate and graduate levels, a wide range of topics within the field of Mechanics and Materials engineering and related topics in the context of our general Engineering Science course;
- (f) the ability to supervise graduate students;
- (g) excellent interpersonal skills necessary for undertaking tutorial teaching and the pastoral care of students, and excellent spoken and written English;
- (h) evidence of the ability, or the potential, to provide excellent tutorial teaching in a range of undergraduate papers in the Engineering Science course;
- (i) the ability and willingness to undertake the full range of administrative duties both within the Department and the College.
- (j) a firm commitment to undergraduate teaching.

Desirable

- (k) excellent track record of obtaining research grants;
- (l) experience of research collaborations at national and international levels;
- (m) experience of supervising research students;
- (n) experience of, or an interest in, developing links with Industry.

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>.

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 should contact all three of your referees before applying, 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 they were asked to do so. The University will assume that it is free to approach your referees at any stage unless your application specifies otherwise. Therefore, if you would prefer a referee or referees to be approached only with your specific permission or if you would prefer them to be approached only if you are being called for interview on the final short list, then you must indicate this in your application.

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 <http://edu.admin.ox.ac.uk/disability-support> for details. Please feel free to discuss College support related to disability and long-term health conditions in confidence with the Senior Tutor, Dr Rebecca Bullard (rebecca.bullard@trinity.ox.ac.uk) 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, see <http://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.

Your application will be judged solely based on how you demonstrate that you meet the selection criteria stated in the job description. You will be asked to upload a full CV with publications list, a supporting statement, and a research proposal:

- Given the overall limit of 10 pages (see below), you may not be able to include your complete list of publications, in which case you should select the ones which are most relevant to your application. Whether or not you submit a complete list, you should highlight the five most important publications with an asterisk and explain in each case (in not more than three sentences per publication) why that paper is particularly significant.
- 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 employment, education, or during career breaks (such as time out to care for dependants).
- The research proposal should set out your plans and priorities for research over the next five years, should you be appointed to this post.

You should therefore upload, **within a single PDF document**, the following:

1. Your full CV including your teaching and research experience, career details to date, and awards received;
2. Your supporting statement as described above;
3. Your research proposal.

A teaching proposal is not required.

The name of the PDF attachment should be of the form DF23TRI_Surname_Initials.pdf. **The total size of the attachment must not exceed 10 pages in a normal font and spacing.** Please do not attach additional material as your application will not be considered if it is overlength.

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.

The deadline for applications is **Tuesday 6 June at midday**.

Should you have any queries about matters that are not addressed in this document, please contact the Department on academic.recruitment@eng.ox.ac.uk. Please quote DF23TRI/162631 in all correspondence.

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date. 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.

All shortlisted candidates will be interviewed, and it is anticipated that this will take place in person at the Department of Engineering Science (OX1 3PJ). They will be asked to give a presentation to the Committee as part of an interview process which is expected to take place during week commencing 10 or 17 July. If nearer the time it is not possible to hold the interviews in person, they will revert to online. Candidates will be informed as soon as possible. They will be asked to give a presentation to the Committee as part of an interview process which is expected to proceed as follows:

MORNING: Each candidate will present a 30-minute seminar on a suitable topic from their current research (25 minutes presentation plus 5 minutes of questions). The seminar will be held at the Department and will be attended by members of the Selection Committee, and other interested members of the Department (only some of whom will be experts in the specialist field of the appointment).

AFTERNOON: The formal interview by the Selection Committee will be held at the Department. This will last about 45 minutes, and will include discussion of research interests and directions, teaching interests and expertise and experience, including undergraduate projects and other aspects of the post. Candidates will be asked to undertake a short teaching exercise in the course of their interview.

During the time they are not giving their seminar or attending their interview, short-listed candidates will have an opportunity to visit the Department. The opportunity to take a tour at the College will also be provided. Neither of these visits constitutes any part of the selection process. Overnight accommodation will be arranged, if desired. If interviews are not able to be held in person, candidates will be given the opportunity to meet virtually with members of the Department and College.

The Department of Engineering Science

Engineering teaching and research takes place at Oxford in a unified Department of Engineering Science whose academic staff are committed to a common engineering foundation as well as to advanced work in their own specialties, which include most branches of the subject. We have especially strong links with computer science, materials science, medicine and also the Saïd Business School. The Department employs 120 academic staff (this number includes 13 statutory professors appointed in the main branches of the discipline, and 25 full professors); in addition, there are nine visiting professors. There is an experienced team of teaching support staff, professional services and administrative staff and

technicians. The Department has well-equipped laboratories and workshops, which together with offices, lecture theatres, library and other facilities have a net floor area of about 25,000 square metres.

The Department is currently ranked 5th and 3rd in the world (Engineering & Technology) by *Times Higher Education* and *QS* respectively. For more information on the Department, see www.eng.ox.ac.uk.

Teaching

We aim to admit 170-180 undergraduates per year to take a 4-year course leading to the MEng degree in Engineering Science. The course is accredited at MEng level by the major engineering institutions. The syllabus has a common core extending through the first two years. Specialist options are introduced in the third year, and the fourth year includes further specialist material and a major project.

Research

Research in the Department is particularly strong. We have approximately 600 research students and about 250 postdoctoral researchers. Direct funding of research grants and contracts, from a variety of sources, amounts to an annual turnover of approximately £70m.

The results of the seven-yearly UK-wide assessment of university research, REF2021, published on 12th May 2022, demonstrate that the University of Oxford made the highest volume of world-leading research submissions. The Department of Engineering Science had 71% of submissions which met the requirements for the highest grading of 4*(research that is world-leading in terms of originality, significance, and rigour).

Research activities fall into 8 broad headings, though there is much overlapping in practice: Information Engineering (Robotics, Computer Vision and Machine Learning); Control; Thermofluids; Materials and Mechanics; Civil and Offshore; Electrical and Optoelectronic; Chemical and Process; and Biomedical.

Solid Mechanics and Materials Engineering

The Solid Mechanics and Materials Engineering Group currently consists of 15 academics, with about 40 PDRAs and 60 research students, supported by 13 administrative and technical staff. While each academic is independently and autonomously running their own research group, the Solid Mechanics and Materials Engineering Group as a whole strengthens their efforts under one unified collaboratively umbrella (comparable to an individual department in other universities). The group has more than doubled in size over the past 10 years and there is an opportunity for it to further grow. The group has a very broad range of research interests whose common theme is understanding the fundamental behaviour of materials and exploiting this understanding to help solve problems relevant to industry, healthcare and the future needs of society. This breadth of activity is one of the group's core strengths; another being the combination of experimental and modelling expertise, which allows them to tackle complex problems both theoretically and practically, usually in combination. The group also houses the Rolls-Royce University Technology Centre (UTC) in Solid Mechanics, and many members of the group have a close research collaboration with Rolls-Royce.

Solid Mechanics and Materials Engineering is a rapidly evolving area of research, whose scope has changed significantly in recent years. For example, the modelling frameworks originally developed for solid mechanics problems are being extended to include multiphysics (e.g. electro-mechanical, chemo-mechanical, and other forms of coupling) and are being combined with other techniques to develop the understanding of material behaviour across a range of different scales (i.e. from continuum to microstructural to atomistic, etc.). This multiphysics/multiscale approach has been embraced by the group members in their research and teaching activities. This has opened many new exciting opportunities for the present and future. Solid Mechanics and Materials Engineering also acts as a bridge

between other traditional disciplines – e.g., materials science, mathematics, medicine, physics, chemistry, biology – that puts it in a strong position to lead major multidisciplinary research efforts, particularly in areas that have been identified as being of future strategic importance for the UK, e.g., energy security, sustainability, healthcare technologies, etc. The group has been successful in recent years in securing large grants and prestigious fellowships.

The Department will seek to appoint an outstanding academic of the highest calibre with an excellent research and publication record who can substantially contribute to the continued success of the Department. They will be expected to pursue a research programme at the forefront of their field, providing research leadership to colleagues working in this field and related areas, with the opportunity to shape the direction of research in this domain.

More information on the activities of academic staff working in materials engineering and solid mechanics can be found at <http://www.eng.ox.ac.uk/solidmech>.

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 10 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 working in academe. Our senior 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 continues in its work to support diversity in its staffing, seeing that it will bring benefits to all, and we are pleased to note that all academic departments in the Division hold Athena Swan Awards.

We have around 7,300 full and part-time students (including approximately 3,400 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. MPLS academics educate students of high academic merit and potential from all over the world. 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 (www.oxfordsparks.ox.ac.uk) 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

Trinity College

Oxford has 39 self-governing and independent Colleges, enabling academic staff and students to enjoy the benefits of belonging to a small, interdisciplinary community as well as a large, internationally renowned University. The collegiate system encourages a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

Founded in 1555, Trinity College occupies a green and spacious site in the city centre, just a 10-minute walk away from the Department of Engineering Science. It currently admits approximately 85-90 undergraduates and 60 graduate students each year, with a balance between Arts and Science disciplines. There are approximately 450 students in residence at any one time. The College prides itself on combining the highest academic standards with a particularly friendly sense of community. There are currently twenty-six Tutorial Fellows, eight Professorial Fellows, five Junior Research/ Research Fellows and some thirty Lecturers at the College.

Trinity admits 4-6 undergraduates a year to read for the MEng in Engineering Science. Students at Trinity benefit from a large team of experienced and very committed engineering tutors teaching the entire syllabus. Prof. Steve Sheard, Hunt-Grubbe Tutorial Fellow in Engineering Science, is one of Trinity's longest-serving Tutorial Fellows; his teaching covers all topics in electrical and electronic engineering.

For more information about Trinity College, please visit: www.trinity.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

Benefits available to all University staff are available on page 15.

Salary

The University component of the salary will be on the scale for Associate Professors, (£42,187-£56,647). The combined College and University salary will be on a scale up to £67,541.

Those appointed below the top of this salary range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' review. In exceptional cases, the Department/Faculty board may propose the awarding of additional increments within the substantive scale to an Associate Professor at any time during their appointment.

Associate professors who are awarded the title of full professor receive an additional allowance (unless they already receive additional recruitment or retention payments at that level or above) see [Recognition of Distinction | HR Support \(ox.ac.uk\)](#); and they will be eligible for consideration in subsequent regular exercises for professorial merit pay (unless they already receive additional recruitment or retention payments in excess of the level of award) see [Professorial Merit Pay | HR Support \(ox.ac.uk\)](#). These awards do not result in any change to the duties of the post-holder.

Additional remuneration may be paid for graduate supervision, examining and some tutorial teaching. Those holding administrative appointments within the department/faculty may be eligible for additional payments.

Pension

The University offers generous pension provision. Associate Professors are usually offered membership of the Universities Superannuation Scheme. Details are available at <http://finance.web.ox.ac.uk/uss>.

Sabbatical leave

You will be eligible for sabbatical leave to allow you to focus on your research. In general, one term of leave is available for each six terms worked. This leave may either be taken as one term of leave after 6 terms of service or accumulated and taken as one year of leave after 6 years of service.

Outside commitments

You may apply to spend up to 30 working days in each year on projects outside your employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to earnings from these activities without deduction from salary. Details of the approval process may be found at <http://hr.admin.ox.ac.uk/holding-outside-appointments>.

Guidance is also available on:

- ownership of intellectual property <https://governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002> and;
- managing conflicts of interest <http://researchsupport.admin.ox.ac.uk/governance/integrity>.

Membership of Congregation

Oxford's community of scholars governs itself through Congregation which is its "parliament". You will be a voting member of Congregation.

Please see www.ox.ac.uk/about/organisation/governance

and <http://governance.admin.ox.ac.uk/legislation/statute-iv-congregation> for further details.

Family support

The University offers generous family leave arrangements, such as maternity, adoption, paternity and shared parental leave. Details are available at <http://hr.admin.ox.ac.uk/family-leave-for-academic-staff>. You will have considerable flexibility in the day-to-day organisation of duties in the Associate Professor role. Requests for flexible working patterns will be accommodated as far as possible.

You will be eligible to apply to use the University nurseries (subject to availability of places). For details of the nurseries and how to apply for places, please see <http://childcare.admin.ox.ac.uk/home>.

The University subscribes to Work and Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, online support and informative webinars in addition to the ability to book emergency childcare through their online service Bubble. For more details, please see <https://hr.admin.ox.ac.uk/my-family-care>

The Oxford University Newcomers' Club is run by volunteers, whose aim is to help the newly-arrived partners of visiting scholars, of graduate students and of newly appointed academic and administrative members of the University to settle in and to give them opportunities to meet people in Oxford. Further information is available at www.newcomers.ox.ac.uk/.

Welcome for International Staff

One of Oxford's great strengths is its truly international body of research and teaching staff from over 140 countries, and we welcome applications from academics across the world. We can help international staff and partners/families make the transition to Oxford. Information about relocation, living and working in the UK and Oxford is available at welcome.ox.ac.uk.

If you require a visa, we have a dedicated Staff Immigration Team to support successful applicants through the immigration process (for Global Talent and Skilled Worker visas) from job offer through to arrival in the UK. This is subject to the eligibility criteria being met for the respective visa routes.

Relocation

Subject to UK tax regulations and the availability of funding, a relocation allowance may be available.

Promoting diversity

The University is committed to recruiting and retaining the best people, whoever they are, to ensure equality of opportunity. The Vice Chancellor's Diversity Fund provides resources for innovative projects to promote diversity.

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, the Oxford University Student Union and external campaign groups.

Please see <https://edu.admin.ox.ac.uk/home> for details.

Other benefits and discounts for University employees

The University has a range of facilities and benefits for its staff, including discounted health insurance, sustainable travel schemes, and discounts in local shops and restaurants. Details are available at:

- <https://hr.admin.ox.ac.uk/staff-benefits> and;
- <https://hr.admin.ox.ac.uk/discounts>.

Pre-employment screening

Your appointment will be subject to the University's standard pre-employment screening. This will include right-to-work, proof of identity, references, a pre-employment health declaration, and any other checks as applicable to the post. We advise you to read the notes for applicants at <https://www.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.

The University operates an employer justified retirement age for all academic posts, for which the retirement date is 30 September immediately preceding the 69th birthday.

The justification for this may be found at <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at <https://hr.admin.ox.ac.uk/the-ejra>.

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>.

College Benefits, Terms and Conditions

The following conditions apply to Tutorial Fellows at Trinity College:

- An incoming Tutorial Fellow may be offered single-occupancy accommodation in College property, subject to availability. A Fellow choosing to live out of College is entitled to an additional Housing Allowance of £16,250 p.a. (current rates), which is taxable and pensionable; it is included in the gross salary for purposes of superannuation. The College welcomes discussion with applicants in respect of their housing requirements, recognising the importance of this issue to applicants and that differences in individuals' personal circumstances require tailored responses.
- The Fellow and Tutor in Engineering Science will have access to a research allowance of £1,612 p.a. and an allowance of £700 p.a. for entertaining undergraduates and graduates of Trinity College.
- The Fellowship carries entitlement to a teaching room in College, to membership of the Senior Common Room and to Common Table rights, with an entitlement to lunch and dinner free of charge when the kitchens are open (there are occasional short closure periods, during the vacation).
- Tutorial Fellows are eligible but not obliged to join the Universities Superannuation Scheme. The rules of the Scheme require that the decision in respect of the College employment must conform to that in respect of the University employment.

- Tutorial Fellows are entitled to subscribe to the Oxford Colleges' Healthcare Plan. Further details of both schemes are available from the College Accountant.
- Tutorial Fellows are entitled to apply to the Governing Body for one term's sabbatical leave in every seven, in accordance with the College's by-law.
- Candidates should note that this appointment involves two separate contracts, one with the College and one with the University. As a Fellow of Trinity College, the successful candidate will be a member of the Governing Body and will hold the Fellowship under the terms of the Statutes and By-laws in force from time to time. The election of the successful candidate to the Fellowship will be subject to the conferment and continued holding of the post of Associate Professor. If, for whatever reason, the appointee should cease to hold this University post, the associated College Fellowship will also cease. Election to the Fellowship will be for a probationary year in the first instance.
- Trinity College offers the same generous family leave arrangements, e.g. maternity, adoption, paternity and shared parental leave, as the University. Details are available at <https://hr.admin.ox.ac.uk/family-leave-for-academic-staff>

Like the University, Trinity College currently operates an EJRA of 30th September immediately preceding the 69th birthday.

The appointment is conditional on verification of the successful candidate's availability for employment within the UK.

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 Engineering Science and Trinity 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 Mathematical, Physical and Life Sciences Divisional Board and the Governing Body of Trinity 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

University employees enjoy generous holiday and pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <http://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club 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 and <http://www.sport.ox.ac.uk/home>

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <http://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 <http://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care through The Work + Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <http://hr.admin.ox.ac.uk/my-family-care>

Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <http://childcare.admin.ox.ac.uk/home>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <http://edu.admin.ox.ac.uk/disability-support>.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <http://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.

Appendix: The Tutorial Fellowship

General Template of Duties for Tutorial Fellows in Oxford Colleges

1: Introduction

A Tutorial Fellowship represents the College side of a joint appointment, i.e. an appointment which involves a College component and a University component. The University side is represented by an Associate Professorship. The appointee is selected and funded jointly by the College(s) concerned and by the relevant division of the University. The joint appointment system is an unusual arrangement in research-intensive universities. Its central feature is that academics of major research reputation are attached to particular Colleges as Tutorial Fellows, where they are members of an interdisciplinary community of moderate size. In those Colleges they teach, and arrange teaching for, a small cohort of very able undergraduates in tutorials (teaching sessions with one, two, or three students) and small classes, monitoring their progress individually over the whole of their course. They also have responsibility for advising a certain number of graduate students in their subject area within their College. Tutorial Fellowships thus hold a key place in the intellectual culture of the collegiate University of Oxford. This document, adopted by the Conference of Colleges, aims to set out the main features of Tutorial Fellowships, and the expectations that Colleges will generally have of Tutorial Fellows.

The duties of a Tutorial Fellow are not confined to the College. All have an obligation as members of a department or faculty to contribute to research and teaching, and this will usually include lecturing, class teaching, supervision of graduate students and University examining alongside contributing to an internationally excellent research environment. As Associate Professors, the holders of joint appointments will also be expected to contribute to discussion and governance in their faculty or department, serving on committees, revising teaching syllabus materials and reading lists, and taking on administrative roles as needed. All Tutorial Fellows are also members of Congregation, the sovereign legislative body within the University, and have a right to vote on matters before Congregation.

2: Research

The Colleges have the same interest as departments and faculties in seeking to appoint to Tutorial Fellowships academic staff whose research is or has the potential to be of international standing, and a Tutorial Fellow will be required by the College to engage in research and publication at the highest level. The Colleges and the University work together to appoint outstanding researchers who are willing and able to engage in undergraduate and graduate teaching, student support and pastoral work, and administrative duties. Colleges offer extensive support for research, funding regular sabbatical leave and providing a system of allowances, together with rooms and library facilities, all within a welcoming, interdisciplinary community.

3: Teaching and support

Those appointed to Tutorial Fellowships are required to perform for the College or for the benefit of the College the stint of undergraduate tutorial teaching specified in their contract or job description, under the general oversight of each College's Senior Tutor. The timing of tutorials and the exact numbers of students in each tutorial group are usually matters for the individual tutor, though each College will have established conventions, and the Senior Tutor and subject colleagues will provide advice and examples of past good practice including arrangements such as intercollegiate teaching exchanges which are commonly used to provide expert coverage of different aspects of (or subjects within) a discipline. Tutorial teaching is not the same as lecturing: the intention is to engage the students in small groups in intellectual interaction and creative dialogue so as to help them develop an independent, critical, and well-informed approach to their discipline. This approach is underpinned by regularly setting written work, typically weekly essays or problem sheets supported as necessary with recommended reading.

Assessment and feedback on that written work is given by the tutors orally during the tutorials as well as by more conventional written comments or marking. Appointees should have the qualities required to relate effectively to students and their academic and personal needs.

Tutorial Fellows are generally assigned sole or joint tutorial responsibility for a defined group of students in their subject area within their College. This work typically involves the following tasks to support the students' education:

- (a) arranging tutorial and/or class teaching for each student in each term, whether the teaching is done by the tutor or another, and ensuring that teaching is of an appropriate standard;
- (b) monitoring students' progress through termly written reports, and by means of collections (regular tests of performance) and/or assessment of vacation work;
- (c) pastoral support of undergraduates reading the subject in question;
- (d) interviewing candidates who apply to read the subject at the College, including arranging for help from other suitable interviewers and making the final selection of who should be admitted;
- (e) writing references for students, and directing them to appropriate careers advice;
- (f) recommending and selecting books and online materials for their subject area in the College Library;
- (g) delegating responsibilities (a)-(f) above when on sabbatical leave, in consultation with the Senior Tutor and subject colleagues.

Tutorial Fellows are supported in these tasks by the administrative staff of the College and by the College Officers.

Tutorial Fellows normally do their tutorial teaching in rooms provided for them in Colleges or in their Departments or Faculties and should be easily contactable through their Colleges during Term (although it is recognised that conferences and other commitments may mean that Tutorial Fellows are sometimes away from Oxford for short periods in Term).

Oxford Colleges offer strong pastoral support to all their students. Here Tutorial Fellows play a key role, not only for their own undergraduates as indicated above, but also by acting as 'College Adviser' in College for a number of graduate students in their disciplinary area (this being additional to the formal academic supervision of research students arranged by the University with a suitable expert very possibly from another College). While Tutorial Fellows are often the first point of contact for students who are having difficulties, there are, of course, experts available when professional help is needed. Tutorial Fellows work closely with College Officers and with staff with appropriate medical and welfare training to ensure that students are supported appropriately and referred to professional services if that is necessary.

4: College Governance

Oxford Colleges are self-governing communities with wide responsibilities. Tutorial Fellows are normally members of College Governing Bodies, the sovereign bodies of Colleges. They are usually Charity Trustees as well as employees. In many Colleges, major College Officerships (Senior Tutor, Tutor for Admissions, Tutor for Graduates, Dean) are held by Fellows specially appointed to undertake those roles on a full-time basis. However, in some Colleges, such officerships are taken on by Tutorial Fellows on a full-time or part-time basis for agreed limited periods in return for additional stipend and/or a specified remission of tutorial teaching duties. In these various ways, Tutorial Fellows are expected to contribute to the governance and running of their Colleges, though Tutorial Fellows will not normally be asked to take on significant administrative duties in their probationary period (or in the first five years, if their probationary period is shorter than that).

ANNEXE

PAY SCALE FOR ASSOCIATE PROFESSORS WITH TUTORIAL FELLOWSHIPS (APTF-U)

(with effect from 1 August 2022)

Grade (30S)				
Scale point	National Pay spine	University Salary	College Salary	Total Salary
11	52	£56,647	£10,894	£67,541
10	51	£55,000	£10,578	£65,578
9	50	£53,403	£10,270	£63,673
8	49	£51,851	£9,972	£61,823
7	48	£50,345	£9,682	£60,027
6	47	£48,883	£9,401	£58,284
5	46	£47,464	£9,128	£56,592
4	45	£46,086	£8,863	£54,949
3	44	£44,747	£8,606	£53,353
2	43	£43,449	£8,356	£51,805
1	42	£42,187	£8,113	£50,300