



## Job Description and Selection Criteria

<b>Post</b>	<b>Associate Professorship (or Professorship) of the Geology of Planetary Processes</b>
<b>Department</b>	<b>Department of Earth Sciences, South Parks Road, Oxford OX1 3AN</b>
<b>Division</b>	<b>Mathematical, Physical and Life Sciences</b>
<b>College</b>	<b>St Hugh's College</b>
<b>Contract type</b>	<b>Permanent upon completion of a successful review. The review is conducted during the first 5 years.</b>
<b>Salary</b>	<b>Salary from £48,114 - £64,605 pa plus additional benefits as detailed below. An allowance of £2,804 pa would be payable upon award of Full Professor title.</b>
<b>Vacancy number</b>	<b>144125</b>

### Overview of the post

The Department of Earth Sciences is recruiting an Associate Professor (or Professor) of the Geology of Planetary Processes to start no later than 31 July 2020. The successful candidate will work at the Department of Earth Sciences and will hold a Non-tutorial Fellowship at St Hugh's College. The appointment will be initially for five years at which point, upon completion of a successful review, the post holder will be eligible for reappointment to the retiring age.

We are a world-leading department conducting research at the forefront of earth sciences in the dynamic and stimulating multi-disciplinary environment of Oxford. We welcome applications from scientists working in all quantitative aspects of geology and planetary processes, in particular those focussed on applying innovative techniques to develop our understanding of the origin and evolution of the Earth and related planetary bodies. Areas of interest might include (but are not limited to) the processes controlling: the evolution of the protoplanetary disk and how the earliest solids formed; the mineralogical and chemical evolution of planetary interiors; the physical and chemical evolution of planetary crusts; the cycling of elements between the planetary surface and interior; and the geological and geochemical changes after accretion that result in a planet becoming capable of supporting life.

The successful candidate will have a doctorate in Earth Sciences or a closely related subject; evidence of substantial research accomplishments and/or potential; the ability to teach effectively at an undergraduate and graduate level including in the field; excellent interpersonal skills; and an ability to attract research funding. The main duties of the post are to carry out research at an international level and to teach, supervise, and examine undergraduate and postgraduate students.

Applicants may wish to note that this post is being advertised at the same time as an Associate Professorship of Climate and Earth Surface Processes. Candidates wishing to be considered for both posts



should make separate applications, but mention the dual application in covering letters. We expect to appoint to this post with a start date of no later than 31 July 2020. The successful candidate will be appointed to a Non-Tutorial Fellowship at St Hugh's College.

The successful candidate will be required to carry out research that will contribute to the Department's research reputation; to teach, supervise and examine undergraduate and postgraduate research students, and to contribute to and participate in the administration of the Department. As a College Fellow, the appointee will also participate in the administration and governance of the College.

The Department of Earth Sciences is a member of the [Athena SWAN Charter](#) and holds a departmental Bronze Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality and create a better working environment for both men and women. Information about Athena Swan in MPLS can be found at <http://www.mpls.ox.ac.uk/equality-and-diversity/athena-swan>

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Professor Chris Ballentine at [chris.ballentine@earth.ox.ac.uk](mailto:chris.ballentine@earth.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 are full members of University departments, playing a role in the democratic governance of the University. 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**

The post-holder will be expected to:

### **Research**

- engage in original research in the field of the Geology of Planetary Processes, and related subjects.
- secure research funding and engage in the management of research projects;
- disseminate their research through publication in scholarly journals, participation in international conferences and seminars, and through other media;
- engage in knowledge transfer activities.

### **Teaching**

- carry out teaching at undergraduate and graduate level including lectures, classes, field teaching, demonstrations, and project supervision, under the direction of the Head of Department;

- supervise research students;
- undertake additional duties which are broadly equivalent to the teaching stint of six hours per week during full term undertaken by those Associate Professors who are Tutorial Fellows of colleges. These duties which may, for example, be undergraduate or graduate teaching, will be under the direction of the Head of Department.

### **Examining**

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

### **Administration**

- participate in the administration of the department as and when requested by the Head of Department.

### **The main duties of the College post are to:**

- engage in advanced study and research;
- act as a College Adviser for a number of St Hugh's graduate students, having responsibility for pastoral care for graduate students, particularly those studying Earth Sciences;
- take part in the undergraduate admissions process for St Hugh's, at standard admissions payment rates;
- take part in the governance and administration of the College; as a Fellow by Resolution, you will be a non-voting member of the College's Governing Body, and serve other committees.

### **Hazard-specific/Safety-critical duties**

[www.admin.ox.ac.uk/personnel/recruit/preempcheck/compulsorychecks/medical](http://www.admin.ox.ac.uk/personnel/recruit/preempcheck/compulsorychecks/medical)

This post includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before you will be allowed to start work:

- Work in hot or cold environments
- Driving on University business
- Travel outside of Europe or North America on University Business

### **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 Earth Sciences or a closely related subject;
- (b) Proven research record of high quality at international level in the areas of geology and planetary processes;
- (c) Ability to attract research funding and develop an independent programme of research;

- (d) Evidence of a substantial and realisable research plan, able to contribute to the international reputation of the department and to the state of the art in the candidate's field;
- (e) Experience of and ability to teach effectively, both at undergraduate and graduate level, a wide range of topics within the field of Earth Sciences;
- (e) Ability to supervise graduate students;
- (f) Excellent interpersonal skills necessary for undertaking teaching and the pastoral care of students;
- (g) Ability and willingness to undertake the full range of administrative duties both within the Department and the College.

#### **Desirable**

- (h) Excellent track record of obtaining research grants;
- (i) Experience of research collaborations at national and international level;
- (j) Experience of supervising research students;
- (k) A willingness to participate in and lead field teaching programmes.

#### **How to apply**

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

If you would like to apply, 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 provide details of three referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

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

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

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about\\_the\\_university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Should you have any queries about how to apply, please contact the Department of Earth Sciences HR Manager, Emma Smith, on +44 (0) 1865 272030 or [emma.smith@earth.ox.ac.uk](mailto:emma.smith@earth.ox.ac.uk).

All applications will be considered by the selection committee as soon as possible after the closing date. We anticipate informing longlisted candidates by the 20 January and shortlisted candidates by 10 February 2020. The interview process will be held over 2 days on 25-26 February 2020 in Oxford. All shortlisted candidates will give presentations on the first day, and then interviews will be held on the second day. Candidates will be expected to deliver a 30-minute presentation to members of the department and selection committee as part of the interview process. This presentation should be broad enough to be understood by a scientific audience, and detailed enough to illustrate an aspect of your research to date that demonstrates your contribution to the cutting edge of that subject. You should conclude by briefly

outlining your future research plans. References will be called for all longlisted candidates, and due to tight deadlines we will need a prompt reply. It is intended that the post will be offered as soon as possible after the interviews. The appointee must be able to start in post no later than 31 July 2020.

## The Department of Earth Sciences

The Department of Earth Sciences has an international reputation for research excellence and ranked top in the UK for Earth and Environmental Sciences during the 2014 UK Research Excellence Framework exercise, based both on overall grade and on the amount of research judged to be 4\* (i.e. World leading).

The Department comprises 26 faculty and a further 50 researchers, supported by some 30 technical, support and professional services staff. The Department conducts research across a broad range of disciplines, loosely grouped into the following themes.

- Geophysics and geodynamics
- Planetary evolution and materials
- Oceanography, climate and palaeoenvironment
- Palaeobiology and evolution
- Geodesy, tectonics, volcanology and related hazards
- Earth resources

The Department has a close relationship with other departments across the university, including the Departments of Physics, Mathematics, Materials Science, Chemistry and both Zoology and Plant Sciences. The Department also works closely with the Oxford University Museum of Natural History. These links enable collaborative and innovative interdisciplinary research. The Departments of Earth Sciences and Physics in particular have strong established links and are committed to growth in research in planetary science.

Interactions through the NERC-funded Environmental Research Doctoral Training Partnership (<http://www.environmental-research.ox.ac.uk/>) help to cement such inter-departmental links through joint funding and teaching of graduate students.

About 37 undergraduate students are admitted each year to read for a 4-year Master's in Earth Sciences degree which provides a broad grounding in the application of the basic physical sciences to the understanding of the processes that have shaped, and continue to shape, the evolution of the planet on which we live. The undergraduate course builds on a firm foundation of rigorous science encompassing mathematics, physics, chemistry, biology and geology via a mixture of lectures, laboratory classes, small-group tutorials, and field courses. It attracts students of a very high calibre, requiring A-levels (or equivalent) in maths, and either physics or chemistry at grades of at least AAA\*. Some students leave at the end of the third year with a BA Geology degree, but the majority go on to a final year which includes a substantial research project during which students are embedded in Departmental research groups.

Between 15 and 20 graduate students join the Department every year to study for a 3-4 year research DPhil (PhD) programme covering an extensive range of specialisations. About half of each year's intake will be admitted directly to the Department, while the remainder enter through the cross-University NERC Doctoral Training Programme.

The Department is housed in a custom-built Earth Sciences building completed in 2010 and is situated in the University's main science area in central Oxford. All Department staff work in this single building in which all laboratory research and teaching activities (except field trips) are carried out. The building features a wing with four floors of dedicated serviced laboratories which contain a wide range of state-of-the-art analytical equipment housed in specialist laboratories. There are strong links to other departments with complementary analytical capabilities, and the University's Advanced Research Computing facilities (<http://www.arc.ox.ac.uk/>) and proximity to the DIAMOND synchrotron provide world-leading facilities to support cutting-edge research in a broad range of Earth Science disciplines.

For more information about the department please visit: [www.earth.ox.ac.uk](http://www.earth.ox.ac.uk)

## **St Hugh's College**

There are 38 self-governing and independent colleges within the University of Oxford, giving both 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.

St Hugh's College was founded in 1886 as a women's college and became fully mixed in 1986. The College has some 420 undergraduates and around 430 graduates, a fellowship of 60, 50 college lecturers and a non-academic staff of 90. From its beautiful site in North Oxford, the College promotes a culture of research and intellectual engagement. St Hugh's admits around four students each year to read for the undergraduate degree in Earth Sciences; the College also has as a small number of students enrolled on graduate courses in the discipline. Professor Erin Saupe is the Earth Sciences Organising Tutor.

All Fellows will be expected to participate in the communal life of the College, for example by lunching and dining in College as their schedules and other commitments allow, and to participate in fundraising.

More details about St Hugh's can be found at [www.st-hughs.ox.ac.uk](http://www.st-hughs.ox.ac.uk).

## **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 world rankings, with Oxford's Mathematical, physical and life sciences research judged best in the country according to the 2014 REF assessment exercise carried out by the Higher Education Funding Council for England (HEFCE).

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 7,000 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. 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](http://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](http://www.mpls.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](http://www.ox.ac.uk/about/organisation/finance-and-funding)), and is ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

Oxford has a strong postgraduate student body which now numbers over 10,000. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world's greatest libraries, the Bodleian.

For more information please visit [www.ox.ac.uk/about/organisation](http://www.ox.ac.uk/about/organisation)

## **University Benefits, Terms and Conditions**

More information on benefits available to all University staff is available on page 11.

### ***Salary***

The successful candidate will be appointed on the Oxford scale for associate professors, as shown in the table in the annexe.

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 Departmental board may propose the awarding of additional increments within the substantive scale to an Associate Professor at any time during their appointment.

Additional remuneration may be paid for graduate supervision, examining and some tutorial teaching. Those holding administrative appointments within the department 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 [www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/](http://www.admin.ox.ac.uk/finance/epp/pensions/schemes/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 [www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/](http://www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/).

Guidance is also available on:

ownership of intellectual property [www.admin.ox.ac.uk/statutes/regulations/182-052.shtml](http://www.admin.ox.ac.uk/statutes/regulations/182-052.shtml) and managing conflicts of interest [www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/](http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/)

## ***Membership of Congregation***

Oxford's community of scholars governs itself through Congregation which is its "parliament". You will be a voting member of Congregation. See [www.ox.ac.uk/about/organisation/governance](http://www.ox.ac.uk/about/organisation/governance) and [www.admin.ox.ac.uk/statutes/781-121.shtml](http://www.admin.ox.ac.uk/statutes/781-121.shtml) 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 [www.admin.ox.ac.uk/personnel/during/family/](http://www.admin.ox.ac.uk/personnel/during/family/). 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 [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/).

The University subscribes to My Family Care, a benefit which allows staff to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family Space. For more details, please see [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/)

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/](http://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](http://welcome.ox.ac.uk).

If you require a visa, we have a dedicated team to support successful applicants through the immigration process (for Tier 1 and Tier 2 visas) from job offer through to arrival in the UK.

## ***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 [www.admin.ox.ac.uk/eop/](http://www.admin.ox.ac.uk/eop/) 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:

[www.admin.ox.ac.uk/personnel/staffinfo/benefits/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/)  
[www.admin.ox.ac.uk/personnel/staffinfo/discountsforservices/](http://www.admin.ox.ac.uk/personnel/staffinfo/discountsforservices/)

### **Pre-employment screening**

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: [www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

### **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 [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/)

For **existing** employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/)

### **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:

[www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/).

The University's Policy on Data Protection is available at:

[www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

## **College Benefits, Terms and Conditions**

As a Fellow of St Hugh's College, the post-holder will be entitled to full Membership of the Senior Common Room. Fellows are entitled to free meals whenever these are available, and to claim an entertainment allowance of c.£18 per Graduate Advisee, per year. Those holding administrative appointments within St Hugh's College may be eligible for additional payments.

## **Offer of employment**

Applications for this post will be considered by a selection committee containing representatives from both the Department of Earth Sciences and St Hugh'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 Mathematical, Physical and Life Sciences Divisional Board and the governing body of St Hugh'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

University employees enjoy 38 days' paid holiday, generous 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 [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/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](http://www.club.ox.ac.uk) and [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

### 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 [www.welcome.ox.ac.uk](http://www.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 [www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/).

### 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, 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 [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/).

### 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 [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/).

### 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 [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff).

### 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 [www.admin.ox.ac.uk/eop/inpractice/networks/](http://www.admin.ox.ac.uk/eop/inpractice/networks/).

### The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

## ANNEXE

### PAY SCALE FOR ASSOCIATE PROFESSORS WITH NON-TUTORIAL FELLOWSHIP (AP-NTF)

(with effect from 1 August 2019)

Grade (30S)		
Scale point	National Pay spine	University Salary (Grade 36S)
11	52	£64,605
10	51	£62,727
9	50	£60,905
8	49	£59,135
7	48	£57,418
6	47	£55,750
5	46	£54,131
4	45	£52,560
3	44	£51,034
2	43	£49,553
1	42	£48,114