***For Non-Clinical Statutory Professorships***

***Note: sections highlighted in yellow may need to be edited or removed by college or department; sections highlighted in blue give guidance on drafting and should be removed from the final version.***

*Job Description and Selection Criteria*

|  |  |
| --- | --- |
| Post |  |
| Department/Faculty |  |
| Division |  |
| College |  |

Overview of the post

The Department/Faculty of XX and XX College intend to appoint to the [#C] Professorship of [#C] with effect from PROPOSED START DATE to …

*Include a short overview of the role including the context of the role within the department/faculty and college and an overview of the aims of the post. Describe the role as positively and attractively as possible, avoiding Oxford jargon, to help attract suitable candidates. Points may include: research focus, teaching and students, opportunities for academic leadership.*

This post is a statutory professorship, which is the most senior academic grade at Oxford. Statutory professors have a world-leading research reputation and exercise broad academic leadership across their department or faculty and college, and more widely in their subject at national and international level. Please see <https://hr.admin.ox.ac.uk/academic-posts-at-oxford> for a description of the different types of academic posts at Oxford.

If you would like to discuss this post, please contact (name and contact details for department/faculty/college). All enquiries will be treated in strict confidence and will not form part of the selection decision.

Duties of the post

You will be a member of both the University and the College community. You will be part of a lively and intellectually stimulating research community which performs to the highest international levels in research and publications and will have access to the excellent research facilities which Oxford offers. You will have a role to play in the running of the College as a member of the Governing Body and a trustee of the College. [College to amend as appropriate]

The main duties of the post are as follows:

Specify duties under the following headings, making sure that they match the selection criteria

* Research
* Teaching (including graduate supervision)
* Academic leadership
* Examining

Include the following if relevant to the post

* Administrative duties
* Fundraising/research income
* Any other relevant duties

**Headship of Department/Faculty Board Chair [delete this paragraph if not applicable]**

Every professor who is employed by the University, unless individually exempted, has an obligation to accept headship of the department or faculty in which their post is held, if invited to do so by the divisional board.

**Hazard-specific / Safety-critical duties [delete if not appropriate]**

This post includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service (OHS), and the offer of employment will be subject to a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

[Delete as appropriate:]

* Working at heights
* Night working (11pm-6am)
* Lone Working
* Work in hot or cold environments
* Driving on University business
* Working with Ionising Radiation
* Open food handling
* Working with category 3b or 4 lasers ([laser safety class](https://safety.admin.ox.ac.uk/laser-safety))
* Working with infectious pathogens (hazard group 2/3) - [Hazard Group 3 pathogens](http://www.hse.gov.uk/pubns/misc208.pdf)
* Working with blood, human products and human tissues
* Work in clinical areas with direct contact with patients (NOT administrative roles)
* Work with allergens, eg laboratory animals, pollen, dust, fish or insects etc.
* Work with any substance which has any of the following pictograms on their MSDS:



* Travel outside of Europe or North America on University Business

**Additional security pre-employment checks [delete if not appropriate]**

This post includes duties which will require additional security pre-employment checks:

* List the particular duties associated with the required security pre-employment checks

*Include* ***one*** *of the following statements:*

* A satisfactory enhanced Disclosure and Barring Service check due to [give reasons, e.g. regulated activity involving children **OR** regulated activity involving ‘at risk’ adults]  
  **[delete if not appropriate]**
* A satisfactory basic Disclosure and Barring Service check due to [give reasons] **[delete if not appropriate]**
* University security screening (e.g. identity checks) **[delete if not appropriate]**

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 electoral boards (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 board 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 electoral board will take this into account, recognising that the quantity of your research may be reduced as a result.

You will demonstrate the following:

Insert selection criteria here

*Selection criteria are the skills, behaviours and achievements required to perform the job effectively. These should match the duties listed above and should include all the attributes needed to fulfil the requirements of the post. The selection criteria are the only criteria that can be evaluated during recruitment, and cannot be added to once the job is advertised. It is important to include behaviours such as communications and interpersonal skills, and experience such as management, as required.*

*Make sure that the criteria are formulated in a way that does not harbour the potential for unlawful direct or indirect discrimination; and that the wording does not include the potential for bias, including against candidates without experience of Oxford. Be clear about the subject area of research as this is a key criterion, but ensure the research area is not so specific or in too narrow a field as to limit the number and diversity of applicants. Consider how you will assess each of the selection criteria at shortlisting and/or interview stage, e.g. by consideration of CVs, supporting statements, references, interviews, presentations, etc.*

*For further information, please see* [*https://hr.admin.ox.ac.uk/additional-role-related-checks*](https://hr.admin.ox.ac.uk/additional-role-related-checks#collapse1510831)

How to apply

To apply, visit <https://my.corehr.com/pls/uoxrecruit/erq_jobspec_details_form.jobspec?p_id=XXXXXX> *update vacancy ID*, then click on the **Apply Now** button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please refer to the “Terms of Use” in the left hand menu bar for information about privacy and data protection. Please provide details of three referees and indicate whether the University may contact them without seeking your permission. Referees should not write directly to the University, but may be contacted at any stage in the recruitment process if the electoral board requests your references.

You will also be asked to upload a CV and a supporting statement;*. (Customise this statement if you want additional material included with the application.)* 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 education or employment, or during career breaks (such as time out to care for dependants).

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 <https://edu.admin.ox.ac.uk/disability-support> for details.  (College support for disability and long term health conditions can be added here)   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 <https://www.accessguide.ox.ac.uk/>.

Please upload all documents **as PDF files** with your name and the document type in the filename. (*Customise this statement to confirm the document(s) you would like the applicant to attach, but make sure that you keep the reference to PDF. See section 1 of the How-to Guide* [*Prepare a vacancy for advertising*](https://hrsystems.admin.ox.ac.uk/files/how-toguide-prepareavacancyforadvertisingpdf) *for guidance on selecting the appropriate application form).*

All applications must be received by **12.00 noon** on closing date.

Please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk) should you experience difficulties using the online application system. 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.

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 applications will be considered by the electoral board as soon as possible after the closing date. The electoral board is free to search for other candidates at this or any subsequent stage in its proceedings. You will be kept informed of the progress of your application at each stage, but in some cases there may be a delay while deliberations are ongoing. All shortlisted candidates will be interviewed and will be asked to give a short presentation to the electoral board as part of the interview. The composition of the electoral board will be published in the University Gazette (<https://gazette.web.ox.ac.uk/>) when it is finalised.

The Department/Faculty of X

*Brief information about the department/faculty*

Check Athena Swan information is included: The Department of XXX holds a bronze/silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

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

*Information should be relevant, interesting and likely to be attractive to potential candidates, e.g. libraries, research facilities. Please avoid using Oxford jargon when describing the faculty/department, as this can be off-putting to external candidates.*

X Division

*Brief information about the division(s) and relationship to the department/faculty.*

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

X College

There are 39 self-governing and independent colleges at 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.

*Brief Information about the college.*

*Information should be relevant, interesting and likely to be attractive to potential candidates, e.g. libraries, research facilities, community.**Please avoid using Oxford jargon when describing the college, as this can be off-putting to external candidates. Do give general top-level information about allowances such as housing or research allowances in this section as these will be attractive to candidates. Details of benefits such as book grants etc. should be included in the College Benefits, Terms and Conditions section.*

For more information please visit: https://www.xxxxx.ox.ac.uk/

About the University of Oxford

Oxford’s departments and colleges aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

Oxford’s self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and a large number University research staff. Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues. The current strategic plan can be found at <http://www.ox.ac.uk/about/organisation/strategic-plan-2018-23>.

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 regularly creates spinout companies based on academic research generated within and owned by the University. Oxford is also recognised as a leading supporter of social enterprise.

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

Oxford has a strong postgraduate student body who are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world’s greatest libraries, the Bodleian.

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

University Benefits, Terms and Conditions

Details of University policy in the following areas can be found at the links provided.

***Salary***

[Academic staff pay | HR Support (ox.ac.uk)](https://hr.web.ox.ac.uk/academic-staff-pay)

***Pension***

<https://finance.web.ox.ac.uk/uss>

***Sabbatical leave***

[Council Regulations 4 of 2004 | Governance and Planning (ox.ac.uk)](https://governance.web.ox.ac.uk/legislation/council-regulations-4-of-2004)

***Outside commitments***

<https://hr.admin.ox.ac.uk/holding-outside-appointments>.

***Intellectual Property***

<https://governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002>

***Managing conflicts of interest***  
<https://researchsupport.admin.ox.ac.uk/governance/integrity>

***Membership of Congregation***

<https://www.ox.ac.uk/about/organisation/governance> <https://governance.admin.ox.ac.uk/legislation/statute-iv-congregation>

***Family support***

<https://hr.admin.ox.ac.uk/family-leave-for-academic-staff>.

<https://childcare.admin.ox.ac.uk/home>.

<https://www.newcomers.ox.ac.uk/>.

***Welcome for International Staff***

[welcome.ox.ac.uk](https://welcome.ox.ac.uk/).

[Home | Staff Immigration (ox.ac.uk)](https://staffimmigration.admin.ox.ac.uk/)

***Relocation***

[If appropriate, set out further details of relocation scheme for joint appointees.   
<https://finance.admin.ox.ac.uk/relocation-scheme-arrangements#collapse1094916>

***Promoting diversity***

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

***Other benefits and discounts for University employees***

https://hr.admin.ox.ac.uk/staff-benefits***Pre-employment screening***

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

***Retirement***

The University operates an employer justified retirement age for academic posts of 30 September immediately preceding the 70th birthday. See <https://hr.admin.ox.ac.uk/the-ejra>

***Data Privacy***

<https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>.

<https://compliance.admin.ox.ac.uk/data-protection-policy>

### **College Benefits**

*Give details of college allowances (e.g. research, housing, hospitality, travel) and other benefits here*