



University of Oxford
**St Edmund
Hall**

**Early Career Teaching and Research Appointment in Earth Sciences
£32,982 per annum (Grade 6.2) plus additional benefits
Job Description and Further Particulars**

THE ROLE

St Edmund Hall proposes to elect an Early Career Teaching and Research Appointment in association with a Junior Research Fellowship in Earth Sciences. Applications are welcome from researchers with a background in igneous or metamorphic petrology, field geology, structural geology or paleomagnetism. This is a fixed-term, non-renewable post available for the period 1 October 2024 to 30 September 2027.

This appointment is intended to allow the post-holder to become familiar with the portfolio of activities - teaching, pastoral oversight, and administration - associated with an academic career, while allowing time for them to undertake their postdoctoral research. The objective of the College in making this appointment is to support the Tutorial Fellows in undergraduate provision whilst strengthening the research profile of the College.

In making this appointment, the College wishes to promote equality of opportunity. Applications for this post are particularly welcome from women, disabled, and black and ethnic minority candidates, who are under-represented in academic posts in Oxford.

ST EDMUND HALL

St Edmund Hall's roots are in the 13th Century, making it one of the oldest educational institutions within the University of Oxford. It is the only medieval academic Hall to have preserved its identity; the ancient name of 'Hall' has been retained to reflect its long history and pre-collegiate university roots. At Oxford, the collegiate university comprises the colleges collectively associated with the academic departments and central offices. However, in legal, financial, and organisational terms each college is an independent corporation, self-governing and self-contained. St Edmund Hall, in common with all Oxford colleges, has been granted status as a registered charity. Our current Principal, Professor Katherine Willis, joined the Hall in October 2018.

St Edmund Hall is one of the constituent colleges of the University of Oxford and occupies a historic site in the middle of Oxford, just off the High Street. The Hall currently has approximately 70 academic staff (Fellows and Lecturers), 376 undergraduate students,

315 graduate students and 38 visiting students. Students are admitted in a range of subjects. General information about the College is available at www.seh.ox.ac.uk.

The Queen's Lane main site accommodates many of our facilities, including the administration, Fellows' rooms, the Senior, Middle and Junior Common Rooms, Dining Halls, and student accommodation. Our Library is on this site, occupying the beautiful former church of St Peter-in-the-East. We have further extensive student accommodation properties in north and east Oxford: in Norham Gardens, and on Iffley Road and Dawson Street.

St Edmund Hall has a long history of excellence in Earth Sciences and accepts six undergraduate students in Earth Sciences each year, as well as graduate students. We aim to provide a strong feeling of community and participation, including cohort-building events such as the annual Earth Sciences evening. Our facilities include an exceptionally strong selection of texts for the course held in the college library. Our High Street location means that the Earth Sciences faculty is just a few minutes away from College, on foot or by bike. The College has diverse and wide-ranging academic expertise in Earth Sciences and is currently supported by five academic staff, including two joint appointments with the University, two Non-stipendiary Lecturers and this post, an Early Career and Teaching Fellow.

The College's Earth Sciences Fellows are [Claire Nichols](#), Associate Professor and Tutorial Fellow in Earth Sciences, with research interests in geomagnetism, planetary science and the evolution of early Earth, and [Luke Parry](#), Associate Professor and Tutorial Fellow in Earth Sciences, with research interests in paleontology, the Cambrian Explosion and exceptional preservation of early life. In addition, [Dr Hugh Jenkyns](#), Emeritus Fellow, who assists us with a research focus in paleoceanography and paleoclimatology of Jurassic and Cretaceous marine sediments.

Further information about St Edmund Hall can be found at www.seh.ox.ac.uk

MAIN RESPONSIBILITIES AND DUTIES

The aim of this post is to provide support to Tutorial Fellows in Earth sciences, while providing an opportunity to undertake independent research. The duties of the post-holder will therefore include teaching and administration alongside research activity. It is expected that the post-holder will spend no more than 50% of their time on teaching and administration, with the remainder spent on research activity. The precise balance of teaching and other administrative support (pastoral oversight, admissions and learning support) will be under the direction of the Tutorial Fellows. The post-holder will be expected to work in Oxford during weeks 0 to 9 of the University term.

Teaching

The post-holder will be expected to help deliver tutorials (2-3 students) within Earth Sciences on Solid Earth topics (igneous and metamorphic petrology, structural geology, geophysics and/or tectonics). Teaching is arranged via the department. The post-holder may also expect to supervise a small number of 4th year undergraduate research projects. They will undertake no more than four hours of tutorial teaching per week during full term

for undergraduates and Visiting Students, submit student reports at the end of each term, and set and mark Collections (internal college examinations).

Administration

The post-holder will work with Tutorial Fellows to co-ordinate the organisation of the undergraduate subjects in Earth Sciences and participate in the undergraduate admissions exercise (held each December, after the end of term). They will assist in the educational and pastoral oversight of undergraduates, including the organisation and running of classes and other events, as well as providing support with students' study skills. They will act as College Adviser for up to four graduate students in cognate areas. Fellows will also be expected to participate in the College's Open Days for prospective students, and to be willing to assist in the College's wider outreach activities.

The post-holder may also become involved in the wider administration of the College, for instance by serving on one or more of its committees.

Research

The post-holder should be engaged in advanced study or research, leading to publications in peer-reviewed journals, edited collections, or a monograph, such that the College could reasonably expect to include them as part of its return for a Research Excellence Framework. An academic allowance will be available to assist with research costs.

SELECTION CRITERIA

1. This Fellowship cannot be held in conjunction with any other full-time employment.
2. Applications will not be considered from individuals who have previously held a career development appointment (such as a stipendiary Junior Research Fellowship or Career Development Fellowship, or a Fellowship in association with a Leverhulme, Royal Society or British Academy postdoctoral fellowship) at Oxford or at another university.
3. Applicants must normally have received the degree of PhD or equivalent, or at least submitted their thesis by the time of applying and should not normally have completed a PhD or equivalent earlier than 1 October 2020 (with the exception of career breaks, for example, for parental leave).
4. Applicants must demonstrate:
 - an outstanding level of academic achievement, appropriate to the stage of their career, with evidence of, and potential for, producing distinguished research in their field.
 - the ability to provide excellent tutorial and small-group teaching in a range of undergraduate topics as specified above.
 - a commitment to supporting and inspiring academic excellence in all students.

- excellent communication skills and the sensitivity to deal with pastoral duties.
- the organisational skills and motivation to undertake College administration.
- an informed interest in the full range of academic duties of the post and the ambition to progress to an academic post, whether at Oxford or elsewhere.
- evidence of commitment to their professional development.
- evidence that the post-holder's development as an academic will benefit from this appointment.

TERMS AND CONDITIONS

Full terms and conditions of employment will be provided in writing to the successful candidate.

Term of appointment

This is a fixed-term, non-renewable post for the period 1 October 2024 to 30 September 2027.

Salary & Pension

The successful applicant will be appointed on Grade 6.2 of the Oxford salary scale (currently £32,982 per annum) and will have the option of becoming or remaining a member of the Universities Superannuation Scheme (USS). Contributions to the scheme are made by salary exchange which is an implied consent scheme under which all USS members are enrolled automatically unless they choose to opt out. Salaries are paid in arrears on or around the 25th of the month by bank transfer. Salaries are reviewed annually in August in line with the University's cost of living allowance.

The post-holder will be entitled to an Academic Allowance (currently £3,000 per annum).

Dining Rights

Fellows are full members of the Senior Common Room and entitled to full dining rights when the College kitchen is open.

The post-holder will be elected to a Junior Research Fellowship but will not become a member of the Governing Body. A shared study room in College will be available.

Fellows are entitled to membership of Congregation, the University's ultimate governing body.

The College follows the University guidelines for parental leave.

The appointment will be subject to satisfactory review of a completed pre-employment

health assessment form by the College.

The appointment will also be subject to provision of evidence of right to work and live in the United Kingdom (see below).

Application Process

There is no application form.

Applicants should submit the following documents:

1. A covering letter no longer than three pages of A4, setting out their research plans and teaching experience.
2. A curriculum vitae.
3. A sample of their research output of no more than 5000 words.
4. The names of **three academic referees** (see below). If candidates do not yet have a PhD or equivalent, please ask referees to comment on the submission of the thesis.

Applications should be sent to recruitment@seh.ox.ac.uk by no later than noon on **Friday, 9 August 2024**.

Interviews are expected to be held remotely on Thursday, 29 August 2024.

Any enquiries relating to the post should be directed to Professor Claire Nichols, Tutorial Fellow in Earth Sciences, in the first instance by emailing claire.nichols@earth.ox.ac.uk

Please note that applications received after the closing date will not be accepted.

Referees

You are advised to contact your referees before applying, to ensure that they are aware of your application and the requirements for the post, and to ensure that they would be content to write a reference for you for this post if asked to do so, in the event that you are shortlisted. Your application should include for each referee their name, position, relationship to you, postal address, email address and contact telephone number, and whether you give permission for us to contact them. Shortlisted candidates will be asked to contact their referees and ask them to submit the references directly to us.

The College welcome applications from candidates who have a disability or long-term health condition and are committed to providing long term support. The University's disability advisor can provide support to applicants with a disability, please see www.admin.ox.ac.uk/eop/disab/ for details. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

Recruitment Monitoring

Please also consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing recruitment@seh.ox.ac.uk.

All applications will be acknowledged after receipt.

Equality of Opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Privacy Notice

The College's Privacy Policy can be found by visiting <https://www.seh.ox.ac.uk/policies-accounts-and-legal-documents>.

Notes

- 1. This employment is subject to the candidate demonstrating that they have the right to work in the UK. At all times your employment is subject to the provision of original documentation to establish your right to work and remain in the UK, which the College requires in order to comply with its duties under the Immigration, Asylum and Nationality Act 2006. It will remain your responsibility to ensure that you are able to produce such documentation as and when requested from you. Candidates that require a visa to work in the United Kingdom are encouraged to check before applying to ensure that they are eligible for an appropriate visa using the information provided by the [University of Oxford Staff Immigration Team](#).*
- 2. All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the General Data Protection Regulations.*
- 3. St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age,*

disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.

4. *Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*