



## Stipendiary Lecturership(s) in Physical Chemistry

1. Somerville College, a college of the University of Oxford, proposes to appoint one or more Stipendiary Lecturers in Physical Chemistry from 1 October 2017 for a period of one year in the first instance to provide 6 hours of undergraduate teaching per week during each of the three eight-week terms<sup>1</sup>.
2. This post can be offered on a job share arrangement for more than one Lecturer who would share the responsibility, pay and benefits of the post in proportion to the hours that each works.
3. The Lecturer(s) will be responsible, in collaboration with the Tutorial Fellows in Organic and Inorganic Chemistry, for the teaching of Physical Chemistry to undergraduates at Somerville College. The post holder(s) will be required to undertake six weighted hours of Physical Chemistry teaching per week in tutorials or small classes, averaged over three eight-week terms. The College allows Stipendiary Lecturers to 'weight' their hours if teaching in groups of two or three, and thus real contact hours may be slightly less.
4. The College has an intake of 6 students each year for Chemistry.
5. It is anticipated that the teaching required will be for Somerville only, but there may be a need for exchange teaching for other colleges within the agreed hours of teaching per week.
6. Details of the undergraduate syllabus and course structure can be found on the Department of Chemistry's web pages at <http://course.chem.ox.ac.uk/home.aspx>
7. The Lecturer(s) will also be expected to carry out some of the normal duties of a College tutor, in collaboration with the Tutorial Fellows in Chemistry. These duties include setting and marking collections (internal termly exams) and assisting with the undergraduate admissions exercise (which continues to mid-December each year).

### Selection criteria

8. The ability or potential to be an effective and inspiring teacher of Physical Chemistry in the tutorial context. Proven teaching experience would be desirable.
9. Demonstrate an understanding of the needs of high achieving undergraduates and a commitment to fostering high academic achievement.
10. A high level of academic achievement, commensurate with the candidate's career stage. She or he would normally be expected to have at least a Master's degree in Physical Chemistry or a related subject area.
11. Very good communication skills and sensitivity to deal effectively with any pastoral matters that may arise.

<sup>1</sup> Term dates are listed at [www.ox.ac.uk/about\\_the\\_university/university\\_year/dates\\_of\\_term.html](http://www.ox.ac.uk/about_the_university/university_year/dates_of_term.html)

12. Good organisational skills.
13. Enthusiasm for involvement with the wider life of the college and the potential to contribute to the intellectual communities.

### Pay and benefits

14. The salary will be aligned to Point 1 of the pay scale for Stipendiary Lecturers, currently £13,026 (using the Senior Tutors' Committee recommended scale), subject to revision in line with national adjustments to University teachers' salaries.
15. Stipendiary Lecturers are eligible for membership of the Universities Superannuation Scheme (USS) pension scheme.
16. The post holder will have use of a shared teaching room and will be entitled to two meals in College a week during term, free of charge.
17. Membership of the Senior Common Room at Somerville College.

### How to apply

18. Informal enquiries about this post may be directed in the first instance to the Senior Tutor, Steve Rayner, via [academic.office@some.ox.ac.uk](mailto:academic.office@some.ox.ac.uk).
19. Candidates should submit all application materials by email to [academic.office@some.ox.ac.uk](mailto:academic.office@some.ox.ac.uk) quoting reference **900264**. *It would be helpful if candidates could submit their application as one pdf document.*
20. **The closing date for applications is Monday 12<sup>th</sup> June 2017**
21. Applications must include:
  - a. A letter of application outlining your suitability for the post;
  - b. A *curriculum vitae*;
  - c. Two references. Your referees must be able to comment on your skills in Physical Chemistry and on your experience of/suitability to teach high achieving undergraduates. Please do not send more than two references; additional references will not be considered.
22. Candidates should ask their referees to write directly to [academic.office@some.ox.ac.uk](mailto:academic.office@some.ox.ac.uk), and should supply each referee with a copy of these further particulars. The college wishes to take this opportunity to thank in advance those referees who write on behalf of applicants. Please note that it is the responsibility of the applicant to ensure that references are submitted promptly, as referees will not be approached by the College.
23. Completed applications will be considered on receipt, and we will aim to inform candidates within three weeks of the date of receipt of the completed application whether they will be invited for an interview.
24. Interviews will be held on Monday 26<sup>th</sup> June 2016.
25. The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.** Please note that you will need to provide

original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

### Equal Opportunity Monitoring

26. Please complete and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. This can be emailed to [human.resources@some.ox.ac.uk](mailto:human.resources@some.ox.ac.uk) or sent in hard copy to:

Equal Opportunities Monitoring Assistant, Human Resources Department  
Somerville College, Woodstock Road, Oxford, OX2 6HD

Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010

### Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff 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. Where suitably qualified individuals are available, selection panels will contain at least one member of each sex.

### About Somerville College

There are 38 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.

Somerville College was founded in 1879 as a non-sectarian college as one of the first Oxford colleges to admit women tutors and students; it has been a mixed college since 1994. Somerville takes great pride in its pioneering history, its academic excellence and its intellectual and social openness.

There are approximately 180 graduate students currently reading for masters and doctoral degrees and 400 undergraduates following three and four-year courses across a wide variety of disciplines. The undergraduate body includes a higher than average proportion of state-school students.

The College is governed by its Principal and a Governing Body consisting of professorial, tutorial and administrative fellows. Tutors are assisted by college lecturers, and the research community is also supported by a similar number of postdoctoral research fellows. There are approximately 100 members involved in the College's academic community and the College also employs approximately 100 support staff. Further information about the College may be found at [www.some.ox.ac.uk](http://www.some.ox.ac.uk)

## **Pre-employment screening**

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

### **1. Eligibility to work in the UK**

Applicants should have evidence of their eligibility to work in the UK. Applicants who would need a work visa, if appointed to the post, are asked to note that under the UK's new points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

- (i) they have sufficient English language skills (evidenced by having passed a test in basic English, or coming from a majority English-speaking country, or having taken a degree taught in English) and
- (ii) that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment.

Further information is available at:

<http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/generalarrangements/eligibility/>

### **2. Documentary proof of right to work in the UK**

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. Do not include these documents with your application.

You will be sent a request for the relevant information at the appropriate point in the selection process.

### **3. Medical fitness**

Please note that any offer of employment will be conditional upon receipt of a completed pre employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.