



**Mary Ewart Junior Research Fellowship 2017-2020
In Engineering, Physical Sciences or Life Sciences**

www.some.ox.ac.uk/jobs

Somerville College is one of the thirty-eight constituent colleges of the University of Oxford. It was founded (as Somerville Hall) in 1879 to provide an opportunity for women, who at that date were excluded from membership of the University, to gain higher education at Oxford. The founders' insistence that students should not be subjected to religious tests or obligations marked Somerville off from its Anglican counterpart, Lady Margaret Hall, and set the tone of cultural diversity which has characterized the College to this day. Somerville first admitted male Fellows in 1993 and male undergraduates in 1994. At present there are 42 members of Governing Body, and *circa* 400 undergraduates and 160 graduates, with roughly equal numbers of women and men at each level. Further information about the College is available at www.some.ox.ac.uk

The Governing Body of Somerville College invites applications for a Mary Ewart Research Fellowship in the field of Engineering, Physical Sciences or Life Sciences tenable for three years from Michaelmas Term 2017 and not renewable thereafter.

Benefits

The annual stipend will be from £31 076 (grade 7.1 on the University pay scale, point 29 of the National pay spine). Accommodation in College may be available at an appropriate market rate. The postholder will be elected as a member of the Senior Common Room and will have full dining rights. The postholder will also be eligible to join the University's Superannuation Scheme, and be eligible for a subsidised place in an on-site Nursery run by the College, subject to availability. The stipend will be subject to annual review. Somerville College offers a research allowance of £1000 per year for this post.

Duties

The Fellow elected shall be required to:

- design novel experiments, models or observations as appropriate for the appointee's field of research;
- analyse data and interpret results according to the standards of the discipline;
- disseminate his or her research through activities like attending and presenting at conferences, publishing findings in high-quality journals, giving research seminars or engaging in science communication and outreach;
- present an annual report on his or her work to the Governing Body;
- reside in Oxford during Full Term unless the circumstances of his or her work require otherwise. Permission to reside outside Oxford for any part of the tenure of the Fellowship must be sought from Governing Body and will be granted only where there are good academic reasons.
- The postholder may be asked to teach if the need arises

Location: You will be based at Somerville College, Woodstock Road, Oxford OX2 6HD

Essential Criteria:

- Candidates for the Fellowship will be expected to have completed or be close to completing a doctorate. Applicants should not have completed their doctorate more than five years before the start of the Fellowship, allowing for extensions due to caring responsibilities or in other extenuating circumstances. Although the Fellowship is intended for a relatively junior scholar, this refers to the stage a candidate has reached in his or her career, rather than to the age of the candidate; the College welcomes qualified candidates of all ages and will take into account the individual circumstances of each in selecting the successful candidate.
- The proposed research must fall in the field of Engineering, Physical Sciences or Life Sciences.

Candidates will be assessed on the quality of their scholarship as appropriate to the stage in their research career; in particular:

- Evidence of emerging leadership in their respective field, as demonstrated by research achievements and future plans;
- Extensive experience of analytical methods appropriate to the candidate's discipline; ability to apply these methods to produce robust results;
- Experience of software commonly used for presentation and for scientific papers.
- Excellent verbal and written communication skills, as evidenced by publication record and other research communication;
- Ability to work without close supervision, prioritise work, manage time effectively and make independent decisions.

Desireable criteria

- Consideration will also be given to the degree of fit of the proposed topic of research with the College's research and teaching interests.

Timetable and Process:

The closing date for applications and the last date for receipt of references direct from referees, is **Noon on Monday, 14th August 2017**. *It is the responsibility of each applicant to ensure that his or her application arrives before the deadline. If you wish to check whether or not your application has been received you should contact Academic Office by email: academic.office@some.ox.ac.uk.*

Nature and Terms of Appointment:

All appointments are subject to the relevant provisions of the *Statutes and Regulations* of Somerville College. Other paid employment should not be undertaken without the permission of the Governing Body. No offer of appointment will be valid until and unless the recommendation has been approved by the Governing Body and a formal contractual offer has been made.

Application Procedure

Please submit your application by email to academic.office@some.ox.ac.uk stating vacancy reference number **900263** in the subject line. Your application should comprise:

- a) A completed standard cover sheet (available at the end of this document)
- b) A covering letter, highlighting their suitability and motivation for the post
- c) A one page description of future research plans
- d) A curriculum vitae with details of qualifications, experience, current research interests and publications

e) Two academic references. Referees should be asked to write to the Tutorial & Graduate Officer at Somerville College under confidential heading by 12 noon on Monday, 14th August 2017. References may be sent by email to academic.office@some.ox.ac.uk or by hard copy to Somerville College.

f) Please download, complete and return SEPARATELY 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 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.

Acknowledgement of applications

All applicants will be sent confirmation by email that their application has been received. This will be sent to the email address provided in the application unless specified otherwise by the applicant. We will communicate with applicants by email regarding the status and outcome of their application. Please state clearly in your application if email communication is not a convenient method of communicating with you.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College's Data Protection Policy.

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.

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

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.

2. 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.

AGZ/SIT June 2017

Somerville College

University of Oxford

www.some.ox.ac.uk



Vacancy no. **900263** – please quote
in subject line of e-mail

For Office use:

No

Ack

Cover Sheet

This cover sheet must be completed as part of the application for the **Mary Ewart Junior Research Fellowship in Engineering, Physical Sciences or Life Sciences** and submitted with all other application materials:

- A covering letter, highlighting your suitability and motivation for the post
- A one page description of future research plans
- A curriculum vitae with details of qualifications, experience, current research interests and publications

Completed applications must be received by the closing date of noon on Monday, 14th August 2017

Candidates should also ask two referees to write directly to the Tutorial and Graduate Officer at Somerville College by the closing date for applications (noon, Monday, 14th August 2017).

Personal details		
Surname:	First name:	Title:
Email:	Telephone number(s):	
National insurance number:		
Home address:		
Correspondence address if different:		
Right to work in the UK		
Are there any restrictions on you taking up employment in the UK? (If yes, please provide details)		
No	<input type="checkbox"/>	Yes <input type="checkbox"/>

Academic qualifications	
Brief Description of Proposed Research Topic	
Referees	
Name of first referee:	Email address:
Name of second referee:	Email address:
<p>Please note that it will be the responsibility of the applicant to ensure that references are submitted by the deadline of 12 noon, on Monday, 14th August 2017, as referees will not be approached by the College. Please do not send more than two references; additional references will not be considered.</p>	
Criminal record	
Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state.	
Where did you find out about this vacancy?	
Declaration	
I confirm that the above information is complete and correct and that any untrue or misleading information will give the Colleges the right to terminate any employment contract offered.	
Signed: Date:	