



Research Assistant: Antarctic Climate Change

9 months fixed term contract

Ref 900278

Somerville College is seeking to appoint a full-time, fixed term Research Assistant to work on a synthesis of current climate change impacts on Antarctic marine ecosystems. The post holder will work with Professor Alex David Rogers to produce an initial draft document for a workshop in the second half of September attended by experts in Antarctic marine ecology, oceanography and climate change modelling. During the workshop the assistant will take notes and help to produce a report on the meeting. The assistant will also work on the synthesis in collaboration with workshop attendees to move it to submission for a peer-review journal.

We are looking for a postgraduate with a Masters or Ph.D. qualification in marine ecology or polar science.

The post is funded through a grant from the Pew Global Ocean Legacy programme, part of the Pew Charitable Trusts. The post is for a fixed term of 9 months and is available from 21st August 2017 or as soon as possible thereafter.

For further information about the Pew Charitable Trusts and Somerville College please visit www.pewtrusts.org and www.some.ox.ac.uk

Main Duties

- i. In consultation with Alex Rogers to undertake a search for relevant literature on climate change impacts on Antarctic marine ecosystems paying special attention to effects on commercially fished species or species on which they are dependent. There will also be a focus on the Atlantic Sector of the Southern Ocean but the review will be circum-Antarctic.
- ii. To synthesise the information as directed and prepare a 1st draft of a scientific review for the 15th September, 2017. To work with a GIS expert where necessary to produce visual representation of the data identified.
- iii. To participate in a workshop at Somerville College from the 19th – 22nd September and take notes on the meeting proceedings. To assist in the production of a meeting report.
- iv. To work with the meeting attendees following the meeting to finalise the Synthesis report and to convert this to a paper for submission to a scientific peer-reviewed journal.
- v. To assist meeting attendees in production of further papers if required.
- vi. Travel to meetings may be required as part of this contract.
- vii. The Research Assistant will be accountable to AD Rogers for the duration of the contract.

Selection criteria

Essential

- i. Doctorate or a Masters in a field related to marine ecology, polar ecology or modelling of climate change effects on marine ecosystems.
- ii. Examples of high quality written work either in the form of dissertations, papers in submission or published or reports.
- iii. Proven administrative abilities.
- iv. Proven flexibility and willingness to work with a wide range of academics and policy makers.
- v. Ability to work without constant supervision and to organise own time to meet tight deadlines.
- vi. Excellent inter-personal skills.

Desirable

- i. Familiarity with UK academic institutions and standards.
- ii. Proven project management skills.

Salary and Benefits

- i. The salary will be £24,718 (£32,958 annual equivalent) which is aligned to grade 7 point 3 of the Oxford salary scale for academic staff (national spinal point 31). This is a full-time post of 37.5 hours per week. The arrangement of those hours will be agreed with Alex Rogers.
- ii. The successful candidate will have the option of becoming or remaining a member of the Universities Superannuation Scheme (USS).
- iii. Office space in the college, a computer and access to room bookings for meetings, seminars etc.
- iv. All reasonable travel expenses connected to work on the project.
- v. Participation in research seminars and occasional events designed for undergraduate and postgraduate students will be encouraged as time permits.
- vi. Somerville College has generous maternity leave arrangements, in line with those offered by the University.
- vii. The College runs a small on-site Nursery. The University has three subsidised nurseries and also subsidises places at some local nurseries, although at present there is a waiting list. There is also a holiday play scheme for school-age children.
- viii. A confidential 24/7 telephone advisory and counseling service is available to all College employees and their family members who live in the same household.

Timetable and Process

The closing date for applications is **noon on Thursday, 10th 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 the Academic Office by email:

academic.office@some.ox.ac.uk .

Interviews are likely to be held in the week commencing 14th August 2017.

Communicating with you about your application

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.

Nature and Terms of Appointment

This will be a full-time, fixed term appointment for a period of 9 months starting on 21st August 2017 or as soon as possible thereafter. It is essential that the appointed candidate is available to be in Oxford on the dates of workshop from 19 – 22 September inclusive. 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.

Application Procedure

Please submit your application by email to academic.office@some.ox.ac.uk stating vacancy reference number **900278** in the subject line. Your application should comprise:

- i. A letter of application outlining how you meet the selection criteria
- ii. A curriculum vitae with full contact details, qualifications, experience, current research interests and publications
- iii. Details of two academic referees. Referees will be contacted by Alex Rogers for shortlisted candidates only. References will be taken over the phone and will be requested in written form prior to appointment.
- iv. Please download, complete and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. This can be found on the Somerville College website www.some.ox.ac.uk/jobs.

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.

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

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.

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.

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.