



Somerville College

University of Oxford

www.some.ox.ac.uk

Stipendiary Lectureship in Engineering at Somerville College

Somerville College proposes to appoint a Stipendiary Lecturer in Engineering from 1 October 2020 for a period of one year to provide three weighted hours of undergraduate teaching per week during each of the three eight-week terms, averaged over the year. 'Weighted' hours take account of the group size for each tutorial. A typical two-person tutorial generates 1.25 weighted hours for each hour of contact time so three weighted hours equates to typically about 2.5 contact hours. This is a fixed term career development post aimed at offering an early career academic the opportunity to gain experience in teaching and administration.

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

Duties of the Post

- The lecturer will be responsible, in collaboration with the tutorial fellows in Engineering, for the teaching of P1 paper to 1st year undergraduate students and A1 paper to 2nd year undergraduate students in Somerville College:
- The post holder will be required to undertake three weighted hours of Engineering (this equates to 2 and 2.5 contact hours) teaching per week in tutorials or small classes, averaged over three eight-week terms. The College has an intake of 6 undergraduate students each year for Engineering.
- The lecturer, together with the Engineering fellows, will be required to play a

significant role in the undergraduate admissions process, help with open days, and support access initiatives of the college. They will be expected to set and mark collections (termly exams held in college), and to help the Engineering fellows with organisational and policy matters regarding Engineering at Somerville.

Details of the undergraduate syllabus and course structure can be found within the Engineering Department's web pages at <https://eng.ox.ac.uk/study/undergraduate/your-degree/course-structure/>

Selection criteria

- The ability or potential to be an effective and inspiring teacher of Engineering in the tutorial context. Proven teaching experience would be desirable.
- Demonstrate an understanding of the needs of high achieving undergraduates and a commitment to fostering high academic achievement.
- A high level of academic achievement, commensurate with the candidate's career stage. The successful candidate should have a Doctorate in Engineering or have equivalent qualifications and experience (for example a Master's Degree in Engineering plus relevant professional experience).
- Very good communication skills and sensitivity to deal effectively with any pastoral matters that may arise.
- Good organisational skills.
- Enthusiasm for involvement with the wider life of the college and the potential to contribute to the intellectual communities.

Pay and benefits

- The salary will be aligned to Point 1 of the pay scale for Stipendiary Lecturers, currently £6,878 subject to revision in line with national adjustments to University teachers' salaries. The stipend will be subject to annual review.
- Stipendiary Lecturers are eligible for membership of the Universities Superannuation Scheme (USS) pension scheme and be eligible for a subsidised place in an on-site Nursery run by the College, subject to availability.
- 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.
- The post holder will be able to apply for support for research expenses from the Catherine Hughes Fund.
- Full membership of the Senior Common Room

Application Procedure

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.

Please submit your application by email to academic.office@some.ox.ac.uk stating vacancy reference number 900413 in the subject line. Your application should reach us by the closing date of September 4th and should comprise:

- A completed cover sheet (available at the end of this document or as a separate download from www.some.ox.ac.uk/jobs)
- A covering letter, highlighting your suitability and motivation for the post and stating clearly your ability to teach P1 and A1 papers you propose to teach for the College.
- A *curriculum vitae* with details of qualifications, experience, current research interests and publications
- Two academic references. Candidates should ask their referees to write to the Tutorial & Graduate Officer at Somerville College under confidential heading by the closing date, and should supply each referee with a copy of these further particulars. References may be sent by email to academic.office@some.ox.ac.uk or by hard copy to Somerville College.

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.

- 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.

Interview date: Interviews will be held on week commencing 14 September 2020.

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.

- 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. 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.