

UNIVERSITY OF OXFORD

Mathematical, Physical and Life Sciences Division

Department of Zoology

in association with St John's College

UNIVERSITY LECTURERSHIP IN ZOOLOGY

Description of Joint Appointment and Application Procedure

Applications are invited for a University Lecturership in Zoology. The successful candidate will be appointed to an Official Fellowship at St John's College. The combined University and College salary will be on a scale up to £56,917 per annum. Details of the Department and further details of the University post are given in Section II and details of the College and details of the College post are given in Section III.

Duties

The duties of the University Lectureship are:

- (i) to lecture and engage in advanced study or research;
- (ii) to co-operate in the teaching and administrative work of the Department of Zoology in both term and vacation under the direction of the Head of Department and to collaborate in the Department's research programme;
- (iii) to supervise graduate students;
- (iv) to engage in University examining.

Details of the research interests and activities of the department are available at <http://www.zoo.ox.ac.uk/> Requests for specific further information should be addressed to the Head of Department, Professor Paul Harvey, CBE, FRS (paul.harvey@zoo.ox.ac.uk; tel. 01865 271260).

The duties of the College post may be found at Section III.

Selection Criteria

The successful candidate will be someone who:

- has, or is on the way to building, a record of internationally excellent research in zoology through an outstanding record of publication that encompasses an aspect of vertebrate diversity; preference will be given to candidates who do not work on avian diversity as it is an existing strength of the Department which we wish to complement with this post;
- demonstrates the potential to contribute to the creation of an internationally excellent research environment;
- is able to undertake the supervision of research students and postdoctoral research fellows;
- is able to show evidence of being, or potentially being, an excellent teacher of high-achieving and challenging undergraduates;
- has the skills and commitment to be successful as a Tutor and Fellow of St John's College (see section III).

Experience as a university teacher of Zoology is desirable. (Candidates who do not already have a proven track record in tutorial and/or small group teaching will be encouraged to participate in appropriate staff development courses.)

Application Procedure

Applicants should submit nine hard copies of a letter of application (by post) setting out how they meet the selection criteria, supported by a curriculum vitae, list of publications, details of teaching experience, a statement of research interests, and the names and addresses of three referees (not more than two of whom should be from the same institution), to arrive no later than midday on **Friday 27 February 2009**. Applicants based overseas need send only one copy of the above.

The University will assume that it is free to approach referees at any stage unless the candidate clearly stipulates otherwise (i.e. candidates who wish a referee or referees to be approached only with their specific permission and/or if they are being called for interview are asked to state such requirements explicitly alongside the details of the relevant referee(s)).

Applications should be submitted to Mrs Sally Burton, University of Oxford, Department of Zoology, Tinbergen Building, South Parks Road, Oxford OX1 3PS. Please quote reference number AT09004.

It is planned to hold interviews in the week commencing **Monday 23 March 2009**.

Candidates invited for interview will be asked to give a short presentation of their research as though aimed at an undergraduate audience. They will then be questioned on the talk, their research plans and their teaching experience. Finally candidates will be given an opportunity

to ask questions of the interview panel and be given a conducted tour of the Department of Zoology.

The recommendation of the selection committee will be subject to ratification by the Divisional Board and the Governing Body of St John's College.

Section II

UNIVERSITY OF OXFORD

University Lecturership in Zoology

Further Details concerning the University Post

A. The Department

The University of Oxford employs over 8,100 academic, research and support staff across a wide range of academic disciplines. Its mission is to achieve and sustain excellence in every area of its teaching and research, maintaining and developing its historical position as a world-class university, and enriching the international, national, and regional communities through the fruits of its research and the skills of its graduates.

The academic administration of the University is conducted through four divisions (Humanities, Social Sciences, Mathematical, Physical and Life Sciences, and Medical Sciences). The Mathematical, Physical and Life Sciences Division comprises: Begbroke Science Park, the Department of Chemistry, Computing Laboratory, e-Research Centre, Oxford, the Department of Earth Sciences, the Department of Engineering Science, the Life Sciences Interface Doctoral Training Centre, the Department of Materials, Mathematical Institute, the Department of Physics, Department of Plant Sciences, Department of Statistics and Department of Zoology. The division provides a framework for interdisciplinary teaching and research. There are also links with the Medical Sciences Division.

Detailed information about the Department of Zoology may be found at <http://www.zoo.ox.ac.uk/>

B. Standard Terms and Conditions

1. Applications for this post will be considered by a selection committee containing representatives from both the Department of Zoology and St John's College. The selection committee is responsible for conducting all aspects of the recruitment and selection process. The divisional board and the governing body of St John's College make the final decision on the appointment. Accordingly, an offer of appointment is only valid once the divisional board and the governing body have approved the recommendation of the selection committee and a formal contractual offer has been made.

2. The successful candidate will be appointed on the Oxford lecturer scale (£35,520 - £47,736). Lecturers appointed below the top of this range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' salary review. Departments may also, in wholly exceptional cases, propose the awarding within the scale of additional increments to lecturers at any time during their appointment.

The combined university and college salary will be on a scale up to £56,917 (as at 1 October 2008) per annum.

The lecturer will have the option of becoming or remaining a member of the Universities Superannuation Scheme (USS).

3. Additional remuneration is currently paid to those undertaking examining and graduate supervision.

4. Upon completion of an initial period of appointment (which is normally five years), a university lecturer is eligible for reappointment until retiring age, subject to the provisions of the Statutes and Regulations of the University. Evidence of both lecturing competence and substantial progress in research are prerequisites for reappointment to the retiring age.

The University's normal retirement date for university lecturers is 30 September immediately preceding the 66th birthday, except that, if the successful candidate can establish vested rights, as defined in the University's statutes (details available on request), in retirement at age 67 or later, then the date of retirement will not normally be later than the 30 September immediately preceding the 68th birthday.

5. All appointments are subject to the relevant provisions of the Statutes and Regulations of the University in force from time to time, as published from time to time in the University Gazette.

All university lecturers, with other members of the academic staff and certain senior academic-related staff, are normally members of Congregation, which is the University's ultimate governing body. Congregation's approval is required for all university statutes or amendments to statutes, and for major policy decisions, and the members of Congregation constitute the electorate for ten of the members of the main executive body (the Council of the University) and for members of a number of other university committees. Twenty or more members of Congregation may initiate the discussion by Congregation of matters of university policy, and any two members may ask questions about the policy or administration of the University. The person appointed to this post will receive full details soon after he or she takes up the appointment.

6. The holder of this post is eligible to apply for sabbatical leave. In general, one term of sabbatical leave is available for each six terms of qualifying service: qualifying service is built up on a 'rolling' basis, so that leave which is not taken is not lost (although qualifying service does not accrue beyond the maximum of 18 terms). Further details are available on request.

7. The University encourages links with industry and other outside bodies. Although the holding of outside appointments such as consultancies must be approved by the head of department, no limit as such is set on the amount of money individuals may receive in this way. The criterion is the amount of time such appointments take up: a maximum of 30 days per annum may be spent on such activities before any deduction in stipend is considered.

8. The Statutes and Regulations of the University record the extent of the University's claims to intellectual property, and the proportions in which exploitation revenues are shared with researchers. Copies of the relevant extracts are available on request.

9. All staff participate in the University's appraisal scheme which is currently under review.

10. The University has generous maternity leave arrangements. Provided that they have at least 26 weeks' service with the University at the fifteenth week before the expected week of childbirth, women may take up to 26 weeks leave on full pay, plus 13 weeks SMP, plus a further 13 weeks unpaid leave. Arrangements are available to enable a phased return to full duties; for women to return to work on a part-time basis after the birth of their child; and for paternity leave. Requests for flexible working arrangements will be considered.

11. The University has three subsidised nurseries and also subsidises places at some local nurseries, although at present there is a waiting list. In addition, staff have access to a childminding network. There is also a salary sacrifice scheme whereby parents with children at university nurseries are able to save on income tax and national insurance contributions, and a virtual voucher scheme for parents with children not at university nurseries or placed with childminders through the network whereby a saving is made on national insurance contributions. There is also a holiday playscheme for school-age children. Further information may be obtained from the childcare website (www.admin.ox.ac.uk/eop/child) or by e-mailing childcare@admin.ox.ac.uk, or writing to the Diversity and Equal Opportunities Unit, University of Oxford, University Offices, Wellington Square, Oxford OX1 2JD.

12. *Equality of opportunity*: The policy and practice of the University of Oxford require that all staff are offered equal opportunities within employment. Entry into employment with the University 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 his or her gender, marital or civil partnership status, sexual orientation, religion or belief, racial group, age or disability.

Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

13. All data supplied by applicants 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 University's Data Protection Policy.

14. All reasonable interview expenses will be reimbursed. The appointment will be subject to satisfactory completion of a medical questionnaire and the provision of proof of the right 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/>

Removal expenses and travelling expenses in connection with the move to Oxford of the successful candidate are generally paid in full in appropriate cases. Professional expenses of up to £6,500 also are available where appropriate to cover solicitors' and other costs in connection with a move. Further details are available on request.

**PAY SCALE FOR UNIVERSITY LECTURERS
WITH TUTORIAL FELLOWSHIPS**

(Joint University/College salary)

Main Lecturer Grade		
Pay spine for joint salary	Joint annual salary	Scale point
52	£56,917	11
51	£55,259	10
50	£53,650	9
49	£52,086	8
48	£50,569	7
47	£49,096	6
46	£47,666	5
45	£46,278	4
44	£44,930	3
43	£43,622	2
42	£42,351	1

Section III

UNIVERSITY OF OXFORD

St John's College

OFFICIAL FELLOWSHIP IN ZOOLOGY

St. John's College proposes to elect an Official Fellow and Tutor in Zoology with effect from 1 September 2009 or as soon as possible thereafter. A University Lecturership in Zoology is associated with this appointment and will be held in the Department of Zoology. The person appointed will be required by the College to carry out the duties of the associated University Lecturership.

The College appointment will be for up to five years in the first instance. Thereafter the appointment may be renewed for periods of up to seven years until the retiring age of 65 years. The appointment will be subject to the Statutes of the College which embody the relevant provisions concerning academic tenure of the Education Reform Act (1988).

The combined stipend will be according to age on a scale up to £56,917 per annum. The appointee will have the option of becoming or remaining a member of the Universities Superannuation Scheme (USS).

The Fellow will be a member of the Governing Body of St. John's and will be expected to attend Governing Body and tutorial meetings and to participate in the administration of the College. He or she will assume shared tutorial responsibility for all undergraduates at St. John's who are reading for degrees in Biology. He or she will teach up to six hours a week in term for three terms per year, as well as undertaking appropriate pastoral work and participating in the admissions exercise and open days. He or she will be expected to act as a College Advisor to a number of graduate students.

An Official Fellow and Tutor at St. John's has full lunching and dining rights, and is provided with a teaching room in College. Assistance with housing is offered to Fellows. Research, governance and entertainment allowances, and private health insurance, are also available.

Further information on St. John's College can be found on the College's Website [www.sjc.ox.ac.uk]. Further information on the general duties of Tutorial Fellows can be obtained from the College Office or the Website [www.sjc.ox.ac.uk/Uploads/DynamicText/TutorialDuties.pdf]