Job Description

KELLOGG COLLEGE

<table>
<thead>
<tr>
<th>Job title</th>
<th>Junior Research Fellow</th>
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<tbody>
<tr>
<td>College</td>
<td>Kellogg College</td>
</tr>
<tr>
<td>Location</td>
<td>60-62 Banbury Road, Oxford, OX2 6PN</td>
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<tr>
<td>Grade and salary</td>
<td>Non-stipendiary</td>
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<tr>
<td>Fellowship Length</td>
<td>Fixed-term (3 years)</td>
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<td>Vacancy reference</td>
<td>JRF application</td>
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<tr>
<td>Additional information</td>
<td>This vacancy is only available to early-career researchers at the University of Oxford</td>
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The role

The main duty of the Junior Research Fellow (JRF) is to undertake research, but it is hoped that the JRF will also contribute to the general intellectual life of the College.

Although no stipend is payable, the JRF will be entitled to free lunches throughout the year when the kitchens are open, discounted Guest Night Dinners, and the use of a shared Fellows’ office. Those who have recently obtained, or are expected soon to obtain, a doctorate and who are working in any of the fields of research of the College’s Fellows (see https://www.kellogg.ox.ac.uk/explore/our-people/?person_type=official-fellow&department) and/or Kellogg Centres (see https://www.kellogg.ox.ac.uk/kellogg-centres/), are eligible to apply, provided that they have been appointed to a stipendiary post within the University.

The Junior Research Fellowship will be co-terminus with the stipendiary post, but will in no case be tenable for longer than three years.

Responsibilities

- **Act as a College adviser for up to 9 students**: an advisor is expected to: monitor the student’s progress; discuss the University supervisor’s reports with the student; and to be available for regular consultation on academic or other matters — including any issues that a student may feel unable to raise with their University supervisor.
- Be an active member of the College, participate in College events, be a positive ambassador for Kellogg and to act in the best interests of the College at all times.
- Present a seminar in line with the research being undertaken.
Pre-employment screening
All offers of fellowship are made subject to standard pre-employment screening, as applicable to the post.
If you are offered the post, you will be asked to provide proof of your right-to-work.
We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

Selection criteria
Essential selection criteria
- Recently obtained, or are expected soon to obtain, a doctorate
- A stipendiary research post within University of Oxford
- An excellent academic track record
- Excellent written communication skills, demonstrated by a track record in publications, reports, a dissertation, or other written material
- Track record of academic oral presentations such as seminars or conference presentations
- The ability and motivation to pursue an independent research project
- Awards or recognition of excellence
- The ability and motivation to contribute to the overall academic life of the College
- Relevance of proposed research/teaching to College centres and expertise

About the University of Oxford
Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.
We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual’s unique contribution.
While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.
Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.
For more information, please visit www.ox.ac.uk/about/organisation.

Kellogg College
The President and fellows of Kellogg are committed to supporting the lifelong learning work of the University and the expansion of opportunities for full-time, part-time and professional development students. Kellogg is Oxford University’s largest College and, at present, comprises the President, 163 fellows, 29 Common Room Members and more than 1000 Master’s and Doctoral students (over 990 part-time and 269 full-time).
The College is based on the Norham Manor site in North Oxford, a short distance from the city centre. The College has a reputation for being a friendly and supportive community, which encourages diversity and excellence in all its activities. The College maintains its sense of community through its active calendar of events and its growing student accommodation. Kellogg is a vibrant, growing and egalitarian College and each of our members and our staff has the opportunity to shape our future and our traditions.

For more information, please visit: www.kellogg.ox.ac.uk

How to apply

Before applying, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, write to the Senior Tutor, Kellogg College, by noon on Friday 13 March 2020 (Friday of 8th week), providing a CV, together with a covering letter detailing the stipendiary appointment held, the nature of the research being undertaken, and how they see themselves contributing to the intellectual life of the College. Two referees should be asked to write by the same date to the Senior Tutor in support of the application.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please send all documents as PDF files with your name and the document type in the filename.

All applications must be received by midday on the closing date stated in the online advertisement.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University’s Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

Equality of Opportunity

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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.