



University College Oxford

Junior Research Fellowships

Information for Candidates

Overview of Junior Research Fellowships (JRFs)

JRFs are best understood as career development research-focused posts for outstanding scholars who have recently or will soon have been awarded a doctorate. JRF appointments are fixed-term for three years and are not renewable. These appointments are not renewable simply because, as career development posts, they are intended to provide a springboard into a successful research career. The vast majority of JRFs do indeed move to tenured research and teaching posts at prestigious institutions.

Candidates must be confident that they will have obtained their doctorates by the start of their appointment. These positions are not intended for those who have already held another stipendiary Junior Research Fellowship or equivalent or for those who obtained their doctorates more than two years prior to the application date, except in special circumstances, such as career breaks for family or health reasons. Applicants who are uncertain as to their eligibility may contact the Academic Services Manager at recruitment@univ.ox.ac.uk for advice.

Univ has at any time between 8 and 10 JRFs in any of the subjects in which it has Fellows and Lecturers. JRFs play an important part in the intellectual and social lives of the College and will be expected to take an active role in the day-to-day life of the College. The primary duty of the post is to carry out high-quality research, but most JRFs offer a limited amount of teaching for the College, in the interest of their career development. Any such piecemeal teaching will be remunerated separately.

Please note, appointment to a JRF at the College does not automatically confer membership of a University department. JRFs wishing to join a research group or make use of departmental lab space would be expected to make their own arrangements. The College is often able to facilitate such arrangements.

University College

There are 38 self-governing and independent colleges within the University of Oxford, giving both academic staff and students the benefits of belonging to a small, interdisciplinary community as well as to a large, internationally-renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

Founded in 1249, University College (Univ) is the oldest of the 38 colleges of the University of Oxford. Like all the colleges, it is an independent, self-governing establishment which functions both as an academic institution and as a social and residential centre for its members. The College currently has approximately 370 undergraduates and 230 graduate students. Most of the core subjects on offer at the University of Oxford can be studied at Univ.

The Governing Body of the College, which has overall responsibility for all aspects of the running of the College, comprises the Master (the head of the College) together with the Tutorial and Professorial Fellows. The current Master is Sir Ivor Crewe, former Vice-Chancellor of Essex University and a distinguished social scientist. Among the Fellows of

the College are six Professorial Fellows, some thirty-two Tutorial Fellows, twenty Supernumerary Fellows and up to ten Junior Research Fellows at any one time. In addition, the College employs some forty Stipendiary and Non-Stipendiary Lecturers who have a range of teaching responsibilities. All these categories of academics are members of the Senior Common Room (SCR), which provides intellectual, dining and social benefits.

For more information on University College, please visit: www.univ.ox.ac.uk.

The University of Oxford

Oxford's departments and colleges 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.

Oxford's self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and over 2,500 other University research staff. Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

Oxford's strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, Oxford aspires to build a truly inclusive community which values and respects every individual's unique contribution.

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at www.ox.ac.uk/about/organisation/finance-and-funding), and is ranked first in the UK for university spin-outs, with more than 150 spin-off companies created to date. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

Oxford has a strong postgraduate student body which now numbers over 11,000. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world's greatest libraries, the Bodleian.

For more information please visit www.ox.ac.uk/about/organisation

Person Specification

The primary criterion for appointment as a Junior Research Fellow will be research excellence. Candidates must:

- (1) have a strong educational record;
- (2) hold a doctorate or be near completion¹;
- (3) have research expertise demonstrated by publications, or demonstrate promise of such achievement;
- (4) have a coherent plan of research for the duration of the fellowship.

The potential to become an effective teacher will be a secondary consideration.

Terms and Benefits

The current stipend for a Junior Research Fellow not in receipt of other emoluments is £24,983 *per annum*, which would be reduced by the amount of salary support received from any other source², with a minimum stipend of £2,500. Free accommodation for the JRF in College, ordinarily a one bedroom flat, will be offered if available, or a housing allowance in lieu (£5,512 pa). The total salary package is therefore £30,495.

A Junior Research Fellow at University College is entitled to the following additional benefits:

- Academic allowance (currently up to £2,284 pa)
- Entertainment allowance (£192 pa) that allows relevant expenses to be reclaimed from the College;
- Lunch and dinner in College (Common Table), except when the kitchens are closed;
- An entitlement to join, or to remain a member of, the Universities Superannuation Scheme (USS);
- Private health insurance which can include family (taxable benefit), for as long as the College remains in the scheme;
- Senior Common Room membership;
- Child care support – details available on request;
- Generous sickness, maternity, and paternity leave schemes;
- Access to shared office space

¹ If you require a Tier 2 Visa please note that, in order for the University to apply for your Certificate of Sponsorship, the UK Home Office will require EITHER a copy of your PhD/DPhil award certificate, OR an academic reference confirming that the qualification has been awarded, OR an academic reference confirming that you have submitted your thesis, if you have not yet completed.

² For example, a British Academy post-doctoral Fellowship or a Research Council Fellowship, providing the research is compatible with the JRF.

How to Apply

Please download and complete the application form for the post in which you are interested from the website, which can be accessed via this link and then selecting the link to the relevant post: <https://www.univ.ox.ac.uk/content/vacancies>.

Please complete all sections of the application form and **do not** submit additional material such as a *curriculum vitae*. You may be asked to submit written work if you are shortlisted for the post, but please **do not** submit it with your application. You should, however, asterisk on the application form the two publications that represent what you regard as your best work, as directed on the application form.

Your completed application form should be submitted electronically, preferably in pdf format, to recruitment@univ.ox.ac.uk before the deadline stated in the advertisement for the post. Late applications will not be considered.

References

Applicants should arrange for three referees to send their references to recruitment@univ.ox.ac.uk by the closing date for applications for the post. It is the responsibility of the applicant to ensure that references are received before the deadline.

Applicants are requested to inform their referees that even where a reference is marked “strictly confidential” it could still be disclosed to the subject of the reference if that subject so requested and the College’s Data Protection Officer deemed it appropriate. Applicants are advised to supply each referee with a copy of the further particulars for the post.

Pre-employment Screening

The appointment of the successful candidate will be subject to pre-employment screening. This will include right-to-work, proof of identity, references, a pre-employment health declaration, and any other checks as applicable to the post.

Eligibility to Work in the UK

Successful applicants will be required to provide proof of their entitlement to work in the UK, or be able to provide sufficient information to the University to demonstrate that they will be able to get the required immigration status before commencing employment.

If an offer of employment is made to you in a case where the post qualifies for a Tier 2 work visa, the College will apply for a Certificate of Sponsorship to facilitate the visa application and can assist in identifying the appropriate visa route for your dependants, if required.

Detailed information about the Points Based System (BSP) and the UK's other immigration categories can be found on the [Home Office's website](#). The following links might also be particularly helpful to you:

- [Visas and immigration](#) – features: an online tool to help decide whether or not you require a UK visa, visa application guidance and visa fees.
- [Work visas](#) – detailed guidance on the different types of work visas available to foreign nationals. Please read the eligibility requirements for your chosen work visa type before making an application.
- [Tier 2](#) – University of Oxford guidance in relation to the process and requirements when applying for a Tier 2 Certificate of Sponsorship and Tier 2 visa.

Family support

You will be eligible to apply to use the University nurseries (subject to availability of places). For details of the nurseries and how to apply for places, please see www.admin.ox.ac.uk/childcare/.

The Oxford University Newcomers' Club is run by volunteers, whose aim is to help the newly-arrived partners of visiting scholars, of graduate students and of newly appointed academic and administrative members of the University to settle in and to give them opportunities to meet people in Oxford. Further information is available at www.newcomers.ox.ac.uk/.

The Careers Service has a dedicated adviser for the partners of University employees, offering assistance in finding employment, training or volunteering opportunities. For details, please see www.careers.ox.ac.uk/

Equality and Diversity

University College aims to promote equality of opportunity and treatment for all men and women working and studying at the College or applying to do so and to ensure equality of access to all services provided by the College. The College aims to foster an environment in which unlawful discrimination and harassment are not tolerated and where all members of the College community are encouraged to achieve their full potential. Further information about the College's Equality Duty is available here:

<https://www.univ.ox.ac.uk/content/policy-documents-and-regulations>.

Please complete and return the recruitment monitoring form available to download from the website page containing the details of the post for which you are applying. The information you provide in this form will be handled confidentially, will not form part of your application papers, and will not be seen by any member of the selection committee. It will, however, help us in our commitment to ensuring equality of opportunity and promoting diversity.

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, the General Data Protection Regulation (GDPR) and the College's Data Protection Policy (available on the website at <https://www.univ.ox.ac.uk/content/policy-documents-and-regulations>). For information about how we process data and monitor communications please see our Privacy policy which can be found at <https://www.univ.ox.ac.uk/policy-documents/>.