



CHRIST CHURCH
UNIVERSITY OF OXFORD

Houser Career Development Fellowship in Geography

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Job title	Houser Career Development Fellowship in Geography
Location	Christ Church
Hours	Full Time, 37.5 hours
Contract type	Fixed-Term, 5-years from October 1 st 2024
Salary	Grade 8: £45,585 – £54,395 (with a discretionary range up to £59,421) per annum, according to qualifications and experience. New appointments are usually made at the first point of the scale.
Application deadline	12 noon on 12 th July 2024
Vacancy reference	HT24_023

Overview of the post

Christ Church is seeking to appoint a full time Career Development Fellow in Geography for five years from 1st October 2024. The Fellowship will be awarded to a candidate of exceptional academic merit to undertake research in Oxford University's School of Geography and the Environment. The research focus of this Fellowship will relate to climate change mitigation or adaptation.

This Career Development Fellowship is intended for an early-career scholar who wishes to further their experience of undergraduate teaching in geography alongside their research. The Governing Body has a policy of fostering academics' career-development by means of Career Development Fellowships to achieve a flow-through of appointments so that this policy can, as circumstances permit, be continued into the future for other academics' career-development, it is an essential feature of this Fellowship that it is time-limited and cannot be renewed. Therefore, the appointment carries with it no expectation of permanent employment at Christ Church. Applicants may not have previously held a comparable career development appointment at Oxford or another university. The Fellowship is a College appointment and does not carry appointment to any post within the University. However, it is expected that the person appointed will be made a member of the School of Geography and the Environment. The person appointed will not be a member of the Governing Body of Christ Church.

Further information about the duties of the post, Christ Church, and the terms and conditions of employment are provided below. If you would like to discuss this post and find out more about joining the academic community at Christ Church, please contact academic.recruitment@chch.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection process.

Christ Church

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines both in the Arts and the Sciences, as do its senior academic staff (around 60). It aims at academic excellence and



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individual fulfilment in a friendly, tolerant and mutually supportive environment. More general information about the College may be obtained at www.chch.ox.ac.uk.

In addition, we give a college base to several senior University Professors, and sponsor research, first, by regularly appointing Senior Associate Research Fellows who have achieved distinction in their respective fields; and secondly, each year, by the appointment in open competition, and for a period of three or four years, of two Junior Research Fellows in the Sciences and two in the Arts and Social Sciences.

Geography at Christ Church

The College admits approximately six undergraduates per annum to read for degrees in Geography. The College also has several postgraduates working towards a higher degree in Geography.

The person appointed will also share in the teaching of Geography with colleagues as appropriate.

Christ Church is a vibrant, diverse, inclusive community with a strong commitment to excellence in research and teaching, and a distinguished record of academic success. For information on academic staff at Christ Church, see: <https://www.chch.ox.ac.uk/research-and-academia/academic-and-research-staff>.

The Christ Church Undergraduate Prospectus can be found in the Admissions (Undergraduate) section of the College website: <http://www.chch.ox.ac.uk>.

Prospective applicants who are unfamiliar with the Oxford system may find helpful the discussion of what an Oxford tutorial entails in the following video: <https://www.youtube.com/watch?v=SLiKh4QY58>.

Duties of the post

The main duties of the post are as follows:

- Deliver up to six hours of high-quality undergraduate tutorial teaching per week averaged over three eight-week terms in physical geography. The successful candidate must have the skills needed for successful tutorial teaching, including the ability to explain problems and ideas lucidly, to listen to students' questions and views sympathetically, and to enthuse and inspire them. Full details of the courses can be found on the University website at [Home | School of Geography and the Environment \(ox.ac.uk\)](http://www.ox.ac.uk).

The College operates a 'weighted hours' scheme, under which a one-to-one tutorial counts as one stint hour, a double tutorial (one hour with two students) as 1.25 hours; a triple (one hour with three students) as 1.5 hours. Tutorials consist of an hour of academic discussion between tutor and students, and tutors are expected to set and provide feedback on written work as part of most tutorials.

- Undertake the normal duties of a College Tutor, which include coordinating, setting and marking College termly exams (Collections), monitoring student progress, and writing termly reports on students' work; and organizing, where necessary, teaching by specialist colleagues in other colleges. The post holder may also act as a graduate student advisor and as a Personal (Pastoral) Tutor for undergraduate students, for example when one of the other tutors is on leave.



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- Participate in the undergraduate Admissions process for the College. This will include marking of candidates' written work, conducting interviews and participating in the decision process of admitting students.
- Participate in access and outreach with a view to encouraging applications from a wide range of educational backgrounds.

Research

- Undertake advanced, original, and independent research. Candidates are asked in their application to identify the subjects they would propose to teach, and the areas in which they would propose to undertake research. The areas in which they propose to undertake research should be connected to at least one of the subjects in which teaching is offered.
- Disseminate their research through publication in books and scholarly journals, and participation in international conferences and seminars.
- The research focus of this Fellowship will relate to climate change mitigation or adaptation.

Selection Criteria

Essential criteria

The successful candidate should:

- (i) Have a higher degree (doctorate or equivalent) in a subject related to climate change. Those who formally submitted their doctoral thesis prior to 1 October 2019 (i.e. five years before the start of this post) are not eligible, unless they have had a career break (e.g. a period of parental leave, family commitments, illness or other exceptional extenuating circumstances);
- (ii) have higher education teaching experience.
- (iii) have the skills needed for successful tutorial and small group teaching to students of diverse abilities and backgrounds, including the ability to explain problems and ideas lucidly, to listen to students' questions and views sympathetically, and to enthuse and inspire them. Commitment to developing teaching practice as indicated, for example, by Fellowship of Advance HE (formerly the Higher Education Academy) may be an advantage.
- (iv) have achievement (commensurate with the applicant's career) in a field of research relevant to the subjects being taught.
- (v) have interpersonal and organizational skills and an ability to fulfil the administrative and pastoral functions outlined in these further particulars.
- (vi) have a demonstrable interest and willingness to participate in Access initiatives with a view to encouraging applications from a wide range of educational backgrounds.

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:

If you require a visa, we have a dedicated Staff Immigration Team to support successful applicants through the immigration process from job offer through to arrival in the UK. This is subject to the eligibility criteria being met for visa routes.

Employee Benefits

- Use of teaching room in Christ Church.
- Membership of the Senior Common Room (SCR).
- SCR lunches and Common Table dinners (free of charge) during periods for which these are available.



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- Christ Church will appoint a mentor for the post holder.
- Career Development Fellows receive a Fixed Term Allowance of £2,500 p.a. (current rates).
- There is a scheme for the purchase of books for the personal use of the Career Development Fellow up to a current maximum of £707 p.a., and entertainment of academic guests is subsidised up to a current maximum of £450 p.a. Grants are available, at the discretion of the Governing Body, towards certain research and conference expenses.
- Eligible staff may join or remain a member of the Universities Superannuation Scheme. Details are available on the website at <http://www.admin.ox.ac.uk/finance/pensions/uss/>.
- Employee Assistance Programme alongside access to dedicated support both within the college and wider University for your personal and career development.
- A health care scheme at a substantial discount on normal rates paid.
- The opportunity to participate in tax-free bicycle hire/purchase salary sacrifice scheme.

How to Apply

Please apply using the online application form available at: https://fas.chch.ox.ac.uk/fas_live/chchouser/ no later than the deadline of 12 noon on **12th July 2024**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application, of no more than two pages, stating your interest in the post, and explaining how you meet the criteria set out above using examples of your skills and experience.
- CV, including list of publications and teaching experience.
- Research statement, of no more than 1,000 words, summarising the past, current and future direction of your research, highlighting how your research has evolved and your key achievements for the selection panel to assess.
- Provide the names and contact details of two referees. Referees will need to upload their letters of recommendation to the online application system by the closing date.

Further information about references process can be found below. Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Interviews

It is expected that interviews will take place in w/c 29 July 2024

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome and encouraged from women, black, and minority ethnic candidates, who are currently under-represented in academic posts.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these



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documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

References

Two references are required for this post. Candidates are responsible for requesting references from their referees. Referees should submit references online by the closing date of **noon 12th July 2024**. Once applicants have provided their details in their online application, referees will be sent an email containing a link to do this. Candidates should therefore give referees enough time to write in their support. The college will not request references directly from the referees.

Pre-employment screening

Standard checks: If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your right to work in the UK; and proof of your identity. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

If you need help

If you have any questions regarding the application process, please contact recruitment@chch.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

Equality of opportunity

Entry into employment with Christ Church 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.