



CHRIST CHURCH
UNIVERSITY OF OXFORD

Career Development Fellowship in Biomedical Sciences

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Job title	Career Development Fellowship in Biomedical Sciences
Location	Christ Church
Hours	Full Time, 37.5 hours
Contract type	Fixed-Term, 5-years. Start date within Academic year 2024-25.
Salary	Grade 8: £45,585 – £54,395 (with a discretionary range up to £59,421) per annum (current rates), according to qualifications and experience. New appointments are usually made at the first point of the scale.
Application deadline	12 noon on 1 October 2024
Vacancy reference	MT24_001

Overview of the post

Christ Church is seeking to appoint a full time Career Development Fellow in Biomedical Sciences for five years.

This Career Development Fellowship is intended for an early- to mid-career scholar who wishes to further their experience of undergraduate teaching in Biomedical Sciences 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. Therefore, it is an essential feature of this Fellowship that it is time-limited and cannot be renewed, and 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 engage in a programme of biomedical research at one of the Departments within the University's Medical Sciences Division. 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 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.



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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.

Biomedicine at Christ Church

The College will introduce Biomedical Sciences as a new subject in Michaelmas 2025 and will admit three undergraduates per annum in the first instance. Students may opt to read for a three-year BA degree or a four-year Master's degree, which includes a research-intensive fourth year. Based on second- and third-year module selection, students will be awarded a degree in either Neuroscience or Cell and Systems Biology.

The College also has students reading Medicine (preclinical and clinical), Biochemistry and Biology, and several postgraduates working towards higher degrees across the Medical Sciences.

The person appointed will act as Organising Tutor for Biomedical Sciences. They will work closely with the Organising Tutors in Preclinical Medicine at Christ Church, Professors Stephanie Cragg and Nicola Smart, and with other College Lecturers. They will be expected to deliver tutorials across several of the course's six themes during the first year (Molecules, Genes, Cells, Body, Brain and Behaviour) and offer tutorials through the FHS Exchange scheme to earn teaching credits for Christ Church Biomedical Sciences students. A strong preference will be given to candidates who can teach Physiology topics, and there may be scope for flexibility in the allocation of tutorials between Biomedical Sciences and Medicine tutors.

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-andacademia/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:

Teaching

- Deliver six hours of high-quality undergraduate tutorial teaching per week to Biomedical Sciences or Medicine students, averaged over three eight-week terms. 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.



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- Act as Organising Tutor and take responsibility for pastoral care of undergraduate students reading Biomedical Sciences.
- 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 subjects and/or colleges.
- Participate in the undergraduate Admissions process for the College, conducting interviews and participating in the decision process of admitting students.
- Assist with access and outreach activities, including college open days, with a view to encouraging applications from a wide range of educational backgrounds.
- Act as a College Adviser to a small number of graduate students in related fields.

Research

- Undertake advanced, original, and independent research in biomedical or other related/ relevant subject. 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 expectation is that candidates will either be an existing member of, or become embedded within, a host laboratory in one of the departments of the University's Medical Sciences Division.
- Unless the host laboratory can agree to cover all research costs, there will be an expectation that the post-holder will secure external funding to support their research activities.
- Disseminate research through publication in scholarly journals, participation in international conferences and seminars, and through other media.

Selection Criteria

Essential criteria

- PhD/DPhil or Doctorate in a relevant area of biomedical research. Those who formally submitted their doctoral thesis prior to 1 October 2016 (i.e. eight 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);
- 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.
- Achievement (commensurate with the applicant's career stage) in a field of research relevant to the subjects being taught.
- Interpersonal and organizational skills and an ability to fulfil the administrative and pastoral functions outlined in these further particulars.

Desirable criteria

- Higher education teaching experience.
- Independent research funding, or a track record of securing research grants.

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.



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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.
- 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 £391 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/chchcdfbs/ no later than the deadline of **12 noon on 1st October 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, summarizing the past, current and future direction of your research, highlighting how your research has evolved and your key achievements, and how your research aligns with other research groups in Medical Sciences at Oxford. Please also indicate which research group and department would host your research.
- 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 dependents).

Interviews

It is expected that interviews will take place in late-October or early November 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 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 1 October 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



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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.