

Generic job description and selection criteria

Job title	Research Associate: Pandemic Sciences Institute
Department	Faculty of History
Division	Humanities
Location	Faculty of History/Pandemic Sciences Institute, Oxford
Grade and salary	Grade 7 1-3: £36,024- £38,205 per annum
Start date	As soon as possible
Hours	Full time
Contract type	Fixed term until 30/09/2026 (limited by external funding)
Method of application	Electronic (see ‘How to Apply’ below)
Application deadline	Midday 06/05/2024
Number of referees required	Two references (please note that reference letters will only be requested at the shortlisting stage)
Vacancy reference	172334
Recruitment contact	recruitments@history.ox.ac.uk

Job description

Overview of the role

The Faculty of History and Pandemic Sciences Institute (PSI) seek a post-doctoral researcher to investigate the relationship between epidemics/pandemic disease and conflict (civil and international), with a view to understanding the relationship between epidemics and conflict. We are especially interested in researchers whose interest and experience lies in the Asia-Pacific region.

The aim of this project is to enhance pandemic preparedness by identifying factors which contribute to resilience against pandemics. In particular, we are interested in projects which would provide insight into pandemic preparedness/management at times of conflict or rising international tension.

Management of epidemics/pandemics in conflict situations

The aim of this project is to understand, from an historical perspective, some of the current difficulties involved in international sanitary arrangements, including enforcement, inter-government relations and global governance. Examples of suitable research topics include maritime navigation, air-traffic, quarantines, smuggling, and international sanitary agreements. The area of geographical specialisation is open but we have a strong preference for a focus on international relations in the Asia-Pacific region. In addition to historical analysis, the post-holder would be expected to engage with scholars in other disciplines to consider ethical, practical and other issues arising from the subjects examined.

The researcher will be located within the Faculty of History and associated with the Oxford Centre for the History of Science, Medicine and Technology, in addition to the PSI, which is located in the University's Old Road Campus. The post will also be aligned with interdisciplinary work on pandemics at the Oxford Centre for Ethics and Humanities which is located on the same campus.

The successful candidate will ideally hold a doctorate in the history of medicine but other relevant areas of history (e.g. history of conflict; history of the Asia-Pacific region) will also be considered if they are relevant and if the candidate demonstrates an awareness of key historical issues relating to epidemics/pandemics. The post-holder will benefit from mentoring, a rich, collaborative and interdisciplinary research environment, and access to the broader resources of the University of Oxford (the Bodleian Libraries, etc.). The post-holder will be expected to contribute to publications, public and policy outreach, and administrative tasks associated with the project.

Applications should include a research proposal (one page maximum) detailing how their research will contribute to the project along with a CV and cover letter (see 'How to apply' below for more details).

Responsibilities/duties

- Perform academic research in accordance with specified themes and support the Principal Investigator in his academic research and administrative activities. This involves small scale project management, e.g. to co-ordinate aspects of work and meet deadlines
- Adapt existing and develop new research methodologies and materials
- Prepare working theories and analyse qualitative and/or quantitative data from a variety of sources, reviewing and refining theories as appropriate
- Undertake comprehensive and systematic literature reviews
- Collaborate in, and take primary responsibility for, the preparation of a project report and articles.
- Organise and present papers at conferences or public meetings
- Represent the research network at external meetings/seminars, including meetings with policy makers and public health and other professionals
- Carry out collaborative projects with colleagues in partner institutions, and research groups

Selection criteria

Applications will be judged only against the criteria which are set out below. You should make sure that your application shows very clearly how closely your skills and experience meet these criteria. We are committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection and there will be both female and male members of the selection committee. Selection committees will explicitly take into account any career breaks or other factors, such as part-time working or disability, which may have had an impact on the quantity of candidates' publications.

Essential

- Hold a doctoral degree in the history of medicine or a subject closely related to the research project advertised (e.g. history of conflict and/or the Asia-Pacific Region). Candidates who have submitted their dissertation will be considered, subject to successful examination.
- Possess sufficient specialist knowledge of the discipline to work within established research programmes and devise original projects which contribute to them
- Willingness to gain subject expertise relevant to the project and learn appropriate methodologies
- Ability to support the academic research and associated activities of the PI
- Previous experience of contributing to publications/presentations
- Excellent communication skills, including the ability to write for publication, present research proposals and results, and represent the research network at meetings

Desirable

- Knowledge of the history of infectious disease, and socio-governmental approaches to disease, or the history of medicine in global context
- Knowledge of the Asia-Pacific region (particularly international relations)
- Experience of independently managing a discrete area of a research project
- Experience of actively collaborating in the development of research articles for publication

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; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. 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.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

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

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV, including a publication list, a supporting statement and a research proposal (one page maximum) detailing how your research will contribute to the project. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

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

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

We expect to hold interviews early September 2021; overseas candidates will be offered Skype or Microsoft Teams interviews. Should we be unable to carry out interviews in person because of continued restrictions and social distancing measures imposed as a result of the COVID-19 pandemic, we will be interviewing all candidates remotely via Microsoft Teams.

If you have any questions about this opportunity, please contact Professor Mark Harrison (email: mark.harrison@history.ox.ac.uk); all practical and procedural queries should be sent to our recruitments team: recruitments@history.ox.ac.uk. All enquiries will be treated in strict confidence; they will not form part of the selection decision.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly at recruitments@history.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

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

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 and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. 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.

Faculty of History

The Faculty of History in Oxford is the largest in the United Kingdom and one of the largest in the world. It has a very strong international reputation for its scholarship and its teaching of undergraduate and graduate students, with particular strengths in the history of the British Isles, continental Europe, imperial and global history, the United States, economic and social history, intellectual history and the history of science, medicine and technology. Within the Faculty there is also a department for the History of Art and a number of dedicated research centres.

The Faculty of History provides a robust and supportive framework for research, including:

- Financial support for research travel, research assistance, and editorial help
- Mentoring, including discussion of research plans and progress
- Internal and interdisciplinary collaborations, through research centres
- Assistance in the formulation of research plans and funding bids

The Faculty enables all its postholders, including departmental lecturers, to request up to £800 per year for research expenses, and makes additional funds available for organising conferences in Oxford. In addition, to assist newly-appointed postholders in the development and publication of their research, Faculty funds are available for early career and established colleagues to hold a workshop at which colleagues can discuss drafts of their next monograph.

The Faculty is located in the Old Boys' High School, George Street. This is a very central location, less than 10 minutes' walk from the rail station, and very close to bus station, shops and other University locations. The premises house a community of around 20 administrative staff and up to 30 other users, comprising doctoral students, researchers, and academics and professors. The building is also used for teaching and seminars.

More information about the Faculty can be found at: www.history.ox.ac.uk

The Faculty holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

The Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The Division has more than 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to innovative agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

For more information please visit: www.humanities.ox.ac.uk.

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: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at grade RSIV/D35 and clinical equivalents E62 and E82, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For existing employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

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.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.