

## Summary

<b>Job title</b>	Departmental Lecturer in Economic and Social History
<b>Division</b>	Humanities
<b>Faculty</b>	Faculty of History
<b>Location</b>	Faculty of History, George Street, Oxford
<b>Grade and salary</b>	Grade 7 point 1 to 3: £36,024 - £38,205 per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term for 12 months
<b>Start date</b>	1 <sup>st</sup> January 2025 or as soon as possible thereafter
<b>Method of Application</b>	Electronic (see 'How to Apply' below)
<b>Application deadline</b>	12 noon on Friday 30 <sup>th</sup> August 2024
<b>Number of referees required</b>	Two references (please note that reference letters will only be requested at the shortlisting stage)
<b>Vacancy reference</b>	174535
<b>Recruitment contact</b>	<a href="mailto:recruitments@history.ox.ac.uk">recruitments@history.ox.ac.uk</a>

## The role

This is an exciting opportunity to join the thriving Economic and Social History community in the History Faculty, and to develop experience in teaching and course administration at the graduate level. You will be associated with the History Faculty and you will also be an associate of the [Oxford Centre for Economic and Social History](#). Although this is primarily a teaching and organizational role, you will also conduct independent research, and play an active part in the University's interdisciplinary community.

You will have research and teaching interests in any area of Economic and Social History. You will demonstrate an ability and willingness to teach and supervise across a range of topics in Economic and Social History, with no specification as to historical period or region of the world.



You will be able to inspire and enthuse students and draw on your own research to inform and augment your teaching.

This post does not currently carry a college association; however, the Faculty will support the post holder, where possible, to identify opportunities to secure a college association.

## Responsibilities

### Teaching, supervision and course administration

#### For the Faculty of History

1. Provide lectures and classes for the papers listed below:
  - At least one Graduate Course: Advanced Option Paper in Economic and Social History (to complement [existing options](#));
  - Contribute a lecture/seminar to Graduate Course: [‘What Happened and Why: An Introduction to Themes and Approaches in Economic and Social History’](#) (taught jointly with senior postholders);
  - Contribute 2 lectures to Undergraduate Courses in the Faculty of History (Capitalism and Empire; Evolution of the Global Economy)
  - Contribute to [‘Quantification in History’](#) for the BA in History/History and Politics;
  - Other teaching as required.
2. Lecture, tutor, and supervise undergraduate and postgraduate students, including co-supervision of MSc and MPhil theses in Economic and Social History;
3. Take part in University examining in Economic and Social History as and when requested to do so for the Faculty;
4. Contribute to admissions:
  - to the undergraduate programme in History and Economics; and
  - to the MSc, MPhil, and DPhil in Economic and Social History (under the guidance of senior postholders in Economic and Social History).
5. Represent the Economic and Social History Group in relevant Faculty Committees;
6. Ensure that students receive timely feedback on their work during term, both week by week and in termly reports;
7. Contribute to the organization of seminars, workshops and guest lectures in Economic and Social History
8. Gather and analyse feedback from students, colleagues, and examiners, and modify course design, content, or delivery as appropriate

## Research

9. In support of the development of courses and as a secondary commitment alongside teaching, manage own academic research activities, conduct independent research, and generate original ideas to build on existing concepts
10. Write innovative research-based publications, including articles for peer-reviewed journals, and disseminate research findings at conferences.
11. Participate in seminars, workshops, conferences, and invited lectures as appropriate in the Faculty of History and in the [Oxford Centre for Economic and Social History](#).

## General duties

1. Be first contact for student matters relating to attendance, conduct, coursework, performance, and welfare (referring matters to appropriate others) and help to ensure that students have a high-quality academic experience;
2. Engage positively and proactively with the academic community in the Faculty of History and the Department of Economics.
3. Participate in the activities of the [Oxford Centre for Economic and Social History](#).

## Selection criteria

<b>Qualifications and experience</b>	
Essential	A completed doctorate in economic and/or social history, or evidence that a doctorate is close to completion, e.g., candidates who have submitted their dissertation will be considered, subject to successful examination.
<b>Teaching and research</b>	
Essential	An aptitude for teaching, the ability to inspire and enthuse students of high ability, and some experience of teaching Economic and Social History.
Essential	Sufficient depth and breadth of knowledge in Economic and Social History to develop course materials.
Essential	The ability to take on administrative responsibilities relating to teaching and student progression.
Essential	A strong publication record commensurate with career stage, a clear profile of the research to be undertaken during the period of appointment, and familiarity with the existing literature and research in the field of Economic and Social History.
Desirable	Experience of pastoral care of students.
<b>Personal effectiveness</b>	
Essential	Outstanding communication and interpersonal skills.
Essential	Professionalism as a colleague and a proven track record of working effectively with others.
<b>Technical skills</b>	
Essential	Computer literacy and ICT competence, including the ability to engage with bespoke University and College software.

## 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>

## 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](http://www.ox.ac.uk/about/organisation).

## The 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](http://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; Asian and Middle Eastern 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](http://www.humanities.ox.ac.uk).

## 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 and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. It should also include a statement of teaching range and experience in relation to the needs of the Faculty

as specified above. The statement 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.

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### 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).

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### If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk).

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

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 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 70<sup>th</sup> 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](http://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](http://www.newcomers.ox.ac.uk).