

Job title	Research Associate: Pluralist Agreement and Constitutional Transformation (PACT), the Quill Project
Department	Faculty of History
Division	Humanities
Location	Faculty of History, George Street, Oxford (remote working will be considered)
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 for 1 year (limited by external funding)
Method of application	Electronic (see 'How to Apply' below)
Application deadline	Midday on 17 th January 2024
Number of referees required	Two references (please note that reference letters will only be requested at the shortlisting stage)
Vacancy reference	169732
Recruitment contact	recruitments@history.ox.ac.uk
Further information	Associated with Pembroke College.

Job description

Overview of the role

A one-year fixed-term research appointment, with a core focus on the constitutional history and development of India, is available for an outstanding academic at an early stage of their career. The appointee will work as part of the Quill Project team in Pembroke College, University of Oxford.

Quill is a digital humanities research project based in Pembroke College and the Faculty of History. Its online platform is designed to model the negotiation of texts within formal processes such as parliamentary-style debates. The work of the project includes the digitization and transcription of archival material, editing, analysing, and modelling the process of negotiation, and communicating the results of that research to a wide variety of audiences.

To date Quill has had a particular focus on the founding documents of the United States, but in 2022, the History Faculty was awarded funding by the Arts and Humanities Research Council to apply the Quill methodology and technology to the drafting of the Constitution of India.

This post is part of a collaboration with SOAS, who will be advertising a similar post for of 8 months duration after the end of this post. The successful candidate is strongly encouraged to apply for the position at SOAS, but we cannot guarantee appointment.

Responsibilities/duties

The Junior Research Fellow for the PACT project will be based in Pembroke College and will report directly to the Director of the Quill Project.

Their responsibilities will be to:

- Manage their own independent academic research and administrative activities in the area of Indian Constitutional Law. This involves small-scale project management to co-ordinate multiple aspects of work to 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
- Contribute ideas for new research projects, and develop ideas for generating research income
- Undertake comprehensive and systematic literature reviews
- Collaborate in the preparation of research publications and book chapters
- Present papers at conferences or public meetings
- Represent the research network at external meetings/seminars
- Carry out collaborative projects with colleagues at partner institutions, including SOAS and the National Law School of India
- Add relevant introductory material and annotations to the Quill PACT collection

Practical information

For an informal discussion about this opportunity, please contact Lauren Davis Jarnach, PACT project manager and senior documentary editor, at lauren.davis@pmb.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.

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 Criteria

The successful candidate will meet the following essential criteria:

- Hold a doctorate in a relevant field or evidence that a doctorate is close to completion, together with relevant experience
- Excellent academic track record
- Outstanding written communication skills, evidenced in publications, reports, and other academic writing
- Up-to-date knowledge of the Indian Constitution
- Experience presenting research at seminars and/or conferences
- Person motivation to pursue and independent research project
- Good interpersonal skills and the ability to work well as part of a multi-disciplinary, international team

Desirable Criteria

- Working with archival materials in a digital context
- Assisting with an editing, metadata, or annotation project
- Special training in or experience with database use and management
- Work in an interdisciplinary academic environment

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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.

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.

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.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available 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. 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.

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-fags>

Non-technical questions about this job should be addressed to the recruiting department directly recruitment.support@admin.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.

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** of 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 dependants. 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.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.