

Generic job description and selection criteria

Job title	2 x Research Assistant: Changing Global Orders
Department	Faculty of History
Division	Humanities
Location	Faculty of History, George Street, Oxford
Grade and salary	Grade 6 point 1: £30,502 per annum (pro rata for part-time hours)
Start date	1 st October 2022 or as soon as possible thereafter
Hours	Part time - the role is between 0.15 and 0.2 FTE (on average 6 to 7.5 hours per week, some flexibility required dependent on the project need).
Contract type	Fixed term until the 30 th September 2025 (limited by external funding)
Electronic	Electronic (see ‘How to Apply’ below)
Number of referees	Two references (please note that reference letters will only be requested at the shortlisting stage)
Vacancy reference	167462
Recruitment contact	recruitments@history.ox.ac.uk

Job description

Overview of the role

The History Faculty, in association with the Oxford Martin School-funded research programme on Changing Global Orders, invites applications for two research assistants in history (post-circa 1900), in the fields of international, and imperial and global history.

Reporting to the Changing Global Orders Co-Directors, Professor Patricia Clavin and Professor Andrew Thompson, the post holders will be members of a disparate research network, working independently to provide research support and research administration support for the Programme’s work packages in i) History: Food Security and Political Economy, and ii) International NGOs and Global Order.

The posts are intended to provide an opportunity for i) a doctoral researcher with expertise in the history of ideas, practices and/or legal norms relating to the history of international governance in

food and/or the environment, and ii) a doctoral researcher who has broad expertise in the historiography of humanitarianism, International Development, International NGOs and their response to international crises in the 20th century.

The posts are integral to the wider project, 'Changing Global Orders', pursued as a collaboration between the DPIR, the History Faculty and the Oxford Martin School (OMS). The programme is led by Professors Patricia Clavin (Professor of Modern History) and Andrew Thompson (Professor of Global and Imperial History), and Professors Louise Fawcett (Professor of International Relations) and Andrew Hurrell (Professor of International Relations). Bringing together researchers and academic and policy partners from across Oxford and beyond, the 'Changing Global Orders' programme seeks to investigate how different international organizations respond, adapt to, and learn from the experience of global shocks with a view to better understanding and improving the mechanisms of global governance.

Practical information

For an informal discussion about this opportunity, please contact Professor Patricia Clavin, Professor of Modern History: patricia.clavin@history.ox.ac.uk and/or Andrew Thompson, Professor of Global and Imperial History: andrew.thompson@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.

This role is between 0.15 and 0.2 FTE (on average 6 to 7.5 hours per week, some flexibility required dependent on the project need).

Responsibilities/duties

- Gather, analyse and present qualitative and/or quantitative data from a variety of sources.
- Undertake comprehensive and systematic literature reviews and write up the results for publication in peer-reviewed journals or for presentation at conferences or public meetings
- Manage own academic research and administrative activities, within guidelines provided by the Principal Investigator
- Select, follow, and adapt specialist methodologies to confirm or refute theories, and identify suitable alternatives where information or research material is restricted
- Contribute to the design of research materials
- Represent the research network's interests at external meetings/seminars
- Provide administrative support to research-related activities such as conferences and workshops, under supervision from the Changing Global Orders Research Associates and the Programme Administrator.

- Contribute to discussions and share research findings with colleagues in partner institutions, and research groups

Selection criteria

Essential

- Hold a first degree, together with some relevant experience
- Working toward a doctorate in a specialist discipline
- Possess sufficient specialist knowledge in the discipline to work within established research programmes (history of ideas, practices and/or legal norms relating to the history of international governance in food and/or the environment; the historiography of humanitarianism, International Development, International NGOs and their response to international crises in the 20th century).
- Ability to manage own research and administrative activities
- Excellent communication skills, including the ability to write text that can be published, present data at conferences, and represent the research network at meetings
- Experience of following and adapting methodologies

Desirable

- Experience of contributing to research publications
- Experience of contributing ideas for new research projects
- Reading and writing knowledge of modern language(s)
- Competence in qualitative methodologies

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.

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 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 experience in relation to the needs of

the Faculty and College 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.

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

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.

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 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 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.