|  |  |
| --- | --- |
| Job title |  |
| Division | Medical Sciences Division |
| Department | Nuffield Department of Clinical Neurosciences (NDCN) |
| Location | John Radcliffe Hospital, Oxford, OX3 9DU |
| Grade and salary | Grade X: £-£ per annum |
| Hours | *Delete as applicable:*  Full time Part time (x hours / %FTE) / Variable hours |
| Contract type | *Delete as applicable:*  Permanent / Fixed-term for a period of (X months/ X years) in the first instance / maternity leave cover / Open-ended, externally-funded (*only available for academic-related)* /Secondment |
| Reporting to | *(Name (optional) and job title)* |
| Vacancy reference | *(Xxxx)* |
| Additional information | *(eg this vacancy is for internal applicants only)* |

## For Research posts: Include table below only where relevant to role.

|  |  |
| --- | --- |
| Research topic |  |
| Principal Investigator / supervisor |  |
| Project team |  |
| Project web site | [www.ox.ac.uk/](http://www.ox.ac.uk/) [*research project URL*] |
| Funding partner | The funds supporting this research project are provided by............ |
| Recent publications |  |

### The role

*Include a short overview of the role including the context of the role within the team/department and an overview of the aims of the job and why it has arisen. Describe the role as positively and attractively as possible, to help attract suitable candidates. Detailed responsibilities are included below.* ***Do not*** *outline the selection criteria in this section.*

***Where possible use generic job descriptions which can be tailored to the context of this role -*** [*www.admin.ox.ac.uk/personnel/reward/jobeval/generic/*](http://www.admin.ox.ac.uk/personnel/reward/jobeval/generic/)*.*

**Maternity (or other family) leave cover post [delete if not appropriate]**

This post is to cover the absence of the substantive postholder who is taking a period of maternity, adoption or shared parental leave. The post is available until [date] or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.

### Responsibilities

*As a guide you should aim to outline* ***no more*** *than 10 responsibilities/duties.*

*When drafting a new job description please refer to the list of HERA elements:* [www.admin.ox.ac.uk/personnel/reward/jobeval/hera/](http://www.admin.ox.ac.uk/personnel/reward/jobeval/hera/)

Please add the following line to all our future JD's

* Undertake other duties in the department from time to time as determined commensurate with the grade and responsibilities of this post, and any other reasonable request

**Hazard-specific / Safety-critical duties [delete if not appropriate] See**: [www.admin.ox.ac.uk/personnel/recruit/preempcheck/compulsorychecks/medical](http://www.admin.ox.ac.uk/personnel/recruit/preempcheck/compulsorychecks/medical/)

This job includes the following hazards or safety-critical activities which will require successful pre-employment health screening through our Occupational Health Service before the successful candidate will be allowed to start work:

[Delete as appropriate:]

* Working at heights
* Night working (11pm-6am)
* Lone Working
* Work in hot or cold environments
* Driving on University business
* Working with Ionising Radiation
* Regular manual handling
* Open food handling
* Working with category 3b or 4 lasers ([laser safety class](http://www.admin.ox.ac.uk/safety/policy-statements/s2-09/))
* Working with infectious pathogens (hazard group 2/3) - [Hazard Group 3 pathogens](http://www.hse.gov.uk/pubns/misc208.pdf)
* Working with blood, human products and human tissues
* Work in clinical areas with direct contact with patients (NOT administrative roles)
* Work with allergens, Eg laboratory animals, pollen, dust, fish or insects etc.
* Work with any substance which has any of the following pictograms on their MSDS: 
* Travel outside of Europe or North America on University Business

**Additional security pre-employment checks [delete if not appropriate]**

This job includes the following duties which will require additional security pre-employment checks:

* List duties associated with the required security checks

Include one of the following statements:

* A satisfactory enhanced Disclosure and Barring Service check due to [give reasons, eg regulated activity involving children **OR** regulated activity involving ‘at risk’ adults **[delete if not appropriate]**
* A satisfactory basic Disclosure and Barring Service check due to [give reasons] **[delete if not appropriate]**
* University security screening (eg identity checks) **[delete if not appropriate]**

## Selection criteria

*Essential criteria are those that are required to perform the job effectively. Aim for no more than eight. The criteria should flow directly from the duties and be relevant to the role, so as to judge and select candidates objectively.* *When drawing up the selection criteria consider how the skills support the responsibilities outlined above, including:*

* *Technical ability (knowledge and experience)*
* *Communicating and relating to others (oral / written)*
* *Professional expertise and/or qualifications where required*
* *Service delivery*
* *Leading and developing others – line management*
* *Teaching and learning support*
* *Decision-making, problem-solving, planning and organising*
* *Analysis and research*

***NB*** *Do not state the number of years’ experience required. For further information, please see* [*http://www.admin.ox.ac.uk/personnel/recruit/plan/*](http://www.admin.ox.ac.uk/personnel/recruit/plan/)

### Desirable selection criteria

*It is not necessary to state any criteria in this category and, if included, aim for* ***no more*** *than four bullets or numbered points here*

**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. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. 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)

### Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford. World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information visit: [www.medsci.ox.ac.uk](http://www.medsci.ox.ac.uk)

### The Nuffield Department of Clinical Neurosciences

The Nuffield Department of Clinical Neurosciences (NDCN), led by Prof Irene Tracey, has over 350 staff and 100 postgraduate students.  NDCN has an established research and teaching portfolio with a national and international reputation for excellence.

NDCN is based in high quality research and clinical facilities in the West Wing of the John Radcliffe Hospital, alongside the Department's world-class Oxford Centre for Functional MRI of the Brain (FMRIB), the Weatherall Institute of Molecular Medicine (which houses 3 of our research groups) and provides the ideal facilities to translate research from bench to bedside.  In keeping with the award of NIHR Comprehensive Biomedical Research Centre status, to a partnership between Oxford University and the Oxford Radcliffe Hospitals NHS Trust, we have developed a highly integrated and interdisciplinary environment in which research, teaching, clinical training and clinical care interact.  This enables us to establish new approaches to the understanding, diagnosis and treatment of brain diseases.  To this end the Department fosters collaborations worldwide and warmly welcomes visiting scientists, clinical fellows and students. The Department comprises five sections:

For more information visit: [www.ndcn.ox.ac.uk](http://www.ndcn.ox.ac.uk)

**Nuffield Division of Anaesthesia**

NDA is led by Associate Professor Andrew Farmery. The NDA is committed to the development and maintenance of internationally competitive research programmes in pain and consciousness; respiration and hypoxia; adult and neuro-intensive care; simulation and human factors training.

For more information visit [www.nda.ox.ac.uk](http://www.nda.ox.ac.uk)

**Division of Clinical Neurology**

DCN is led by Professor Kevin Talbot. DCN is committed to the development of research programs that improve understanding of the nervous system in health and disease.

For more information visit [www.dcn.ox.ac.uk](http://www.dcn.ox.ac.uk)

**Centre for Functional Magnetic Resonance Imaging of the Brain**

FMRIB is led by Professor Heidi Johansen-Berg. FMRIB is an internally recognised human neuroimaging centre housing both 3T and 7T scanners. The Centre has strong programmes of research in MR physics, image analysis and the applications of neuroscience in health and disease.

For more information visit [www.fmrib.ox.ac.uk](http://www.fmrib.ox.ac.uk)

**Nuffield Laboratory of Ophthalmology**

NLO is led by Professor Russell Foster, who leads the Sleep & Circadian Neuroscience Institute. NLO pursues scientific and clinical research into a range of areas related to vision, the eye and circadian neuroscience.

For more information visit [www.nlo.ox.ac.uk](http://www.nlo.ox.ac.uk)

**Centre for the Prevention of Stroke & Dementia**

CPSD is led by Professor Peter Rothwell.   The centre carries out research that increases understanding of the causes of cerebrovascular disease. Its aims are to improve prevention of stroke and dementia by earlier diagnosis, more reliable prognostication, and more effective use of existing preventive treatments in routine clinical practice.

For more information visit <https://www.ndcn.ox.ac.uk/divisions/cpsd>

## Working at NDCN

## NDCN actively promotes a healthy work life balance amongst employees through a number of family friendly policies. See <http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/> for further information.

## The University of Oxford is a member of the [Athena SWAN Charter](http://www.athenaswan.org.uk/) and holds an institutional Bronze Athena SWAN award. The Department of Clinical Neurosciences holds a departmental Silver Athena award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality and create a better working environment for both men and women.

## How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

If you would like to apply, click on the **Apply Now** button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two / three *(select the required number of referees – two is the norm in most circumstances)* referees and indicate whether we can contact them now.

You will also 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). *If you are using the application form with inbuilt supporting statement there is no facility for applicants to attach documents so this paragraph should be removed.*

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

Please upload all documents **as PDF files** with your name and the document type in the filename. (*Customise this statement to confirm the document(s) you would like the applicant to attach, but make sure that you keep the reference to PDF. See section 1.4 of QRG* [*REC01 Creating a Vacancy (Recruitment and Personnel)*](http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/personnel/documents/corehr/processesuserguides/recruitingstaff/REC01_(Recruitment_and_Personnel)_v1.0.pdf) *for guidance on selecting the appropriate application form).*

All applications must be received by **midday** 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 departments.*

*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)*

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk). Further help and support is available from [www.ox.ac.uk/about\_the\_university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). 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 be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

## Important information for candidates

**Pre-employment screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: [www.ox.ac.uk/about/jobs/preemploymentscreening/](http://www.ox.ac.uk/about/jobs/preemploymentscreening/).

**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: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/). The University’s Policy on Data Protection is available at: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/).

**The University’s policy on retirement**

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. From 1 October 2017, the University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/).

There is no normal or fixed age at which staff in posts at **grades 1–7** 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**

## University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club provides 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 [www.sport.ox.ac.uk/oxford-university-sports-facilities](http://www.sport.ox.ac.uk/oxford-university-sports-facilities).

## Information for international staff

The University offers support and advice to international staff, including a visa loan scheme to cover the costs of UK visa applications for staff and their dependents.

See [www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/](http://www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/).

## 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 [www.welcome.ox.ac.uk](http://www.welcome.ox.ac.uk/).

## 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 to settle into Oxford and to provide them with an opportunity to meet people in the area. See [www.newcomers.ox.ac.uk](http://www.newcomers.ox.ac.uk).

## Childcare

The University has excellent childcare services with 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 [www.admin.ox.ac.uk/childcare](http://www.admin.ox.ac.uk/childcare/).

## Family-friendly benefits

The University subscribes to My Family Care service through which staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' advice service and a wide range of guides and webinars through a website called the Work+Family space.

See: [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/).

## 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 [www.admin.ox.ac.uk/eop/disab/staff](http://www.admin.ox.ac.uk/eop/disab/staff).

## 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 [www.admin.ox.ac.uk/eop/inpractice/networks/](http://www.admin.ox.ac.uk/eop/inpractice/networks/).

## Additional benefits

Staff can enjoy a range of other benefits and discounts, including free entry to the Botanic Gardens and University colleges, and discounts at University museums.

See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits).