



## Job Description and Selection Criteria

<b>Post</b>	Associate Professorship (or Professorship) in Cyber Physical Systems
<b>Department</b>	Department of Computer Science, Wolfson Building, Parks Road, Oxford
<b>Division</b>	Mathematical, Physical and Life Sciences
<b>College</b>	Kellogg college
<b>Contract type</b>	Permanent upon completion of a successful review. The review is conducted during the first 5 years.
<b>Salary</b>	Combined University and College salary from £48,835 p.a. plus additional benefits including college pensionable allowance of £732 p.a. and an advisor's allowance of £644 p.a. An allowance of £2,846 p.a. would be payable upon award of Full Professor title.
<b>Vacancy Number</b>	145967

### Overview of the post

The Department of Computer Science and Kellogg College wish to recruit an Associate Professor or Professor of Cyber Physical Systems. The successful candidate will also be appointed as a Non-Tutorial Fellow in Computer Science at Kellogg College. This post is available now and it is hoped that the appointee will start no later than 1<sup>st</sup> October 2022.

The successful candidate will join Oxford's vibrant and rapidly growing Department of Computer Science. They will be part of the Cyber Physical Systems Research Group, whose research covers a range of areas including novel sensor modalities, wireless networks, embedded systems, signal processing, inference and learning, and human-system interaction. The department's strategy is to expand the remit of this research group to include a wider spectrum of systems research. The successful candidate will have a first rate research track record in Computer Science in the area of cyber physical systems. At Oxford, they will benefit from a rich academic environment and a diverse computer science research community.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact Professor Leslie Ann Goldberg at [head-of-dept@cs.ox.ac.uk](mailto:head-of-dept@cs.ox.ac.uk).

All enquiries will be treated in strict confidence and will not form part of the selection decision.



You will be expected to engage in independent and original research, to secure funding and engage in the management of research projects, and to disseminate research of the highest international standard through high-quality scholarly journals and conferences. You will also contribute to teaching on the Department's highly successful professional MSc programmes. You will be encouraged to participate in the academic life of Kellogg College, for example by taking part in student events and being willing to act as a College Adviser for graduate students, and will be expected to play a part in the administration of the College.

The University of Oxford is a member of the [Athena SWAN Charter](#) and holds an institutional Bronze Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women.

Information about Athena Swan in MPLS can be found at <http://www.mpls.ox.ac.uk/equality-and-diversity/athena-swan>.

### **The role of Associate Professor at Oxford**

Associate Professor is the main academic career grade at Oxford with a focus on research and teaching, spanning the full range of professor grades in the USA. Associate Professors are appointed jointly by a University department/faculty and an Oxford college, and you will have a contract with both.

Associate Professors are full members of University departments/faculties and college governing bodies playing a role in the democratic governance of the University and their college. You will join a lively, intellectually stimulating and multi-disciplinary community which performs to the highest international levels in research and teaching, with extraordinary levels of innovation, creativity and entrepreneurship.

There is considerable flexibility in the organisation of duties and generous sabbatical leave to balance teaching and research (please see the Benefits, Terms and Conditions section for further details of sabbatical leave). There is the potential for temporary changes to the balance of duties between College and University to enable a focus on different aspects of work at different stages in your career.

Oxford offers many opportunities for professional development in research and teaching. Associate Professors may apply for the title of full Professor in annual exercises. If the title is conferred, you will also have access to professorial merit pay opportunities. In exceptional cases, the title of full Professor may be awarded on appointment.

Appointments are confirmed as permanent on successful completion of a review during the first five years. The vast majority of Associate Professors successfully complete this initial review.

### **Duties of the post**

The main duties of the post are as follows:

The Associate Professor will be a member of both the University and the College community. You will be part of a lively and intellectually stimulating research community which performs to the highest international levels in research and publications and will have access to the excellent research facilities which Oxford offers. You will have a role to play in the running of the College as a member of its Governing Body.

For the University the post-holder will be expected:

### **Research**

- to engage in original research in computer science, with an emphasis on cyber-physical systems
- to secure research funding and engage in the management of research projects
- to disseminate their research through publication in high-quality scholarly journals and conferences
- to participate in research seminars and in knowledge transfer activities where appropriate

### **Teaching**

- to teach at graduate level and within the Professional Masters Programme (<http://www.cs.ox.ac.uk/softeng> ) including lectures, classes, demonstrations, and project supervision, under the direction of the Head of Department
- to supervise graduate students
- to take on additional duties which are broadly equivalent to the teaching stint of six hours per week during full term undertaken by those Associate Professors who are Tutorial Fellows of colleges. As the post holder will be a member of Professional Masters Programme staff, the Head of Department anticipates assigning these duties to that programme.

### **Examining**

- to take part in University examining as and when requested to do so.

### **Administration**

- to participate in the administration of the department as and when requested by the Head of Department
- to take part in the administration and governance of the College by participation in the Governing Body and other committees.

The Fellowship at Kellogg carries no teaching duties for the College; but the Fellow will be expected to participate in the academic life of Kellogg, taking part in events for students, acting as a College Adviser for students, and playing a part in the administration of the College, including through attending Governing Body meetings and serving on other committees.

The successful appointee will also be expected to play a part in the administration of Kellogg College, including for example, taking part in appropriate events that support the development of the College's activities.

In due course the Fellow may serve as a member of the committees of the Governing Body and to carry out the duties of College Officers, which are held for three years and rotate among members of the Governing Body. (The College does not normally expect new Fellows to undertake more onerous College Offices in the first 5 years of their appointment.)

More information about Fellowship and its benefits can be found below in Essential Information for Applicants.

## **Selection criteria**

Your application will be judged only against the criteria which are set out below. You should ensure that your application shows clearly how your skills and experience meet these criteria.

The University is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. There will be both female and male committee members wherever possible.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your research may be reduced as a result.

### **The successful candidate will demonstrate the following.**

#### **Essential**

- A doctorate in the field of computer science or a cognate discipline;
- A proven research track record of internationally high quality in Computer Science in the area of cyber physical systems
- Ability to attract research funding and develop an independent programme of research
- The ability to teach effectively, specifically at graduate level appropriate for the Department's Professional Masters Programmes, a wide range of Computer Science topics including, but not limited to, cyber physical systems
- Experience teaching Computer Science (or closely related subjects)
- Ability to supervise graduate students
- Excellent interpersonal skills necessary for undertaking tutorial teaching and the pastoral care of students
- Ability and willingness to undertake the full range of administrative duties both within the department and the College.

#### **Desirable**

- Excellent track record of obtaining research grants
- Wide experience of Computer Science teaching
- Experience of research collaborations at national and international level
- Experience of supervising research students

### **College duties for the Official (Governing Body) Fellows:**

- To take part in the administration and governance of the College by participation in the Governing Body and other committees
- Be an active member of the College, participate in College events, be a positive ambassador for Kellogg, and act in the best interests of the College at all times
- Act as a College advisor for approximately 14 students. An advisor is expected to monitor the student's progress, and be available for consultation, including on issues that a student may feel unable to raise with their University supervisor or department
- Attend all Governing Body meetings. These meetings occur twice each term, in weeks 3 and 8
- Participate on College committees as invited
- Attend Progress Review Meetings with students

## How to apply

To apply, visit the link:

[https://my.corehr.com/pls/uoxrecruit/erg\\_search\\_version\\_4.start\\_search\\_with\\_params?p\\_company=10&p\\_internal\\_external=E&p\\_display\\_in\\_irish=N&p\\_competition\\_type=AC&p\\_force\\_type=E](https://my.corehr.com/pls/uoxrecruit/erg_search_version_4.start_search_with_params?p_company=10&p_internal_external=E&p_display_in_irish=N&p_competition_type=AC&p_force_type=E)

Click on the relevant post title, then 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 refer to the "Terms of Use" in the left hand menu bar for information about privacy and data protection.

Please provide the names and addresses of three referees. It is not necessary to name a referee from your current institution. **Candidates should also ask their referees to send their references directly to [hr@cs.ox.ac.uk](mailto:hr@cs.ox.ac.uk) by the closing date given below.** Please note that you may be at a disadvantage if your referees do not provide a reference in time. Candidates should supply each referee with a copy of this job description. *The Department of Computer Science wish to take this opportunity to thank in advance those referees who write on behalf of applicants.*

You will also be asked to upload a CV and a supporting statement and both a teaching statement and a research statement (the latter of 3 pages each, maximum). 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 dependents).

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

The University and colleges welcome applications from candidates who have a disability or long-term health condition and is committed to providing long term support. The University's disability advisor can provide support to applicants with a disability, please see <https://edu.admin.ox.ac.uk/disability-support> for details. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings <https://www.accessguide.ox.ac.uk/>.

Teaching commitments are mainly concentrated into Oxford's three 8-week undergraduate teaching terms, making it easier to balance teaching and research. There is considerable flexibility in the organisation of duties, and generous sabbatical leave.

Please upload all documents **as PDF files** with your name and the document type in the filename. Please do not attach additional material to your application, as it will not be considered.

All applications must be received by **12.00 noon on the 3<sup>rd</sup> February 2022, the closing date** in the online advertisement.

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 <https://hrsystems.admin.ox.ac.uk/recruitment-support>. To return to the online application at any stage, please log back in and click the "My applications" button on the left hand side of the page

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. All shortlisted candidates will be interviewed and will be asked to give both teaching and research presentations to the committee as part of the interviews, which will take place on **28<sup>th</sup> March 2022**. It is

intended that the post will be offered as soon as possible after the interviews. The successful candidate will be expected to start no later than 1 October 2022.

### **The Department of Computer Science**

The Department of Computer Science was established in 1957, making it one of the longest-established Computer Science departments in the UK. It is one of the country's leading Computer Science Departments (ranked first in a number of international rankings). The Research Excellence Framework (REF) in December 2014 resulted in 74 members of the Department having 53% of their research activity ranked in the top category of 4\* (world-leading). Overall, we received an average of 3.34 across the department (3\* being internationally excellent). At present there are 72 members of academic staff and 80 research staff.

The Department has close links with government, industry, and other departments within the University. Among the latter are Mathematics, Engineering, Physics, Statistics and a number of life sciences departments. The Department is housed across multiple sites within the University's South Parks Road Science area, facilitating strong collaborative links with research groups and institutes in closely allied areas (including the Oxford Internet Institute and the Oxford e-Research Centre). Inter-disciplinary activity is encouraged and which is at present attracting major funding from a number of sources. At present the Department holds over £50m in external research contracts.

Research in the Department is currently managed in ten themes, four of which are led by women:

- *Algorithms & Complexity Theory* focusses on determining the inherent difficulty of computational problems, classifying problems according to this inherent difficulty, and designing and analysing algorithms that use computational resources as efficiently as possible;
- *Artificial Intelligence & Machine Learning* focuses on theoretical foundations, multi-agent systems, deep learning and computational linguistics;
- *Automated Verification* investigates theory and practice of formal verification and correct-by-construction synthesis for software and hardware systems;
- *Computational Biology & Health Informatics* is concerned with computational approaches for biomedical research and healthcare innovation;
- *Cyber-Physical Systems* is focusing on intelligent and autonomous sensor systems with applications in positioning, healthcare, environmental monitoring and smart cities;
- *Foundations, Structures and Quantum* embraces interdisciplinary research, and has a particular interest in structural foundations of quantum computation;
- *Human-Centred Computing* covers human-computer interaction, social computing and world-wide web;
- *Data and Knowledge* covers databases, knowledge representation and reasoning;
- *Programming Languages* covers functional programming, program analysis, and programming language foundations;
- *Security* specialises in cybersecurity, protocol analysis, systems security, trusted computing, human-centred security, and networking.

The research of the successful candidate is expected to be aligned with one or more of these ten themes.

For more information please visit: <http://www.cs.ox.ac.uk/research/>

**We are a Stonewall Top 100 Employer, Living Wage and Mindful Employer, holding an Athena Swan Bronze Award, HR excellence in Research and Race Equality Charter Bronze Award.**

Demonstrating a commitment to provide equality of opportunity, we would particularly welcome applications from women and black and minority ethnic applicants who are currently under-represented

within the Computer Science Department. **All applicants will be judged on merit, according to the selection criteria.**

Our staff and students come from all over the world and we proudly promote a friendly and inclusive culture. Diversity is positively encouraged, through diversity groups and champions, for example <http://www.cs.ox.ac.uk/aboutus/women-cs-oxford/index.html>, as well as a number of family-friendly policies, such as the right to apply for flexible working and support for staff returning from periods of extended absence, for example *shared parental* leave.

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### **The Cyber-Physical Systems Theme**

The Cyber-Physical Systems group, led by Professors Niki Trigoni, Alex Rogers, Andrew Markham and Tam Vu focuses on intelligent and autonomous sensor systems with applications in positioning, healthcare, emergency response, environmental monitoring and smart cities. This research ranges from novel sensor modalities and low level signal processing to high level inference, learning and decision making.

For more information about the Cyber-physical Theme, please refer to:

<https://www.cs.ox.ac.uk/research/cyberphysical/>

### **The Professional Masters Programme**

The Professional Masters Programme (formerly known as the Software Engineering Programme) delivers high quality part-time MSc-level education to professionals who are typically working in industry. Two specialist degrees are currently awarded: MSc in Software Engineering and MSc in Software and Systems Security, with plans to offer a third MSc, for which this post will play a key part. A wide range of modules (approximately 40) are currently delivered, ranging from algorithms to functional programming to forensics. These are lectured by either industrial experts or academics from the department. Each module is a week long, and students need to undertake 10 modules, typically over 4 years. The Professional Masters Programme is largely regarded as one of the top part-time degrees in Software Engineering, and over the past 20 years has graduated over 1000 Masters level students. As an academic on this programme, you will contribute to current and emerging areas of knowledge that are of industrial relevance and importance.

For more information about the Programme, please refer to:

<https://www.cs.ox.ac.uk/softeng/>

### **The Mathematical, Physical and Life Sciences Division**

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities and the MPLS Division is home to our non-medical sciences, with 10 academic departments that span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research tackles major societal and technological challenges – whether developing new energy solutions or improved cancer treatments, understanding climate change processes, or helping to preserve biodiversity, and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.



The disciplines within the MPLS Division regularly appear at the highest levels in world rankings, with Oxford's Mathematical, physical and life sciences research judged best in the country according to the 2014 REF assessment exercise carried out by the Higher Education Funding Council for England (HEFCE).

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships and faculty positions. MPLS continues in its work to support diversity in its staffing, seeing that it will bring benefits to all, and we are pleased to note that all academic departments in the Division hold Athena Swan Awards.

We have around 7,000 full and part-time students (including approximately 3,500 graduate students) and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve diverse mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal ([www.oxfordsparks.ox.ac.uk](http://www.oxfordsparks.ox.ac.uk)) and a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire, aided by the work of Oxford University Innovation and Oxford Sciences Innovation, is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: [www.mpls.ox.ac.uk](http://www.mpls.ox.ac.uk)

## **Kellogg College**

The President and fellows of Kellogg are committed to supporting the lifelong learning work of the University and the expansion of opportunities for full-time, part-time and professional development students. Kellogg is Oxford's most international College, comprising the President, 200 fellows, 80 Common Room Members and 1400 Master's and Doctoral students (1130 part-time and 270 full-time). The College is based on the Norham Manor site in North Oxford, a short distance from the city centre. The College has a reputation for being a friendly and supportive community, which encourages diversity and excellence in all its activities. The College promotes its sense of belonging through its active calendar of events. Kellogg is a vibrant, growing, and egalitarian College and each of our members has the opportunity to shape our future and our traditions.

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

## **About the University of Oxford**

Oxford's departments and colleges 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.

Oxford's self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and over 2,500 other University research staff.



Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

Oxford's strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, Oxford aspires to build a truly inclusive community which values and respects every individual's unique contribution.

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at [www.ox.ac.uk/about/organisation/finance-and-funding](http://www.ox.ac.uk/about/organisation/finance-and-funding)), and is ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

Oxford has a strong postgraduate student body which now numbers over 10,000. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world's greatest libraries, the Bodleian.

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

## University Benefits, Terms and Conditions

More information on benefits available to all University staff is available on page 12.

### **Salary**

The successful candidate will be appointed on the Oxford scale for associate professors, as shown in the table in the annexe.

Those appointed below the top of this salary range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' review. In exceptional cases, the Department/Faculty board may propose the awarding of additional increments within the substantive scale to an Associate Professor at any time during their appointment.

Associate professors who are awarded the title of full professor receive an additional allowance (unless they already receive additional recruitment or retention payments at that level or above) see [Recognition of Distinction | HR Support \(ox.ac.uk\)](#); and they will be eligible for consideration in subsequent regular exercises for professorial merit pay (unless they already receive additional recruitment or retention payments in excess of the level of award) see [Professorial Merit Pay | HR Support \(ox.ac.uk\)](#). These awards do not result in any change to the duties of the post-holder.

Additional remuneration may be paid for graduate supervision, examining and some tutorial teaching. Those holding administrative appointments within the department/faculty may be eligible for additional payments.

## ***Pension***

The University offers generous pension provision. Associate Professors are usually offered membership of the Universities Superannuation Scheme.

Details are available at <https://finance.web.ox.ac.uk/uss>

## ***Sabbatical leave***

You will be eligible for sabbatical leave to allow you to focus on your research. In general, one term of leave is available for each six terms worked. This leave may either be taken as one term of leave after 6 terms of service, or accumulated and taken as one year of leave after 6 years of service.

## ***Outside commitments***

You may apply to spend up to 30 working days in each year on projects outside your employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to earnings from these activities without deduction from salary. Details of the approval process may be found at <https://hr.admin.ox.ac.uk/holding-outside-appointments>.

Guidance is also available on:

ownership of intellectual property <https://governance.admin.ox.ac.uk/legislation/council-regulations-7-of-2002> and managing conflicts of interest

<https://researchsupport.admin.ox.ac.uk/governance/integrity>

## ***Membership of Congregation***

Oxford's community of scholars governs itself through Congregation which is its "parliament". You will be a voting member of Congregation.

See <https://www.ox.ac.uk/about/organisation/governance> and <https://governance.admin.ox.ac.uk/legislation/statute-iv-congregation> for further details.

## ***Family support***

The University offers generous family leave arrangements, such as maternity, adoption, paternity and shared parental leave. Details are available at <https://hr.admin.ox.ac.uk/family-leave-for-academic-staff>. You will have considerable flexibility in the day-to-day organisation of duties in the Associate Professor role. Requests for flexible working patterns will be accommodated as far as possible.

You will be eligible to apply to use the University nurseries (subject to availability of places). For details of the nurseries and how to apply for places, please see <https://childcare.admin.ox.ac.uk/home>.

The University subscribes to My Family Care, a benefit which allows staff to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family Space.

For more details, please see <https://hr.admin.ox.ac.uk/my-family-care>

The Oxford University Newcomers' Club is run by volunteers, whose aim is to help the newly-arrived partners of visiting scholars, of graduate students and of newly appointed academic and administrative members of the University to settle in and to give them opportunities to meet people in Oxford. Further information is available at [www.newcomers.ox.ac.uk/](http://www.newcomers.ox.ac.uk/).

## ***Welcome for International Staff***

One of Oxford's great strengths is its truly international body of research and teaching staff from over 140 countries, and we welcome applications from academics across the world. We can help international staff and partners/families make the transition to Oxford. Information about relocation, living and working in the UK and Oxford is available at [welcome.ox.ac.uk](https://welcome.ox.ac.uk).

If you require a visa, we have a dedicated Staff Immigration Team to support successful applicants through the immigration process (for Global Talent and Skilled Worker visas) from job offer through to arrival in the UK. This is subject to the eligibility criteria being met for the respective visa routes.

## ***Relocation***

Subject to UK tax regulations and the availability of funding, a relocation allowance may be available.

## ***Promoting diversity***

The University is committed to recruiting and retaining the best people, whoever they are, to ensure equality of opportunity. The Vice Chancellor's Diversity Fund provides resources for innovative projects to promote diversity.

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, the Oxford University Student Union and external campaign groups.

Please see <https://edu.admin.ox.ac.uk/home> for details.

## ***Other benefits and discounts for University employees***

The University has a range of facilities and benefits for its staff, including discounted health insurance, sustainable travel schemes, and discounts in local shops and restaurants. Details are available at:

<https://hr.admin.ox.ac.uk/staff-benefits>

<https://hr.admin.ox.ac.uk/discounts>

## ***Pre-employment screening***

Your appointment will be subject to the University's standard pre-employment screening. This will include right-to-work, proof of identity, references, a pre-employment health declaration, and any other checks as applicable to the post. We advise you to read the notes for applicants at <https://jobs.ox.ac.uk/pre-employment-checks>.

## ***Length of appointment***

Appointments to Associate Professorships at Oxford are confirmed as permanent on successful completion of a review during the first five years.

The University operates an employer justified retirement age for all academic posts, for which the retirement date is 30 September immediately preceding the 69th birthday.

The justification for this may be found at <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at <https://hr.admin.ox.ac.uk/the-ejra>

## ***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>.

## **College Benefits, Terms and Conditions**

The Associate Professorship is associated with a non-stipendiary Official Fellowship at the College. The Fellow appointed will hold the Fellowship under the terms of the College Statutes and By-Laws in force at any time during the appointment.

*The Fellow will be entitled to the following benefits and allowances:*

- the rights of Common Table which comprise free lunches and Guest Night Dinners.
- a pensionable academic allowance of £732 per annum.
- an advisor's allowance of £644 per annum.
- a library allowance of £200 per annum.

## **Offer of employment**

Applications for this post will be considered by a selection committee containing representatives from both the Department of Computer Science and Kellogg College. The selection committee is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Mathematical, Physical and Life Sciences Divisional Board and the governing body of Kellogg College on the basis of a recommendation made by the selection committee. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by both the divisional board and the governing body, and a formal contractual offer has been made.

## **Benefits of working at the University**

### **Employee benefits**

University employees enjoy generous holiday and 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 <http://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 <http://www.sport.ox.ac.uk/home>

### **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 <http://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 <http://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 My Family Care through 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 <http://hr.admin.ox.ac.uk/my-family-care>

## Childcare

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 <http://childcare.admin.ox.ac.uk/home>

## 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 <http://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 <http://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).

## ANNEXE

### PAY SCALE FOR ASSOCIATE PROFESSORS WITH NON-TUTORIAL FELLOWSHIP (AP-NTF)

(with effect from 1 August 2021)

Grade (36S)		
Scale point	National Pay spine	University Salary (Grade 36S)
11	52	£65,574
10	51	£63,668
9	50	£61,818
8	49	£60,022
7	48	£58,279
6	47	£56,587
5	46	£54,943
4	45	£53,348
3	44	£51,799
2	43	£50,296
1	42	£48,835