



Glasstone Research Fellowships in Science

Job description and selection criteria

Job title	GLASSTONE RESEARCH FELLOW IN SCIENCE (Two Posts)
Division	Mathematical, Physical and Life Sciences Division
Departments	Chemistry, Computer Science, Engineering, Materials, Mathematical Institute, Physics, Plant Sciences, Statistics
Location	Central Oxford
Grade and salary	Grade 7 : £30,738- £37,768 per annum, with a discretionary range to £41, 255 per annum
Hours	Full time
Contract type	Fixed-term for 3 years
Vacancy reference	125031

1. Introduction

The prestigious Glasstone Research Fellowships in Science are supported by the Glasstone Bequest, which was set up to encourage scientists at an early stage of their career to follow their research interests at Oxford, one of the world's leading science universities. Applications are invited for the Glasstone Research Fellowships, tenable at the University of Oxford in the fields of Chemistry (Inorganic, Organic or Physical and Theoretical), Engineering, Mathematics (including Computer Science and Statistics), Materials, Physics, and Plant Sciences. The next fellowships to be awarded will normally start from 1 October 2017.

2. Eligibility

The fellowships allow successful applicants the opportunity to conduct original research in the scientific fields listed below. The terms of the bequest restrict the fellowships to 'the fields of Botany, Chemistry (Inorganic, Organic or Physical), Engineering, Mathematics, Metallurgy, and Physics'. These will be broadly interpreted; for example Plant Sciences can generally be equated with Botany,



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 and create a better working environment for both men and women.

Mathematics would include Computer Science and Statistics, Metallurgy can be equated with Materials. The Medical sciences, Earth Sciences, Zoology and Biochemistry (unless related to Plant Sciences) are outside the scope of the scheme. The fellowships can, therefore, *only* be held at the departments of Chemistry, Computer Science, Engineering, Materials, Mathematics, Physics, Plant Sciences and Statistics. Interdisciplinary applications are welcome, but the main research approach(es) being proposed should fall within the scope of work of one or more of the eligible departments.

Potential applicants who have any doubt as to the eligibility of their proposed research in terms of broad subject area or main research approach should contact Dr G Booth, Mathematical, Physical, and Life Sciences Divisional Office, 9 Parks Road, Oxford, OX1 3PD before applying (tel: 01865 282628 e-mail: gwen.booth@mpls.ox.ac.uk.) Potential applicants wishing to discuss research proposals or the availability of facilities should contact the relevant scientists in the appropriate department.

Applications are especially welcome from women and minority ethnic candidates, who are under-represented in academic posts at Oxford.

3. Selection Criteria

The following qualifications, qualities, and experience will be taken into consideration.

- (a) A doctorate: successful candidates will be expected to have completed their doctorate by the time of taking up a fellowship, normally 1 October of the year in which the offer is made (please note therefore that it will be a condition of an offer of the fellowship that successful candidates must provide documentation certifying that the doctorate has been conferred before taking up the appointment)
- (b) An aptitude for original scientific research in one of the eligible fields specified in para. 2
- (c) A publication record in scholarly journals consonant with experience and field of study
- (d) The merit of the research proposal submitted with the application
- (e) Research interests that complement the host department's activities; this can cover bringing in expertise in a new field as well as fitting in with existing strengths
- (f) Breadth of experience: candidates normally should have, or be seeking to obtain, experience in more than one academic institution

Please note that preference will be given to candidates at an early stage in their research career.

4. Main Duties and Responsibilities

The Glasstone Research Fellows are expected to:

- (a) conduct an original programme of research in one of the following fields: Chemistry, Computer Science, Engineering, Materials, Mathematics, Physics, Plant Sciences and Statistics;
- (b) disseminate their research through publication in scholarly journals, participation in international conferences and seminars, and through other media;
- (c) contribute to the intellectual life of the department where their fellowship will be held;
- (d) gain some experience of teaching (up to a maximum of six hours per week).

5. How to apply

To apply, click on the **Apply Now** button on the 'Job Details' page (go to <https://www.ox.ac.uk/about/jobs/research/>, click on the relevant post title) and follow the on-screen instructions to register as a new user or log-in if you have applied previously. You will then be required to complete a small number of screens with your details, and will be prompted to upload documents to support your application.

You should upload 3 documents in support of your application. They must be formatted as .PDF files with your name and the document type in the filename, for example Smith_Form.pdf, Smith_CV.pdf, Smith_Prop.pdf.

1. A fully completed **application form** (a template is available online with this job description)
2. A **CV with publications list**. Please ensure that your CV contains any brief description needed to explain your research experience.
3. A **research proposal** setting out what you aim to achieve during the fellowship. This must not exceed two sides of A4 in length (including any bibliography). Your research proposal should start with a short summary written for a non-specialist scientific reader.

These 3 documents together constitute the 'supporting statement' for your application to which the online application system will refer. Your 'supporting statement' should explain how you meet 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).

When prompted on-screen, please provide details of two referees. At least one of your referees should be from your current or most recent employing institution. **Applicants should ask their two referees to email their references directly to the Academic HR Officer gwen.booth@mpls.ox.ac.uk by the closing date.** It is the responsibility of the applicant to check with their referees to ensure that both references are received, otherwise the application may be considered without this information.

Please ensure that you upload only the 3 documents described above: extracts from previous work or any other supporting material should not be sent at this stage. **Please do not solicit more than two references.**

All applications must be received by **12.00 midday GMT on Monday 24 October 2016**, as stated in the online advertisement.

Should you experience any difficulties using the online application system, please email 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. Please note that you will be notified of the progress of your application by automatic e-mails. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment owing to the fact that he or she has 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 (in addition to the 3 documents listed above)
- explain in your uploaded documents how you meet the selection criteria for the post.

Please note that the appointment of the successful candidate will be subject to standard compulsory pre-employment screening, such as right to work checks. Please see below for more information.

Essential Information for Applicants for the Glasstone Research Fellowship

The University of Oxford

The University of Oxford aims to sustain excellence in every area of its teaching and research, and to maintain and develop its position as a leader amongst world-class universities. Placing an equally high value on research and on teaching, the colleges, departments and faculties of Oxford aspire both to lead the international research agenda and to offer a unique and exceptional education to our undergraduate and graduate students.

Oxford's self-governing community of scholars includes professors, associate professors, college tutors, senior and junior research fellows and over 2,500 other university research staff. The University aims to provide facilities and support for colleagues to pursue innovative research and outstanding teaching, by responding to developments in the intellectual environment and society at large, and by forging close links with the wider academic world, the professions, industry and commerce. The Strategic Plan, detailing strategy for the period 2013-18, can be found at www.admin.ox.ac.uk/pras/.

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, from deciphering ancient texts and inscriptions using modern scientific and computational methods developed in Oxford, through to global health, climate change, ageing, energy and the effects on our world of rapid technological change.

Oxford seeks to admit undergraduate students with the intellectual potential to benefit fully from the college tutorial system and 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, over 45% of students. 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

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. The disciplines within the MPLS Division regularly appear at the highest levels in world rankings and have been evaluated as conducting world-leading and internationally excellent research in UK research assessments, and mathematical, physical and life sciences research at Oxford is the best in the country according to the 2014 Research Excellence Framework (REF) assessment exercise carried out by HEFCE.

The MPLS Division is home to the non-medical sciences at Oxford and its 10 departments and 3 interdisciplinary units 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.

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 (including Nobel prizes and prestigious titles such as FRS and FREng) and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships. The Division is also the proud holder of ten Athena SWAN Awards (6 Silver and 4 Bronze) illustrating our commitment to ensure good practice and to encourage women in science at all levels in the division.

We have around 6,000 full and part-time students (including approximately 1900 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 major 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.net/) 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 endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire 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/

Working at the University of Oxford

For further information about working at Oxford, please see:

www.ox.ac.uk/about/jobs/ and www.ox.ac.uk/about_the_university/jobs/research/

The University's policy on retirement

The University operates an employer justified retirement age for all academic and academic-related posts (any grade above grade 5), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at:

www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/

For **existing** employees any employment beyond the retirement age is subject to approval through the procedures outlined at: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/

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. All applicants must read the candidate notes on the University's pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

Glasstone Research Fellowships – Terms and Conditions

These research fellowships are awarded in memory of Professor Samuel Glasstone and his first wife, Violette, and are made possible through a most generous benefaction to the University by Professor Glasstone.

Remuneration: The salary offered for a full-time appointment to this post will be in the range of £30,738 – £37,768 per annum, with a discretionary range to £41,255 per annum (University Grade 7). If you are appointed at a salary below the top of the normal range, your salary will increase through automatic annual increments until you reach the top point of the normal range. Salaries will reflect qualifications and experience.

Start date: The start date will normally be 1 October 2017, but it may be possible for this to be negotiated to some degree to suit individual and departmental preferences.

Probationary period: The appointment will be subject to the satisfactory completion of a probationary period of one year.

Tenure: The fellowships are tenable for three years (subject to satisfactory completion of the probationary period of appointment).

Support for Research and Travel: Annual research support grants are paid to the host department in respect of Glasstone Fellows. The Glasstone committee will also contribute to refunding reasonable expenses incurred by a fellow in conference attendance, fieldwork, etc. For 2017-18, the total which may be claimed for research and travel is £5,600 per annum in the theoretical sciences and £10,600 per annum in the experimental sciences. Fellows may claim up to £3,100 of this total allowance for the purpose of travel. Claims against these grants should be made in the respective financial year.

Teaching: Glasstone Fellows are encouraged to gain some experience of teaching in the department and also in a college– up to a maximum of six hours per week. Additional remuneration could be expected from a college for which the teaching is being done if this work falls under a college association held separately from the Glasstone Fellowship (see below). The split between department and college teaching is to be arranged by the fellow, in consultation with his/her head of department.

College Association: Since Oxford is a collegiate university much of its intellectual life takes place in a college environment. Those awarded a Glasstone Fellowship are encouraged to establish a college association: some help can be given with this, or successful candidates may apply for Junior Research Fellowships which are advertised. Please note that it is not possible to guarantee a college association, but it is usual for Glasstone Fellows to be successful in establishing one. Colleges offer different facilities but typically, these might include senior common room membership, entitlement to some meals in college, and the opportunity for undergraduate teaching in the college.

Review and renewal: Fellows are asked at the end of their first probationary year of appointment, to submit a short report on their work, through their head of department. This report, together with the comments of the head of department will be examined by the committee and, if deemed satisfactory, the fellowship will be renewed for two further years. Fellows are also asked to provide a report at the end of their second year, in order to keep the Glasstone Committee informed of their progress.