



Job Description and Person Specification

Post	Associate Professorship in Evidence-Based Social Intervention and Policy Evaluation
Department/Faculty	Social Policy and Intervention
Division	Social Sciences
College	Green Templeton
Contract type	Five years in the first instance, then reappointment to retirement upon completion of a successful review.
Salary	Grade 10a: £45,562 - £61,179 per annum

Overview of the post

The University of Oxford uses the grade of associate professor for most of its senior academic appointments. Associate professors are eligible for consideration through regular recognition of distinction exercises for award of the title of full professor. This promotion in status, which brings an enhanced salary, is dependent on merit and does not normally occur until some years after reappointment to retirement. In exceptional cases, where the candidate has previously established an academic standing at an appropriate level of distinction, the title of full professor may be awarded at the time of appointment.

The post is tenable from 1 January 2018, but a later date may be negotiated. The successful candidate will become a member of the interdisciplinary Centre for Evidence-Based Intervention and will hold a Non-Tutorial Fellowship at Green Templeton College.

Applications are invited from academics whose teaching and research interests extend or complement the Department's existing expertise in evidence-based social intervention and policy evaluation. We would particularly welcome applicants with expertise in the evaluation of policies and complex social interventions, including those with expertise in non-randomised research methods (e.g. natural experimental or quasi-experimental designs). However, we also encourage excellent applicants offering other approaches relevant to our research and teaching programme. We are open to a range of research foci, but expect a body of established work on a social intervention or policy evaluation.

For further information, see: <http://www.cebi.ox.ac.uk/home.html>



Queries about the post should be addressed to Professor Frances Gardner at frances.gardner@spi.ox.ac.uk or telephone: +44 (0) 1865 270334 or +44 (0) 1865 270325.

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

The University of Oxford is a member of the Athena SWAN Charter to promote women in Science, Engineering, Technology and Medicine. The University holds an Athena SWAN bronze award at institutional level. Contact equality@admin.ox.ac.uk for further information about Athena SWAN at the University of Oxford.

Duties of the post

The Associate Professor will be a member of both the University and the College community. They 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. They will have a role to play in the running of the College as a member of the Governing Body and a trustee of the College.

The main duties of the post are as follows:

- (i) Engage in research.
- (ii) Co-operate in the work of the Department in both term and vacation under the direction of the Head of the Department. This includes teaching undergraduates and graduates on taught courses.
- (iii) Supervise graduate students.
- (iv) Examine as required by the appropriate committee for the nomination of examiners.

The amount of teaching normally must not exceed an average of 288 teaching units¹ per year without approval by the divisional board.

The specific duties of the post are:

- Engage in empirical research on the effectiveness of social interventions and policies to tackle social problems: this may also include research into the underlying causes of social or psychosocial problems in order to inform the development and testing of interventions and policies.
- Seek external research funding.
- Publish in highly-ranked, peer reviewed academic journals.
- Give lectures, classes and tutorials on the MSc/MPhil in Evidence-Based Social Intervention and Policy Evaluation.
- Contribute to the graduate research group in Evidence-Based Social Intervention and Policy Evaluation.
- Supervise doctoral and masters students in the Department.
- Serve as a university examiner when required.
- Undertake administrative duties as required by the Head of Department.
- Contribute to the work of the Department during both term and vacation; and
- Participate in the life of the College.

¹ One hour paired tutorial, 1 unit; one-hour lecture, 3 units; one doctoral student, 24 units; and other types of teaching to be weighted proportionally. This tariff is subject to local variation.

Person specification

Applications will be judged only against the criteria which are set out below. Applicants should make sure that their application shows very clearly how they believe that their skills and experience meet these criteria.

Oxford is committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection and there will be both female and male committee members wherever possible.

The successful candidate will demonstrate the following:

Essential

1. A completed PhD in social or behavioural sciences or public health, or closely related discipline.
2. An outstanding programme of empirical research in social or psychosocial intervention or policy evaluation research, with a focus on testing the effectiveness of interventions and policies to tackle social or psychosocial problems; expertise in non-randomised methods for policy evaluation would be a particular advantage.
3. Ability and willingness to teach, supervise and assess high-achieving and challenging graduate students from diverse cultural backgrounds.
4. Ability and willingness to teach an option course in an area of social or psychosocial intervention or policy evaluation.
5. A track record of – or in the case of early career appointments, the clear potential for - securing competitively awarded research grants.
6. A track record of internationally excellent research and publication in highly-ranked, peer reviewed academic journals.
7. Experience and knowledge of social policy and intervention evaluation methods, such as conducting randomised trials, quasi-experimental evaluations, or systematic reviews and meta-analysis.
8. Understanding of the issues involved in using research evidence to inform and influence policy and practice.
9. Ability and willingness to work effectively as part of a team.
10. Excellent oral and written communication skills.
11. Willingness to contribute to the life of the College.

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/academic/index/>, 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. Please provide details of three referees and indicate whether the University may contact them now.

You will also be asked to upload a CV and a supporting statement. The 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).

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **12.00 noon** (UK time) on 20 September 2017.

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 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 a short presentation to the committee as part of the interview.

Applications for this post will be considered by a selection committee containing representatives from both the Department of Social Policy and Intervention and Green Templeton 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 Social Sciences divisional board and the governing body of Green Templeton 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.

Essential Information for Applicants for the Associate Professorship in Evidence-Based Social Intervention and Policy Evaluation

The University

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, readers, and 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.ox.ac.uk/about/organisation/strategic-plan.

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 Social Sciences Division

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The academic divisions are responsible for academic oversight of the teaching and research of their constituent departments and faculties, for strategic and operational planning, and for personnel and resource management. The Head of the Social Sciences Division is Professor Roger Goodman, who is a member of the University's Council. The

Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning 14 departments and faculties and one cross-divisional unit. (These are as follows: Law, the Saïd Business School, Economics, Politics and International Relations, the Blavatnik School of Government, the School of Anthropology and Museum Ethnography, International Development, Sociology, Social Policy and Intervention, the Oxford Internet Institute, Archaeology, the School of Interdisciplinary Area Studies, Education, the School of Geography and the Environment, and the Oxford Martin School). Interdisciplinary links within and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, where Oxford accounted for more world-leading (4*) research than any other institution, across the social sciences units of assessment to which it made submissions. The division has an extensive portfolio of external funders and collaborators, with competitively-awarded external research income exceeding £40million per year. Researchers in the division engage actively beyond academia and their research has influence in many spheres from innovation in public policymaking to practitioner communities such as law, business, education, social welfare and NGOs.

The division also delivers an exceptional range of high quality educational programmes (undergraduate, postgraduate taught and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. Programmes range from those at the interface of the natural sciences, through to professionally-oriented provision in areas such as business, law and education. The division is home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE); the BCL; the MPhils in International Relations, in Economics, and in Development Studies; the MBA and EMBA; and the nationally regarded PGCE.

For more information, please visit: www.ox.ac.uk/divisions/social_sciences.html

The Department of Social Policy and Intervention

The Department of Social Policy and Intervention is a multidisciplinary, social science centre of excellence for research and teaching in social policy and evidence-based social intervention. In the UK-wide 2014 Research Assessment Framework (REF), we were the top scoring department in the country, across all subjects and universities, with 79 per cent of the Department's research activity classified as 'world leading' (4*) with a further 14 per cent classed as 'internationally excellent' (3*). The evidence-based social intervention and policy evaluation group within the Department includes academics with disciplinary backgrounds in psychology, public health, criminology, sociology, education, social work, and social and public policy. The Department is international in its outlook, research and membership.

The Department has undergone substantial transformation in recent years. This renewal includes the expansion of graduate teaching and supervision in policy evaluation and comparative social policy; significant expansion in research income; and the creation of new research groups and areas of research expertise.

The Department's teaching is largely devoted to graduate students. It offers Masters degrees in Comparative Social Policy and in Evidence-Based Social Intervention and Policy Evaluation (EBSIPE). Students may study for either a one-year MSc or a two-year MPhil. The Department

also offers supervision for doctoral degrees in Social Policy and in Social Intervention. The graduate intake is highly international and includes students from about 20 countries.

Research within the Department is largely organised under the auspices of two main research groups:

- The Centre for Evidence-Based Intervention (CEBI).
- The Oxford Institute of Social Policy (OISP).

More information about the Department as a whole can be found at www.spi.ox.ac.uk

Green Templeton College

There are 38 self-governing and independent colleges at Oxford, giving both academic staff and students the benefits of belonging to a small, interdisciplinary community as well as to a large, internationally-renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

Green Templeton College came into existence in October 2008 as Oxford's newest college. It is the result of a merger between two graduate colleges, Green and Templeton. Green College was established in 1979 and named after its principal benefactors, Dr Cecil Green (a founder of Texas Instruments) and his wife Dr Ida Green. Templeton College was originally the Oxford Centre for Management Studies which in 1983 received a major endowment from Sir John Templeton and was renamed.

The College has over 500 students, all of them postgraduate. Its students and Fellows unite around an interest in human welfare and development in today's society, with a concentration on medical and life sciences, management studies, social policy, education, criminology, environmental science, and related social science disciplines. The College therefore attracts students, researchers and Fellows in these fields in a context which encourages interdisciplinarity through the cross-pollination of thinking and ideas. Existing examples of such interdisciplinarity are to be found in the College's strong links with the Wellcome Unit for the History of Medicine and the Reuters Institute for the Study of Journalism.

Green Templeton College is located in the fine, mainly 18th century, buildings of the Radcliffe Observatory on Woodstock Road just north of the town centre and adjacent to the Radcliffe Observatory Quarter. It is a short walk from the Department's offices in Wellington Square.

The College community is overseen by a Governing Body of some 51 Fellows of whom many are social scientists. There are also 32 Senior/Research Fellows. All Fellows enjoy the national and international prestige of Fellowship of an Oxford College and access to the social, cultural, sporting and academic facilities and activities of the College and full rights to common table. The latter includes lunches and regular dinners. All Fellows are expected to take part in the life of the College. Responsibilities vary but the successful appointee will be expected to be willing to act as College Advisor to up to five postgraduate students and to serve on College committees. While it is intended that the appointee will be elected to a Research Fellowship of the College in the first instance, subsequent election to the Governing Body is a possibility.

More information about the college may be found at:

<http://www.gtc.ox.ac.uk/about-gtc>

Standard Terms and Conditions

Salary, benefits and pension

The successful candidate will be appointed on the Oxford scale for associate professors, (£45,562 - £61,179) per annum.

Those appointed below the top of this range will receive annual increments until they reach the top point. There is also an annual 'cost-of-living' review. [Departments/Faculty boards] may also, in wholly exceptional cases, propose the awarding within the substantive scale of additional increments to associate professors at any time during their appointment.

Additional remuneration is currently paid to those undertaking examining and graduate supervision. Additional payments are also available for some tutorial teaching. Those holding administrative appointments within the department may be eligible for additional payments.

Associate professors who are awarded the title of full professor receive from the University an additional salary payment of £2,655 per annum (unless they already receive additional recruitment or retention payments at that level or above); and they will be eligible for consideration in subsequent regular exercises for distinction awards on the scale £3,466 to £79,080 (unless they already receive additional recruitment or retention payments in excess of the level of the relevant distinction award). The conferment of the title of professor does not result in any change in the duties of the post-holder.

Eligible staff may join the Universities Superannuation Scheme. Details are available on the website at www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/.

Length of appointment

Upon completion of an initial period of appointment (which is normally five years), an associate professor is eligible for reappointment until retirement, subject to the provisions of the Statutes and Regulations of the University. Evidence of lecturing competence and of substantial progress in research are prerequisites for reappointment to retirement.

The University operates an employer justified retirement age for all academic and academic-related posts, 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/.

Sabbatical leave and outside commitments

The appointee may apply for sabbatical leave to allow her or him to focus on 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.

Staff may apply to spend up to 30 working days in each year on projects outside their employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to the amount of money which staff may earn from these activities without deduction from salary. Different rules apply for applications to spend more than 30 working days per year on projects outside their employment duties. Full details are available on the university

website at www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/. Guidance on ownership of intellectual property (www.admin.ox.ac.uk/statutes/regulations/182-052.shtml) and managing conflicts of interest (www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/) is also available on the university website.

Membership of Congregation

Appointment to this post carries with it the right to vote in Congregation, the sovereign body in the University. More information is available at www.ox.ac.uk/about/organisation/governance and www.admin.ox.ac.uk/statutes/781-121.shtml.

Relocation expenses

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

Family support

The University has generous family leave arrangements, such as maternity, adoption and paternity leave. Eligible employees may also benefit from the Shared Parental Leave system, which enables them, if they so wish, to share a period of up to 50 weeks' leave and up to 37 weeks' pay with their partner, in the 52 weeks immediately following the birth or adoption of their child. Details of the different family leave arrangements are available on the website at www.admin.ox.ac.uk/personnel/during/family/.

All staff are eligible to apply to use the University nurseries (although there is a long waiting list for nursery places), and the full range of tax and National Insurance savings scheme is in operation. Details are available on the University's childcare website at www.admin.ox.ac.uk/eop/childcare/.

The University will try to accommodate flexible working patterns as far as possible and there is considerable flexibility in the organisation of duties. More information on family support and flexible working policies is available on the website at www.admin.ox.ac.uk/personnel/during/family/.

Information for parents and carers is available at www.admin.ox.ac.uk/eop/parentsandcarersinformation/.

Facilities and services

The University has a range of facilities and benefits for its staff; more details are available on the website at www.admin.ox.ac.uk/personnel/staffinfo/benefits/.

Information about relocation, living and working in the UK and Oxford is available at www.internationalstaffwelcome.admin.ox.ac.uk/.

The University of Oxford Newcomers Club www.newcomers.ox.ac.uk/ is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and meet people in Oxford.

The University Disability Office provides support to staff and students with a disability and may be contacted through its website at www.admin.ox.ac.uk/eop/disab/.

BUPA-Eduhealth

Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families; see eduhealth.co.uk/mini-site/.

Transport Schemes

The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at www.admin.ox.ac.uk/estates/ourservices/travel/.

Equality of opportunity

The policy and practice of the University of Oxford require that all staff are offered equal opportunities within employment. 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. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Right to work in the UK

The appointment will be subject to the provision of proof of the right to work in the UK.

Applicants who would need a work visa if appointed to the post are asked to note that under the UK's points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

(i) they have sufficient English language skills (evidenced by having passed a test in English, or coming from a majority English-speaking country, or having taken a degree taught in English).

and

(ii) that they have sufficient funds to maintain themselves and any dependents until they receive their first salary payment.

Further information is available at www.gov.uk/tier-2-general/overview.

Special arrangements

Oxford welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they require any particular arrangements to make the interview more convenient and effective for them.

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/.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post² and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy (available on the website at www.admin.ox.ac.uk/councilsec/dp/policy.shtml).

² But NB if the person appointed to the post is a migrant sponsored under the UK's points-based migration system, we are required to retain the applications of all shortlisted candidates for six months after the employer has ceased sponsoring the migrant.