



Job Description

Job title	Departmental Lecturer in Chinese Politics and Modern History
Division	Social Sciences
Department	Politics and International Relations (joint post with Faculty of History)
Location	Manor Road, Oxford, OX1 3UQ
Grade and salary	Grade 7: £33,309 - £40,927 per annum (with discretionary range to £44,706 p.a. pro-rata)
Hours	Full time
Contract type	Fixed-term until 31 August 2023
Reporting to	Joint Heads of Department
Vacancy reference	159734
Additional information	Closing date: Midday (UK time) on 26 August 2022 Interviews will be held on Monday 5 September 2022

The Role

The Department of Politics and International Relations and the Faculty of History are seeking to appoint a full-time fixed term Departmental Lecturer in Chinese Politics and Modern History for one year with effect from 1 September 2022 or as soon as possible thereafter.

The successful candidate will provide teaching and supervision for the Department of Politics and International Relations and the Faculty of History at the undergraduate and graduate levels and contribute to the examining and graduate admissions processes in each Department. They will also be expected to undertake independent research. The Department has a preference for candidates with specialist research and teaching capacity that includes the history and politics of modern China, broadly defined.

Office space and other relevant facilities will be provided in DPIR.

For an informal discussion about this role please contact Professor Rana Mitter (rana.mitter@politics.ox.ac.uk).



Responsibilities

The main duties of the Departmental Lecturer will be to contribute to teaching and supervision at the undergraduate and graduate level; to participate in course administration; to contribute to the examining and admissions processes; and to conduct independent research in the field of specialism.

1. Teaching, Supervision and Administration

The Departmental Lecturer is expected to:

- Organise specific areas of the syllabus and provide teaching and supervision for graduate and undergraduate students in Chinese Politics and Modern History broadly conceived. These include:

Undergraduate: the post-holder would be expected to provide lectures, classes and tutorials in Chinese Politics and Modern History, including for the Further Subject on "China in war and revolution since 1900," and lectures, classes and tutorials in the course PPE227 "Politics in China." The post-holder may also be asked to contribute to general tutorial courses in History, in particular EWF 14 (European and World History in the 20th century).

Graduate: the post-holder would be expected to contribute to teaching in the History and Historiography of Modern China at master's level. They will also be expected to act as a supervisor for M.Phil and MSc students in Chinese Politics and Modern History.

- Produce lecture notes or slides, and contribute to other course materials including reading lists and reference guides;
- Engage in assessment and university examining at the undergraduate and graduate levels as required;
- Participate in administrative tasks to support teaching, supervision and curriculum development;
- Participate in the admission of graduate students;
- Play an active role in the intellectual life of the Department of Politics and International Relations and the Faculty of History, both during term-time and vacations.

The Department of Politics and International Relations uses a system of 'stint points' to measure teaching and supervision workload: details of the current tariff may be found in the Appendix. This post has a DPIR stint expectation of 144 stint points per year and an equivalent load on the History side.

2. Research

The Departmental Lecturer is expected to:

- Be actively engaged in sophisticated, original and independent research of outstanding quality in Chinese Politics and/or Modern Chinese History;
- Publish in highly-ranked, peer-reviewed academic journals and presses, and present papers at conferences and other scholarly events;
- Seek research grants.

Selection criteria

Essential

- Hold, or be close to completion of (submitted and awaiting examination) a PhD/DPhil in Chinese politics or modern history, or a closely related field;
- An appropriate range of teaching experience and the ability to provide excellent class and tutorial teaching to high-achieving students at both the undergraduate and graduate level, and to advise MPhil students on their research projects;
- Experience in carrying out independent research in Chinese politics or modern history, or a closely related field, evidenced by a strong record, or very strong potential for, publications in highly-ranked, peer-reviewed academic journals and/or major presses and a clear plan of research to be conducted during the year of the appointment;
- Excellent collaborative team working and organisational skills, together with the ability to innovate and work effectively with colleagues and to work independently meeting deadlines;
- Excellent oral and written communication skills;
- Demonstrated willingness to contribute to the pastoral care of students and the sensitivity to deal with pastoral issues;
- Willingness, commitment and ability to contribute to the full range of academic and administrative duties in the Department of Politics and International Relations and the Faculty of History, including engaging in student assessment, examination and course design;
- A commitment to their own professional development.

Desirable:

- Previous experience in teaching Chinese politics or modern history;
- Previous experience with course administration;
- Specialism in the modern and contemporary era of Chinese history and politics.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

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

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Department of Politics and International Relations

Politics and International Relations at Oxford University have a long and distinguished history in the education of leading figures in academia, politics, the media and public life, both in the UK and internationally. Teaching and research activities in this area were combined in 2000 to create a Department of Politics and International Relations. With around 90 academic staff, the Department is one of the largest departments internationally and consistently ranks very highly in national and international university guides for the subject. It is home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral researchers, supported by highly competitive research fellowships, working in the full range of disciplinary sub-fields.

The Department is located in the Social Sciences building at Manor Road, along with the Department of Economics, and the integrated Social Science Library. The building provides excellent facilities including a lecture theatre, a large computer laboratory and a range of seminar rooms as well as a cafeteria and common room for use by both staff and students. The Manor Road Building is served by a shared IT and web team.

An experienced administrative team supports the Department's research and teaching activities. The Department's core administration currently comprises twenty two staff, grouped into teams that provide dedicated support for: Courses, Finance, HR, Research Support, and Communications and Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, in particular with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

The Department is responsible for the syllabus, provision of lectures and for the examination of undergraduate students, who are taught mainly by tutorials organised by college tutors. The MPhil degrees are now terminal degrees for a range of students who proceed to further professional training and to careers in public or private organisations. For many students, the MPhil also forms the first two years of a four-year doctoral programme. The MPhil gives students advanced scholarly and theoretically sophisticated substantial study of the subject, together with training in research design and associated methodological analysis and critique, and advanced training in research methods. Alumni of the MPhil and the DPhil have gone on to form a wide network of Oxford-trained academics with positions in university departments and research units worldwide, and have taken up positions of leadership in numerous public and private institutions across the globe.

For more information please visit: www.politics.ox.ac.uk

The Faculty of History

The Faculty of History in Oxford is the largest in the United Kingdom and one of the largest in the world. It has a very strong international reputation for its scholarship and its teaching of undergraduate and graduate students, with particular strengths in the history of the British Isles, continental Europe, imperial and global history, the United States, economic and social history, intellectual history and the history of science, medicine and technology. Within the Faculty there is also a department for the History of Art and a number of dedicated research centres.

The Faculty of History provides a robust and supportive framework for research, including:

- Financial support for research travel, research assistance, and editorial help
- Mentoring, including discussion of research plans and progress
- Internal and interdisciplinary collaborations, through research centres
- Assistance in the formulation of research plans and funding bids

The Faculty enables all its postholders, including departmental lecturers, to request up to £800 per year for research expenses, and makes additional funds available for organising conferences in Oxford. In addition, to assist newly-appointed postholders in the development and publication of their research, Faculty funds are available for early career and established colleagues to hold a workshop at which colleagues can discuss drafts of their next monograph.

The Faculty is located in the Old Boys' High School, George Street. This is a very central location, less than 10 minutes' walk from the rail station, and very close to bus station, shops and other University locations. The premises house a community of around 20 administrative staff and up to 30 other users, comprising doctoral students, researchers, and academics and professors. The building is also used for teaching and seminars.

More information about the Faculty can be found at: www.history.ox.ac.uk

The Faculty holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Social Sciences Division

Oxford is a world-leading centre for research across the disciplines of the social sciences. Characterised by a wide range of methodologies, themes and fields of scholarship, multi-disciplinary research and innovative ideas thrive in an environment underpinned by excellence across the disciplines of the social sciences.

Our approach to supporting research across the Social Sciences Division has been highly successful in the last ten years, with the volume of research awards continuing to rise and the development of a large number of research centres and groupings. Researchers at Oxford receive significant support and guidance in the development of their research, including career development, research and impact funding, research project design and management, and research outputs from academic and administrative colleagues across the University, division and departments.

More information please visit: www.socsci.ox.ac.uk

The Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Art. The Division has more than 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to innovative agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

For more information please visit: www.humanities.ox.ac.uk.

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>. Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application, you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. 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 **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email recruitment.support@admin.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. 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: <https://hr.admin.ox.ac.uk/the-ejra>

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

There is no normal or fixed age at which staff in posts at **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

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.