



Job title	OxPol Editors x3: <ul style="list-style-type: none">• OxPol Submissions Editor• OxPol Blog Series Editor• OxPol Podcast Editor
Division	Social Sciences
Department	Politics and International Relations
Location	Manor Road Building, Manor Road, Oxford
Grade and salary	Grade 5: £25,941 - £30,942 per annum, pro rata
Hours	Part-time: 0.1 FTE (3.65 hours per week)
Contract type	Fixed term for 15 months
Reporting to	Communications Manager
Number of vacancies	3
Vacancy reference	164843
Additional information	Closing date: midday (UK time) Monday 15 May 2023

The role

Applications are welcomed for three Editors to join the Department's OxPol Blog (<https://blog.politics.ox.ac.uk/>) Editorial Team. The team, line-managed by the DPIR Communications Manager and overseen by Academic Editor(s), will work to develop and publish content that promotes research and analysis from the DPIR community as well as other select cutting-edge researchers and practitioners around the world.

The three roles will each focus on a different primary area of the blog:

- Submissions editing
- Blog Series editing
- Podcast editing

OxPol Blog Editors will represent the blog within the Department and the wider University, particularly helping to raise awareness among the academic and graduate community. The role is vital in supporting content generation: this may be by commissioning content, contributing posts, interviews or podcasts, reviewing and editing the contributions of others, and encouraging new bloggers.



Responsibilities

Under the direction of the DPIR Communications Manager, **all OxPol editors will:**

- Carry out editorial work – such as proofreading and editing/copy-editing – as required to ensure quality and suitability of content in accordance with blog editorial guidelines, consulting the OxPol editorial team (colleagues in the blog team, the Academic Editor(s), and DPIR's Communications Team) if and as necessary;
- Use social media (OxPol blog channels and DPIR channels) to publicise blog pieces and podcasts, and increase readership;
- Monitor and moderate the comments of your blog pieces and podcasts;
- Work with the Communications Manager, Academic Editor(s) and wider team to improve editorial guidelines, blog strategy, and optimise design and functionality of the blog platform;
- Conduct, write-up and/or edit interviews for inclusion in the blog and/or podcast;
- Provide other support to OxPol Blog platform and Editorial Team as necessary.

Submissions Editor duties

- Manage the OxPol blog mailbox, forwarding blog series and podcast correspondence to the relevant editors and responding to submissions.
- Raise awareness of the blog in creative ways, leading call-outs for content submissions on the latest current affairs and/or reviews of new book releases, encouraging submissions from DPIR's academic and student body;
- Develop knowledge of the people and research within the Department, and approach individuals with ideas/requests for blog pieces which are topical and timely;
- Take responsibility for short-listing, copy-editing, posting and promoting of all submitted blog content, with a target of publishing 1 blog piece a week.

Blog Series Editor duties

- Pitch 2-3 blog series themes ideas before each term, with a longlist of ideas for articles and academics, researchers, students and professionals to approach for pieces;
- Take forward 1 blog series idea per term, continuing to research and approach contacts inside and outside the University, including at other HE institutions, think tanks, and policy forums. This will include making first contact with senior academics within the Department and across the University, building working relationships with them, and persuading them to become contributors;
- Liaise and work with the DPIR's Communications Manager and Events and Alumni Officer to identify and approach key alumni to write for the OxPol Blog;
- Take responsibility for copy-editing, posting and promoting of all OxPol blog series content, with a target of publishing 1 blog piece a week.

Podcast Editor duties

- Consult the DPIR Communications team and OxPol blog team to pitch podcast ideas and guests (with a target of one podcast per month), to complement other planned blog content and/or DPIR communications content strategy;
- Work with the DPIR's Communications Manager, Blog Series editor, Blog Submissions editor and Alumni and Events Officer to identify opportunities for podcast interviews with

DPIR/Oxford academics, visiting speakers, alumni academics and practitioners or other prominent names from other HE institutions, think tanks, and policy forums;

- Approach and schedule calls/recordings with featured speakers, collecting and filing the relevant GDPR paperwork permissions;
- Manage time to ensure that no more than 7 hours are spent per podcast production, including recording, editing, exporting and uploading to our platforms;
- Take responsibility copy-writing podcast titles, intros and blurbs, generating and proof-reading transcripts, and promoting of all OxPol podcast content.

Selection criteria

Essential

- Possess specialist knowledge of Politics and International Relations;
- Excellent awareness of current affairs, and political blogs and podcasts;
- Excellent written communication skills, proof-reading and eye-for-detail;
- Ability to innovate and work effectively with colleagues;
- Excellent organisational and IT skills, including the ability to quickly learn new software, tools and platforms.

Desirable

- A familiarity of the research and people within DPIR;
- Experience with blogging and/or podcasting, including experience with website publishing and/or audio post-production software;
- Experience of contributing to social media channels and content plans.

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

The study of politics, government and international relations at Oxford has a long and distinguished history. We are proud to be recognised internationally for our rigorous and valuable research, as educators of leaders and professionals in a wide variety of fields and as trainers of the next generation of teachers and researchers.

The Department of Politics and International Relations at Oxford is one of the largest units for research and teaching in international relations, politics, government and political theory. Our work is directed to advance these disciplines. We create theoretical frameworks for the analysis of new objects of study using advanced research methods and we develop techniques for gathering, handling, processing and analysing data. We achieved top scores in the Research Excellence Framework (REF) 2014, confirming the excellence of our research.

This focus on the future has a deep foundation in the inception of the disciplines of political science, history and philosophy in the UK. The study of government was institutionalised in Oxford in 1912 with the establishment of the Gladstone Chair in Government; the Chichele Chair in Social and Political Theory was established in 1944, and International Relations developed as an autonomous field of study with the establishment of the Montague Burton Chair of International Relations in 1930.

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 degree now is a terminal degree 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

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

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>.

http://www.ox.ac.uk/about_the_university/jobs/supportandtechnical/

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 My Family Care, 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.