

## Job Description

<b>Job title</b>	Departmental Lecturer in International Relations
<b>Division</b>	Social Sciences
<b>Department</b>	Politics and International Relations
<b>Location</b>	Manor Road Building, Manor Road, Oxford, OX1 3UQ
<b>Grade and salary</b>	Grade 7: £38,674 - £46,913 per annum with a discretionary range to £51,059 per annum (pro-rated)
<b>Hours</b>	Full time (37.5 hours per week)
<b>Contract type</b>	Fixed-term for 5 years
<b>Reporting to</b>	Head of Department
<b>Vacancy reference</b>	180206
<b>Additional information</b>	Closing date: midday (UK time) on Friday 27 June 2025. Interviews will be held on Wednesday 16 July and Thursday 17 July 2025.

## The role

The Department of Politics and International Relations (DPIR) is seeking to appoint three full-time fixed-term Departmental Lecturers in International Relations. These longer-term posts, akin to junior faculty positions, will provide the right candidates with the perfect foundation to begin their academic careers. The successful candidates will provide teaching and supervision for the DPIR at the undergraduate and graduate level and contribute to the Departmental examining and graduate admissions processes. They will also be expected to undertake independent research. Office space and other relevant facilities will be provided in the DPIR. As well as providing teaching for the department's core International Relations provision, the Departmental Lecturers may be expected to teach on research methods and deliver undergraduate lectures and tutorials. We have particular needs in historical international





relations, the international relations of the Middle East, Africa, Latin America, Russia and the Post-Soviet space, and/or great power/imperial conflict, technology/AI, international law, and the international politics of the environment.

If you would like to find out more about joining the DPIR research and teaching team at Oxford, or if you have any questions regarding the application process, please contact the DPIR HR Team at [vacancies@politics.ox.ac.uk](mailto:vacancies@politics.ox.ac.uk).

Candidates are also welcomed to contact the Head of Department, Professor David Doyle, at [david.doyle@politics.ox.ac.uk](mailto:david.doyle@politics.ox.ac.uk) for an informal discussion of the posts.

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

## Responsibilities

The Departmental Lecturer will contribute to teaching and examining in the subject of International Relations at the undergraduate and graduate level; participate in Departmental administration; contribute to the examining and admissions processes and conduct independent research in their field of specialism.

### 1. Teaching, Supervision and Administration

- Organise specific areas of the syllabus and provide teaching and supervision for graduate and undergraduate students in politics and related papers broadly conceived. These include:
  - Undergraduate: the post-holder would be expected to provide teaching (tutorials, classes and lectures) for one or more of the undergraduate papers on International Relations and help with the administration of one of these papers. During their first year, two of the new lecturers will contribute to undergraduate teaching, administration, and admissions in one of Oxford's Colleges.
  - Graduate: the post-holder would be expected to supervise MPhil and DPhil students, contribute to doctoral research seminars and research design workshops, and contribute to the teaching of the core course, methods training, and to the teaching of option papers, as qualified, on the MPhil in International Relations. The post-holder would be expected to 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, both during term-time and vacations.
- Be first contact for student matters relating to attendance, conduct, coursework, performance, and welfare (referring matters to appropriate others).
- Gather and analyse feedback from students, colleagues, and examiners.
- Undertake advanced academic study to underpin lectures and class teaching.

The Department 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 **288 stint points per year**. However, during the first year of the appointment, two of the posts will involve covering undergraduate teaching and administration in an Oxford College, and the DPIR stint would thus be reduced to **192 stint points that year**.

## 2. Research

The Departmental Lecturer is expected to:

- Be actively engaged in sophisticated, original and independent research of outstanding quality in international relations.
- Publish in highly-ranked, peer-reviewed academic journals and presses, and present papers at conferences or public meetings.

## Additional duties:

As a new starter, you will be expected to complete mandatory training for the department and, if applicable, your role, these include:

- Information security and Data Protection
- Implicit Bias
- Bullying and Harassment training
- Equality and Diversity briefing

Access to these training courses will be provided once in post.

## Selection criteria

### Essential

- A doctorate (or close to completion) in international relations or a closely related field, either complete or submitted and awaiting examination.
- An appropriate range of teaching experience and the ability to provide excellent teaching to high-achieving students at both the undergraduate and graduate level in international relations, and to advise MPhil and DPhil students on their research projects. We wish to point one applicant with a demonstrable ability to teach Qualitative Methods.
- Experience in carrying out independent research in international relations, evidenced by a strong record of publications in highly ranked, peer-reviewed academic journals and/or major presses and a clear plan of research to be conducted during the appointment.
- A demonstrable commitment to intellectual pluralism in the field of International Relations.
- 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, including engaging in student assessment, examination and course design.
- A commitment to their own professional development.

## Desirable

- Experience of course administration.
- Specialist research and teaching capacity that includes one or more of the following: historical international relations, the international relations of the Middle East, Africa, Latin America, Russia and the Post-Soviet space, great power/imperial conflict, international law, technology/AI, and the international politics of the environment.
- Specialist research and teaching capacity that includes one or more of the following:
  - Historical and Interpretive Methods
  - Qualitative Methods
  - Quantitative Methods

## 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](http://www.ox.ac.uk/about/organisation).

## 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](http://www.socsci.ox.ac.uk)

## Department of Politics and International Relations

Renowned as a global leader in its field, DPIR is one of the largest departments in the University of Oxford and is active in both undergraduate and graduate teaching. With around 90 academic staff, it is world class in international and national research and teaching; in September 2024, The Guardian ranked us the Number One University in the UK for Politics. We are 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 across a broad range of disciplinary fields.

An experienced Professional Services function supports the department's research and teaching activities. The department's core Professional Service is grouped into teams that provide dedicated support for: Courses, Research, Finance, HR, and Communications & Alumni



Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, particularly with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

Equality, diversity, and inclusion (EDI) are central to Oxford's mission, driving research, teaching, and global impact. At DPIR, we uphold this commitment by fostering a diverse, inclusive community where all staff and students feel respected and valued, while also prioritising their wellbeing. To advance gender equality specifically and improve our working environment, we are preparing to apply for an Athena Swan Bronze Award. For further information about the department's commitment, please visit our [EDI](#) and [Wellbeing](#) webpages.

The Department is in the Social Sciences building at Manor Road, along with the Department of Economics, the Centres for Criminology and Socio-Legal Studies, and the integrated Social Science Library.

For further information, please visit: <https://www.politics.ox.ac.uk>

## How to apply

Applications are made through our online recruitment portal. Information about how to apply is available 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).

You are also required to provide details of two referees whom you have asked to submit confidential reference letters to [vacancies@politics.ox.ac.uk](mailto:vacancies@politics.ox.ac.uk). Please ensure that your referees send their letters by the stated deadline for applications.

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

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly: [vacancies@politics.ox.ac.uk](mailto:vacancies@politics.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our online recruitment portal 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 very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, 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 other grades 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](http://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>



# DPIR

DEPARTMENT OF POLITICS &  
INTERNATIONAL RELATIONS

## Staff networks

The University has several 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](http://www.newcomers.ox.ac.uk).

## Appendix

### 1. Stint Tariff (2024-25)

Teaching	Stint Units
1-hour tutorial/thesis tutorial	1
1-hour graduate special supervision/tuition	1
1-hour lecture	3
2-hour lecture	5
1-hour class/seminar	3
2-hour class/seminar	6
Other teaching provision**	Apply for approval
Supervision	
Supervision of one DPhil student (during fee liability)	24 p.a.
Supervision of one DPhil student (first year beyond fee liability)	12 p.a.
Supervision of one DPhil student (second or later year beyond fee liability)	0
Joint supervision of one DPhil student (during fee liability)	12 p.a.
Acting as 'Second Supervisor' for ESRC-funded DPhil students, OR 'Departmental Assessor' for IR DPhil students.	4 p.a.
Supervision of one MPhil student (year 1)	8 p.a.
Supervision of one MPhil student (year 2)	12 p.a.
Supervision of one MSc student	12 p.a.

\*\*Organising the main research colloquium for each pillar (Government, IR, and Political Theory) counts towards teaching stint at the same rate as a class/seminar (e.g. organising a 1-hour colloquium session counts for 3 stint units).



# DPIR

DEPARTMENT OF POLITICS &  
INTERNATIONAL RELATIONS

Units are divided pro rata where teaching/supervision is shared (e.g. 1.5 units per hour for a co-taught seminar, 12 units for a co-supervised DPhil) or where supervision is provided for part of a year (e.g. 16 units for supervising a DPhil student for 2 terms, 4 units for supervising an MSc student for one term).

**2. Research Allowance (2024-25)** The postholders will be eligible for a research allowance, which is currently £3,200 per annum.