



Job Description and Person Specification

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| Post | Associate Professorship of Migration and Development |
| Department/Faculty | Oxford Department of International Development |
| Division | Social Sciences |
| College | Wolfson College |
| Contract type | Five years in the first instance, then reappointment to retirement upon completion of a successful review. |
| Salary | Grade 10a (36S): from £44,620 p.a. |
| Vacancy Reference | VG-15-001 |

Overview of the post

The Oxford Department of International Development (ODID) invites applications for the post of Associate Professor in Migration and Development. The University of Oxford uses the grade of associate professor for most of its senior academic appointments. Associate professors are eligible for consideration through recognition of distinction exercises for award of the title of full professor. This promotion in status, which may be granted by the University, brings an enhanced salary and is dependent on merit. For a candidate with the appropriate level of distinction, ODID will put forward to the University, at the time of appointment, a case for award of the title of full professor.

The successful applicant will be an established scholar of international standing, who will take a leading role in cementing and enhancing Oxford's global reputation in the field of migration and development, and play a part in shaping the broader intellectual agenda of migration research within the Department and beyond. The post-holder will be expected to initiate and lead major externally-funded research projects and develop international research collaborations. He or she is also expected to have an interest in furthering Oxford's long-standing engagement with public policy in national and international arenas in the field of migration.

The Department offers an MSc in Migration Studies, jointly with the School of Anthropology and Museum Ethnography (SAME). The Department also offers a two-year MPhil in Development Studies, in which migration forms an important component, as well as a one-year MSc in Refugee and Forced Migration Studies. A considerable number of DPhil students in International Development have dissertation topics in the field of migration studies. The Associate Professor will supervise doctoral students and make a key contribution to teaching on the MSc in Migration Studies and other Masters degrees within ODID.

The post-holder will be a member of the International Migration Institute (IMI), a constituent unit of the Oxford Department of International Development, and a leading academic research centre on migration issues in the world. IMI is committed to developing a long-term and forward-looking perspective on international migration as an intrinsic aspect of global change and social transformation. IMI aims to advance understanding of how migration shapes, and is shaped by, broader development processes in origin and destination societies. As a member of the interdisciplinary team at IMI, the successful candidate will be a scholar with a background in international development, anthropology, international relations, politics, geography or sociology, with an outstanding, world-leading research record in migration studies.

The appointment is full time and permanent, upon completion of a successful review. The appointment is tenable from early in the 2016/17 academic year. **The closing date for applications is 12 midday on Tuesday 26 January 2016.**

The successful candidate will be offered a non-tutorial Fellowship at Wolfson College.

Queries about the post should be addressed to the chair of the appointments committee, Professor Nandini Gooptu, at nandini.gooptu@geh.ox.ac.uk or telephone: +44 (0) 1865 281802.

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

Duties of the post

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

The general duties of the Associate Professor are:

- i) to engage in research;
- ii) to develop courses and provide teaching and supervision to graduate students on taught courses;
- iii) to supervise research students;
- iv) to cooperate in curriculum development, in particular to develop the MSc in Migration Studies in collaboration with colleagues;
- v) to examine as required by the appropriate committees for the nomination of examiners;
- vi) to participate in the administrative work of the department in both term and vacation under the direction of the head of department; undertaking management, leadership, administrative and fund-raising roles in the International Migration Institute, in cooperation with other members of staff;
- vii) to contribute to the department's and University's reputation for research excellence by publishing research findings in books, book chapters and articles in prestigious, peer-reviewed journals;
- viii) to identify new areas of research, preparing proposals and raising funds for major new research projects;

- ix) to engage in knowledge exchange with a wide range of policy makers, practitioners and other non-academic stakeholders, with a view to enhancing the impact of research.

The amount of teaching under (ii)-(iii) normally must not exceed an average of 288 teaching units¹ per year without approval by the Social Science Divisional Board.

Teaching and supervising will specifically include:

- i) teaching on the MSc in Migration Studies, and the MPhil in Development Studies, through lectures, classes, convening courses and offering specialised 'Option' papers;
- ii) assessment and admissions duties for the MSc in Migration Studies and other degrees in the Department;
- iii) supervision of students on the MSc in Migration Studies, the MPhil in Development Studies and the DPhil in International Development;
- iv) contributing to other taught courses in the Department.

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 a member of each gender wherever possible.

The successful candidate will demonstrate the following.

- i) An established scholar of international standing with a doctorate in international development, anthropology, international relations, politics, geography, sociology, or a cognate discipline in the field of migration studies, with a strong focus on origin country and development perspectives;
- ii) an outstanding, world-leading research and publication record in migration studies, commensurate with stage of academic career, with a particular focus on the interplay between development and migration;
- iii) university teaching experience in areas related to migration studies at the postgraduate level, including doctoral thesis supervision; ability to teach high achieving graduate students from a range of different disciplinary backgrounds; and experience of assessment and administration of degree programmes;

¹ One hour paired tutorial = 1 unit; one hour lecture = 3 units; one doctoral student = 24 units; other types of teaching are weighted proportionally.

- iv) a strong track record of securing competitive external funding for research, and managing research projects and teams;
- v) the ability and commitment to participate in the wider academic activities, as well as the administration and management, of the International Migration Institute and the Department of International Development;
- vi) proven ability to present research findings effectively to fellow professionals, policy-makers, practitioners and other informed members of the public;
- vii) demonstrable ability and commitment to working effectively with colleagues as part of an interdisciplinary team, including good communications skills;
- ix) an interest in policy and practice in the fields of migration studies, development studies and related areas.

How to apply

Applications, addressed to the Head of Department, Professor Nandini Gooptu, and quoting reference number **VG-15-001** should be submitted via email to recruitment@geh.ox.ac.uk and include the following:

- a completed application cover sheet (available at: <http://www.geh.ox.ac.uk/about/vacancies>);
- a letter addressing the selection criteria;
- a curriculum vitae;
- a list of principal publications; and
- the names and contact details of **three** referees.

Separate application is not required for the college post.

You should contact all three of your referees before applying, to ensure they are aware of your application and of the requirements for the post, and to ensure that they would be content to write a reference for you for this post, if they were asked to do so.

The University will assume that it is free to approach your referees at any stage unless your application specifies otherwise. Therefore if you would prefer a referee or referees to be approached only with your specific permission or if you would prefer them to be approached only if you are being called for interview on the final short list, then you must state this in your application, alongside the details of the relevant referee(s). You should provide the names and full contact details of three referees even if you do not wish them to be contacted yet.

Informal enquiries about the post can be made to Professor Nandini Gooptu (nandini.gooptu@geh.ox.ac.uk, tel: +44 (0) 1865 281802).

The deadline for applications is 12 midday on Tuesday 26 January 2016.

Applications which arrive after the deadline will not be accepted. Please note that we cannot accept applications which do not include a completed application cover sheet.

Should you have any queries about how to apply, please contact the ODID recruitment team (recruitment@qeh.ox.ac.uk).

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date. 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 Oxford Department of International Development and Wolfson 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 Wolfson 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 Professor of Migration and Development

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 nearly 10,000, nearly 45% of the full-time 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 four academic divisions are each led by a senior academic, each of whom, as Head of Division, is an ex officio member of the University's Council. The Head of the Social Sciences Division is Professor Roger Goodman.

The Social Sciences Division is responsible for academic oversight of the teaching and research of its various departments and faculties, for strategic and operational planning, and for personnel and resource management.

Thirteen departments, one faculty, and two cross-divisional research units come under the aegis of the Social Sciences Division which spans the full range of social science disciplines with links into the humanities and physical sciences. (These are as follows: Law, the Said 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, the Oxford Martin School and the Oxford-Man Institute of Quantitative Finance.) There are nearly 1000 academic staff, 3,400 graduate students (postgraduate taught and postgraduate research), and 1,900 undergraduates working and studying in the division.

The Division is established as a world-leading centre for research in the social sciences and regularly sits at the highest levels of international league tables. The Social Sciences Division's externally funded research income is budgeted at £40 million per year. It is the largest grouping of social science disciplines in the UK and it is also home to several of Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE) and the MPhils in International Relations, in Economics, and in Development Studies. We believe that excellence in teaching and research is synergistic and remain committed to sustaining and developing the high quality of our activities in both these areas. Our departments are committed to research which develops a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses.

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

The Oxford Department of International Development (ODID)

The Oxford Department of International Development (ODID) is the focus in the University for postgraduate teaching and advanced research on developing countries and emerging economies, and on their relationship with the rest of the world. ODID is located at Queen Elizabeth House in central Oxford, and is thus often known as "QEH". The Department is recognised as one of the leading international centres in its field. It was ranked as the top development studies department in the country in the UK government's national assessment of research excellence in both 2008 (Research Assessment Exercise) and 2014 (Research Excellence Framework), with most of its research rated as world-leading and internationally excellent. ODID maintains a world-wide network of scholars and policy researchers in developing countries. The Department has particular strength in the study of Africa, Asia and Latin America. It has close relationships with cognate departments in Oxford, such as Politics and International Relations, Anthropology, Area Studies, Economics and Law.

The Department comprises a core of some 25 academic staff engaged in teaching and research, together with 50 research staff in five research centres - the Refugee Studies Centre, the International Migration Institute, the Young Lives Study, the Oxford Poverty and Human Development Initiative and the Technology and Management Centre for Development. ODID and the Department of Economics also lead, with the LSE, the large International Growth Centre established by DFID. These centres have support from key research partner institutions in developing countries, and engage in extensive policy advisory work for governments, international agencies and civil society organisations.

ODID teaches around 260 postgraduate students on doctoral and Masters programmes. Students come with outstanding academic track records from all over the world. Degrees offered at ODID include the DPhil in International Development, a two-year MPhil in Development Studies and four one-year MSc courses on (i) Economics for Development, (ii) Refugee & Forced Migration Studies, (iii) Global Governance & Diplomacy, and (iv) Migration Studies. These programmes are research-led, and combine rigorous research methods training with applied thesis work which prepares students for both academic and policy careers. The Department is also home to a considerable number of post-doctoral fellows and academic visitors from a wide range of developing countries.

Further information about the Department can be found at: <http://www.geh.ox.ac.uk/> ; and on the courses at <http://www.geh.ox.ac.uk/study/courses>

The International Migration Institute (IMI)

The post-holder will be a member of the International Migration Institute (IMI), which is one of the six research groups at ODID. IMI is an interdisciplinary research group that aims to develop a long term and forward-looking perspective on international migration – seeing migration as an intrinsic part of broader processes of global change and development. The IMI was established in 2006 as one of the research institutes of the Oxford Martin School, which addresses major challenges facing humanity in the future. In the first decade of its existence, IMI has gained an international reputation as a leading research centre on migration and development issues. IMI receives core funding from the Oxford Martin School and has been successful in obtaining research funds from a broad range of sources for a number of projects.

IMI's research complements that of the other migration research centres in Oxford with whom it works closely: the Refugee Studies Centre (RSC), also part of the Oxford Department of International Development (www.rsc.ox.ac.uk); and the Centre on Migration, Policy and Society (COMPAS) at the School of Anthropology (www.compas.ox.ac.uk).

Further information on IMI can be found on its website at: www.imi.ox.ac.uk

Wolfson 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.

Wolfson is the largest graduate college in the university. There are approximately 650 graduate students and 240 fellows, including about 60 Governing Body Fellows (Ordinary, Professorial and Senior Research Fellows) who are members of the College's Governing Body, and Trustees of the College under Charity Law.

The College admits approximately 220 Students a year to study for postgraduate degrees and diplomas of the university: there is no restriction on subject. Unlike most undergraduates, who are taught by their college, graduate students are taught by their Department or Faculty and so no fellow has specified teaching duties for Wolfson. Their teaching duties will be allocated by their Faculty or Department and may include teaching or supervising graduate students who are members of Wolfson. There is a range of academic and research activities within the College to

which Fellows may wish to contribute. (See 'Academic Life' on the Wolfson College website: www.wolfson.ox.ac.uk)

There is a single Common Room for all fellows and students, which is shared with a large community of Members of Common Room and Visitors. All Governing Body Fellows are Members of Common Room.

A Governing Body Fellowship at Wolfson currently carries a pensionable academic stipend of £2,500 p.a. and all Fellows are entitled to various allowances such as for Common Table (an allowance covering lunch and dinner during the week and weekly Guest Nights, up to a fixed maximum), entertainment and some financial support for travel and academic purposes. Governing Body Fellows are also given priority in the allocation of residential accommodation. The College offers Governing Body Fellows the option of Joint House Ownership as a means of offsetting high property prices in the Oxford area.

The allowances and duties of Governing Body Fellows are reviewed regularly by Governing Body. Currently, the duties of a Governing Body Fellow are:

- to attend Governing Body Meetings held twice a term;
- to assist with the governance of the College by serving upon one or more of the committees of Governing Body;
- to act as College Advisor to a number of Wolfson students, meeting them on arrival and at least once a term thereafter, to offer pastoral advice and support.

A Governing Body Fellowship is subject to renewal every seven years.

Standard Terms and Conditions

Salary, benefits and pension

The successful candidate will be appointed on the Oxford scale for associate professors, (£44,620 to £59,914 p.a.). 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 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 £2,600 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 £3,394 to £77,446 (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.

For all academic and academic-related staff the University has adopted a retirement age of 30 September before the 68th birthday. There is a procedure for requesting an extension of employment beyond that date. Further details are available on the website at: <http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/>.

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/.

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/.

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.

Medical questionnaire and the right to work in the UK

The appointment will be subject to the satisfactory completion of a medical questionnaire and 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.

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.