

## **Job Description and Selection Criteria**

<b>Post</b>	<b>Nuffield Professorship of Economics</b>
<b>Department/Faculty</b>	<b>Economics</b>
<b>Division</b>	<b>Social Sciences</b>
<b>College</b>	<b>Nuffield</b>

### **Overview of the post**

The University intends to make an appointment to the Nuffield Professorship of Economics as soon as possible. The person appointed will have an outstanding research and publication record in a particular field of economic enquiry. It is expected that he or she will benefit from Oxford's international renown as a base for their own research activities. The professorship is associated with Nuffield College.

Further information may be obtained on a strictly confidential basis from the Head of Department, Professor Kevin Roberts, FBA (tel. +44 (0)1865 281179, email: [kevin.roberts@economics.ox.ac.uk](mailto:kevin.roberts@economics.ox.ac.uk))

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

### **Duties of the post**

The Nuffield Professor of Economics 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 main duties of the post are as follows:

- Research and the general supervision of research in Economics

The Nuffield Professor is required to undertake original research and to provide general supervision of research and advanced work in Economics. The Nuffield Professor will also be required to supervise graduate students.

- Teaching

The Nuffield Professor will be required to deliver lectures and give instruction in Economics. Oxford has three 8-week teaching terms with two additional weeks of each term in teaching-related activities. The professor will be required to lecture in at least two of these three terms and to give at least 36 hours of lectures in each academic year. Professors may apply to the divisional board (through the faculty board concerned) for leave to undertake paid tutorial teaching for up to four (or exceptionally up to six) hours per week.

- Examining

The Nuffield Professor will be required to take part in university examining. The standard examining load comprises setting question papers for courses taught and marking up to 100 scripts per annum, or equivalent (e.g. thesis assessment). Additional remuneration is currently paid for examining and for graduate supervision.

- Administration

The Nuffield Professor will have a role to play in the administration of the department and the running of the college as a member and trustee of its Governing Body.

- Headship of department

Every professor who is employed by the University unless individually exempted has the obligation to accept the headship of the department in which his or her post is held if invited to do so by Council.

The appointee's normal place of work will be the Department of Economics.

## Selection criteria

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, and unsuccessful applicants may request feedback against the published selection criteria for the specific post. (We are, however, unable to provide general advice about the suitability of applicants' cvs for future vacancies in Oxford or elsewhere.) Chairs of selection committees (known as electoral boards) 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 **must** be able to demonstrate:

- a substantial international reputation in scholarship and research in Economics;
- an excellent publication record in international journals;
- the ability to contribute effectively to ensuring the long-term development of Economics in the Department and in the wider academic community

and

- the ability to initiate, maintain and lead a programme of research and teaching at the highest level in an area of expertise in Economics. (The extent to which different subject specialisms within economics contribute to the balance of teaching and research activity in the department will be a consideration.)

The successful candidate **must** have the ability to:

- teach Economics at all levels within the University;
- train, guide and motivate research students and junior colleagues

and

- to work effectively and collegially with colleagues as part of a team.

In addition, it would be valuable if the postholder was able to communicate with non-academic audiences, particularly research stakeholders, private and public sector decision makers, and the media.

## How to apply

There is no application form. Applications must include:

- your full contact details including email and full postal addresses, and a telephone number
- a covering letter or statement explaining how you meet the criteria set out above
- a full CV and publications list
- an indication of where you first heard about this post
- the names and contact details (postal and e-mail addresses and telephone number) of precisely **three** referees.

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.

If you are shortlisted but only Oxford references are available for you, you will be asked at a later stage to provide the name of an additional referee outside Oxford.

Applications should be sent by email to Dr Gwen Booth, Personnel Officer, Senior Appointments at [professorships@admin.ox.ac.uk](mailto:professorships@admin.ox.ac.uk).

The deadline for applications is **Monday 21 November 2011**.

Should you have any queries about how to apply, please contact Mrs Elaine Eastgate at [professorships@admin.ox.ac.uk](mailto:professorships@admin.ox.ac.uk) or telephone: +44 (0) 1865 280189.

The full membership of the board of electors will be published in the University Gazette (<http://www.ox.ac.uk/gazette/>) when it is finalised. All applications will be acknowledged after receipt and will be considered by the board of electors as soon as possible after the closing

date. The board is free to search for other candidates at this or any subsequent stage in its proceedings. All shortlisted candidates will be interviewed and will be asked to give a short presentation to the electors as part of the interview. The board's decision will be communicated as soon as possible after the interview but in some cases there may be a delay while deliberations are ongoing.

# Essential Information for Applicants for the Nuffield Professorship of Economics

## 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 university professors, readers, and lecturers, 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 2008-12, can be found at <http://www.admin.ox.ac.uk/prs/planningcycle/stratplan.shtml>.

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 about 7,000, well over a third 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](http://www.ox.ac.uk)

## The Social Sciences Division

Social Sciences is one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines. Thirteen departments, one faculty, and three cross-divisional research units come under the aegis of the division which spans the full range of social science disciplines with links into the humanities and physical sciences (including Law, Management, Economics, Politics and International Relations, Sociology, Social Policy, Area Studies, Development Studies, Education, Anthropology, Archaeology, Geography, Public Policy). There are over 700 academic staff, 2,700 graduate students (postgraduate taught and postgraduate research), and 1900 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 of one form or another. 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 PPE, the BCL, the MPhils in International Relations, in Economics, and in Development Studies, and the nationally regarded PGCE. 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: <http://www.socsci.ox.ac.uk/>

## **The Department of Economics**

### **Economics within the University**

The Department of Economics is one of the 13 constituent units of the Social Sciences Division (see above). The department controls its internal financial, staffing and academic policies within the wider context of the divisional board's management structure. The head of department is supported by a deputy, an internal committee structure, and an excellent administrative team.

### **Department profile**

There are some 60 economists holding permanent appointments in the Department : fourteen are Fellows of the British Academy, twelve are Fellows of the Econometric Society, and six are members of the Council of the Royal Economic Society. Six previous faculty members have been awarded Nobel Prizes – Sir John Hicks, Lawrence Klein, Sir James Meade, Sir James Mirrlees, Amartya Sen and Joe Stiglitz. Presently five Oxford economists have been knighted, and eight Colleges have economists as heads of house. Oxford Economics has a distinguished record of Public Service including playing important roles on the Monetary Policy Committee, Office of Fair Trading, Competition Commission, many Royal Commissions and Parliamentary Select Committees, the World Bank, United Nations, OECD, and the Treasury and Bank of England, as well many central banks round the world.

There are ten statutory professorships in Economics in addition to the advertised vacancy.

For further details consult the department's website at <http://www.economics.ox.ac.uk/index.php/faculty/C18/> .

The department edits six Economics journals, namely *Oxford Bulletin of Economics and Statistics*, *Oxford Economic Papers*, *Oxford Review of Economic Policy*, *Journal of African Economies*, *Oxonomics* and the *Economic Journal*, as well as having close links to *World Economics* in association with Oxonia.

### **Research strengths**

The Department of Economics is firmly committed to world-class research. This ambition is sustained by the department's success in recent years in terms of: research funding (over £2.9m in 2010-11); the creation of a first-class environment for research and research training; a balance between teaching and research favourable to the latter; superb early-career academic appointments; and its ability to attract world-class doctoral and post-doctoral researchers.

Within the context of the Social Sciences Division's oversight and support for all research activities, Economics defines its own research priorities, and ensures support for these by encouraging applications for external grants and funding of pilot projects. A system of research groups, with associated seminars, operates within the department: see [http://www.economics.ox.ac.uk/index.php/research\\_groups](http://www.economics.ox.ac.uk/index.php/research_groups). These provide coherence and focus for collaborative projects involving academic staff, contract researchers and research students. Each research group runs its own programme of seminars and strategic planning sessions, and provides support mechanisms especially for staff that are new to the department.

The department is home to the worlds' leading research Centre for the Study of African Economies (CSAE), to the Oxford Centre for the Analysis of Resource-Rich Economies (OxCarre), the Institute for New Economic Thinking (INETOMS) and the International Growth Centre (IGC). It also has close links with the Oxford-Man Institute of Quantitative Finance (OMI).

The department has also developed strong research collaborations with other departments of the University, both within and beyond the disciplines represented in the Social Sciences Divisional Board.

### **Teaching programmes**

Members of the department are involved in teaching for the Economics graduate and undergraduate degree courses. The department has about 250 graduates and 1200 undergraduates studying Economics.

The main undergraduate degrees that include a substantial component of economics are: Philosophy, Politics and Economics (PPE); Modern History and Economics; Engineering (or Materials), Economics and Management; and Economics and Management.

The department has a thriving community of research students. The graduate programmes are the two-year MPhil in Economics; the one-year MSc in Economics for Development and MSc in Financial Economics; and the DPhil, which is a doctoral degree by dissertation. The MPhil is a highly successful ESRC-recognised general economics degree, and is regarded as one of the best in the world. A major focus of teaching in the department is for this degree, and its option courses are based on the research activity of the department. About 50 graduates are admitted each year to read for the MPhil, about 30 for the MSc in Economics for Development, and about 70 for the MSc in Financial Economics. These degrees provide a major route for the recruitment of high quality doctoral students, About 20 students a year are also admitted to read for the MSc and MPhil in Economic and Social History within the Faculty of History.

About 30 students are admitted each year to read for the DPhil, including those who proceed to the doctorate after the MPhil or MSc. Through its Doctoral Studentship Scheme, the department provides its doctoral students with the opportunity to undertake a small amount of teaching either for the department or one of the colleges.

### **Facilities**

The Department of Economics was created in the summer of 1999, and moved into the Manor Road building (designed by Sir Norman Foster) in the autumn of that year. The Phase II extension of the Manor Road Building was completed in the summer of 2004 and the Manor Road Building now houses the departments of Economics, Politics and International Relations, Sociology and their related research centres, Centre for Criminology, and the Centre for Socio-Legal Studies. Graduate teaching is also concentrated here.

The department provides office accommodation for faculty and research centres and workspace for its postdoctoral research fellows (currently 22), and many of its research students (currently 66).

IT facilities can be accessed from any internet-connected PC anywhere in the world. The latest versions of a wide range of economic, mathematical, word-processing and analytical packages are available, and considerable space is available for file storage.

The Manor Road building contains a lecture theatre for 120, a new purpose-built 48-seat IT teaching room, a smaller 20-PC IT training room and a number of seminar rooms. High-speed printing facilities are provided and a wealth of training support is available through the University computing services.

The excellent Bodleian Social Science Library brings together the various collections in one central location in the Manor Road Building. Nuffield College library also has excellent library facilities, available to all Oxford faculty. Most major journals are available online through web access.

## **Nuffield 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.

Nuffield College is a self-governing institution within the University of Oxford. Its endowment is directed to developing research and graduate education in the social sciences, particularly economics, politics, and sociology. Out of its endowment the College fully funds eleven Official Fellowships and about twelve post-doctoral research fellowships. It provides extensive financial and research support for a further twenty Professorial and Faculty Fellows. It admits about twenty seven students per year and has a total student body of about ninety (all graduates), for many of whom it provides substantial financial support. It maintains an excellent social science library (about 195,000 items). The College maintains an involvement with some thirty-one non-academic 'Visiting Fellows' drawn from business, industry, politics and administration.

Nuffield acts within the form of a traditional Oxford College. Its current Warden is Stephen Nickell, FBA. The College has elected Andrew Dilnot as the new Warden, with effect from September 2012.

### **The Economics Group within Nuffield**

The College is organised around three broad disciplinary groupings (Politics, Economics, and Sociology). The permanent members of the Economics group at present include Professorial Fellows (PF) and Faculty Fellows (FF) as well as Official Fellows (OF). Professorial and Faculty Fellows receive the major component of their salary from the University and have corresponding duties; Official Fellows have no duties to the University.

The current permanent members of the group, with their main areas of research, are as follows:

**Martin Browning** (PF) Applied microeconometrics; economics of the family; demand analysis; consumption and saving; the design of social support systems and modelling heterogeneity for applied work.

**Ian Jewitt** (OF) Microeconomic theory; incentives in organisations; information order; auction theory.

**Paul Klemperer** (PF) Industrial economics; auctions; economic policy.

**Margaret Meyer** (OF) Microeconomic theory; theory of the firm; internal organization of firms and their behaviour in product and labour markets; theoretical industrial economics; the economics of information and incentives.

**Steve Nickell** (The Warden) Labour economics; macroeconomics; wages; employment; productivity; corporate performance; monetary policy.

**Bent Nielsen** (FF) Econometric and statistical theory; model selection; cohort analysis; reserving in general insurance.

**Kevin Roberts** (PF) Microeconomic theory with an emphasis on welfare economics and on foundational issues connected with market economies.

**Neil Shephard** (PF) Theoretical and applied econometrics.

**Peyton Young** (PF) Social norms and institutions; game theory; learning in strategic environments.

**Steve Bond** (Senior Research Fellow) Applied microeconometrics, particularly the investment and financial behaviour of firms.

**David Hendry** (Senior Research Fellow) Econometrics; macroeconomics.

**John Muellbauer** (Senior Research Fellow) Macroeconomics; consumption; housing; structural change.

The College also plays host to a large and vibrant community of postdoctoral research fellows. Current economics postdoctoral research fellows are:

**Itai Arieli** Game theory; learning in strategic environments; interactive epistemology.

**Vanessa Berenguer Rico** Theoretical and applied econometrics; macroeconometrics.

**Jurgen Doornik** Econometric computing.

**Yuval Heller** Microeconomic theory; game theory; decision theory.

**Michal Horvath** Optimal fiscal policy design; optimal monetary and fiscal policy interaction.

**Shin Kanaya** Econometric theory; financial econometrics.

**Mike Mariathan** Banking (regulation) and its macroeconomic implications.

**Guy Mayraz** Payoff-dependent beliefs; subjective well-being.

**Antonio Mele** Macroeconomic theory; dynamic contracts; fiscal policy, computational methods.

**Ines Moreno de Barreda** Microeconomic theory; political economy.

**Manuel Mueller-Frank** Economics of information; social networks; political economy.

**Vitaliy Oryshchenko** Econometric theory; non-parametric econometrics; time series and forecasting.

**Florian Ploeckl** Economic history; international trade; economic geography.

**Maria Porter** Development; population and household economics; aging.

The former Warden, **Tony Atkinson**, now a Senior Research Fellow, works on income distribution, public finance, and economic policy design. His predecessor, **David Cox**, continues to work in statistics. **Robert Allen**, who works on economic history, is a Nuffield Fellow in the Sociology Group. **Adrian Pagan** is a Senior Research Fellow researching in macroeconomics and econometrics. **Richard Spady** is a Senior Research Fellow with research interests in microeconometrics and its application to industrial economics.

There is a large group of economists who work in other colleges and institutes around Oxford. All economists in Oxford, including those at Nuffield, are members of the University's

Department of Economics. Please see the Economics Department's web page at <http://www.economics.ox.ac.uk> for further information about faculty, research, and courses.

### **Research Support**

The College aims to provide a supportive research environment. In addition to an initial capital grant of £4,840 for computing equipment and other start-up costs, a well equipped study is provided, and each Fellow receives basic secretarial support and a personal Research Allowance of £11,625 per annum, to be spent at the Fellow's discretion on such items as computing or other equipment, software, research assistance, further secretarial support, book purchases, journal subscriptions, purchases of data, and conference attendance.

The College Library functions as a research library, its purchasing decisions reflecting the academic interests of the Fellows. College spends some £86k per annum developing this facility. The staff are active and supportive, and informed about electronic resources. The Library is open shelf, and accessible 24 hours a day. And of course Fellows also have access to all the facilities of the Bodleian Library (the central University library).

Nuffield College has been at the forefront of using information technology in social sciences research. This is reflected in the provision of extensive computing facilities and support. The College has a dedicated IT department, with four experienced staff. Every College study has a link to the College network and Internet. Nuffield also employs a Data Librarian who organises and facilitates access to a large, active, collection of significant secondary data, and is very experienced in smoothing Fellows' acquisition and use of such data.

For travel to conferences and such, whilst it is envisaged that in the first instance Fellows will draw on their research allowance, College holds trust funds for the purposes of enabling Fellows and students to visit the USA and Canada, and of enabling the College to finance visitors from these countries. Additional funds are available from other travel bursaries.

College supports (and makes funds available for) the organisation of research seminars, workshops and conferences to enable academics from diverse institutions to be brought together.

### **Students**

Each year the College admits a small number (normally 6-9) of economics students, for periods of up to four years membership. Most begin by studying for the Economics MPhil for two years. Some of these go on to do DPhil theses, and others are admitted directly to the DPhil programme. Nuffield provides a particularly high level of academic support, and we are able to attract excellent students. As part of its commitment to social science research, the College fully funds around six new studentships a year across the three subject groups. College supervision of Nuffield students and attendance at Governing Body are the two formal requirements imposed upon Fellows.

The size and specialised nature of the College enable students to work closely with each other and with Fellows in a stimulating and research-orientated environment. A 'critical mass' of students and faculty working in the social sciences ensures an active seminar and conference programme. All students have a study in College; many reside in College. All members of College eat in Hall and share the Common Room.

### **Further Benefits**

Nuffield has in place a co-ownership scheme to facilitate house purchase. In broad outline, the College will purchase an agreed proportion of the value of a dwelling within twenty-five miles of the city, and charge 1% pa 'rent' (RPI indexed) on its portion. On sale of the

property, or resignation or death (but not retirement) of the Fellow, the College will recover that same proportion of the then market value of the dwelling. (A fuller – and more legalistic – specification is available upon request.)

Fellows have a right to a study in College, and to free lunch and dinner (including High Table). Telephone, fax, photocopying, stationery and postage expenditures incurred by a Fellow for academic purposes are met by the College. There is also a small entertainment allowance.

Fellows have the right to be enrolled, at College expense, in the College's private health insurance scheme. The National Health Service also provides free fully comprehensive health care to UK residents.

Fellows are required to attend the meetings of Governing Body, and are expected to participate in College governance.

This summary of benefits is provided for information; it should be noted that nothing in these particulars constitutes a contract.

### **Further information about the college**

Copies of the most recent *Annual Report* and of the student *Prospectus* are available on the Web at [www.nuffield.ox.ac.uk](http://www.nuffield.ox.ac.uk). Additional detail on the academic activities of the College is also available via the website. [www.nuffield.ox.ac.uk/](http://www.nuffield.ox.ac.uk/)

Nuffield College is an equal opportunities employer. The College exists to promote excellence in social science research and graduate education.

# Standard Terms and Conditions

## *Standard duties*

(i) to lecture, or hold classes, in at least two of the three university terms and to give at least thirty-six lectures or classes in all and not less than twelve in each of two terms; and

(ii) to undertake research and original work and the general supervision of research and advanced work in your subject and department, and to assist students in their studies by advice or informal instruction.

It is expected that professors will generally participate in the business and affairs of the relevant faculty or department.

## *Salary, benefits and pension*

The salary of the person appointed will be determined by the Vice-Chancellor, after appropriate consultation. In addition the professor will be eligible for consideration, in regular reviews, for one of a number of additional salary awards which may be made in recognition of outstanding academic distinction and/or contribution to the academic work of the University (e.g. in leadership in, or in the development of, some field of study).

The salaries of professors at Oxford are generally above the average of those in other leading UK universities.

An additional pensionable allowance will be payable in respect of any period during which the professor is Head of Department/Faculty Board Chairman. (Any allowance payable for a period of less than three years will not, however, be pensionable.)

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

## *Length of appointment*

The professorship is tenable until retirement. The University is considering proposals to adopt the 30 September preceding the 68th birthday as the normal retirement date for academic staff and to have procedures, which may be amended from time to time, for considering requests to work beyond that date.

## *Sabbatical leave and outside commitments*

All professors may apply for sabbatical leave to allow them to focus on their 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.

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

### *Residence*

Professors are required to reside within the University (i.e. within twenty-five miles of Carfax, the central point of Oxford) during at least six months in each academic year, between 1 October and 1 August, and in particular during not less than six weeks of each term.

### *Relocation expenses*

Subject to HMRC regulations and the availability of funding, a relocation allowance may be available. Further details are available on the website at <http://www.admin.ox.ac.uk/finance/expenses/relocationscheme/>.

### *Family support*

The University has generous maternity and adoption leave arrangements, and also offers support leave to fathers and partners. Additional paternity leave of up to 26 weeks (for children born or placed for adoption after 3 April 2011) is available where parents decide to share the 52 week maternity leave entitlement. Details are available on the website at <http://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 <http://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 <http://www.admin.ox.ac.uk/personnel/during/family/>.

### *Facilities and services*

The University has a range of facilities and benefits for its staff; more details are available on the website at <http://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 <http://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 they may need to enter the UK under the Tier 1 (Exceptional talent) category of the UK's points-based system. Further information is available at:

<http://www.ind.homeoffice.gov.uk/workingintheuk/tier1/exceptional-talent/>.

### *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 post 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 <http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml>).