



## Job Description and Selection Criteria

<b>Post</b>	<b>Professorship in Evidence-Based Intervention and Policy Evaluation</b>
<b>Department</b>	<b>Social Policy and Intervention</b>
<b>Division</b>	<b>Social Sciences</b>
<b>College</b>	<b>St Hilda's</b>

### Overview of the post

The University of Oxford intends to appoint a **Professor of Evidence-Based Intervention and Policy Evaluation** with effect from 1 September 2016 or as soon as possible thereafter. The post is based in the Department of Social Policy and Intervention, and the successful candidate will be offered a non-stipendiary Professorial Fellowship of St Hilda's College.

The University is seeking to appoint a scholar with a particular focus on evidence-based intervention and policy evaluation research and the ability to teach quantitative methods to postgraduate students in evidence-based social intervention and policy evaluation. The appointee will be expected to maintain a programme of personal research, undertake research degree supervision, contribute to the Department's masters programmes, and participate in the governance and leadership of the Department. Every professor who is employed by the University, unless individually exempted, has an obligation to accept headship of the department in which his or her post is held if invited to do so.

Queries about the post should be addressed to Prof Frances Gardner at [frances.gardner@spi.ox.ac.uk](mailto:frances.gardner@spi.ox.ac.uk) or telephone: +44 (0)1865 270334.

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

### Duties of the post

The Professor of Policy Evidence-Based Intervention and Policy Evaluation 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.

She or he will have a role to play in the running of the College as a member of the Governing Body and as a trustee of the College.

The main duties of the Professor are:

- (a) to maintain and develop his or her own research programme including, for example, securing external funding and leading a research group.

- (b) To contribute to the provision and development of the Department's masters programmes, particularly quantitative methods training and teaching, as well as supervision of post-graduate students.
- (c) To take part in University examining as and when requested to do so by a committee for the nomination of examiners, unless he or she can show reasonable cause, to the satisfaction of the committee, why on a particular occasion he or she should not do so. This requirement does not apply to invitations from faculty boards to examine theses submitted for research degrees.
- (d) As a Governing Body Fellow of St Hilda's College, to participate in the academic life of the College and to play a role in the College including advising students, serving on committees, and participating in its running as a member and trustee.
- (e) To contribute to academic leadership and governance in the Department, including contributing to the development of teaching and research activity. This includes accepting administrative roles and participating in relevant committees within the Department and in the wider University.
- (f) Every professor who is employed by the University, unless individually exempted, has an obligation to accept headship of the department in which his or her post is held if invited to do so by Council.

## **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. 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 both male and female board members wherever possible.

The successful candidate will demonstrate the following.

### **Essential criteria**

- An outstanding international reputation for high quality research in evidence-based social intervention and/or policy evaluation research and quantitative methods;
- an excellent international record of publication in evidence-based social intervention and/or policy evaluation research;
- a strong track record in attracting and managing externally funded research;
- proven experience of academic leadership;
- the ability to work effectively and collegially as part of a team;
- teaching excellence at the graduate level and supervising postgraduates;
- capacity to take on the role of head of department; and
- experience of university governance and management.

## **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 name, institution and contact details (e-mail address 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. **Please also ensure that your referees have a copy of your current curriculum vitae as it is not our normal policy to attach this document with our reference requests.**

**Please note that we may take up references before shortlisting, sometimes at relatively short notice, and 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 Mrs Anna Malkin, Personnel Officer, Senior Appointments at [professorships@admin.ox.ac.uk](mailto:professorships@admin.ox.ac.uk).

The deadline for applications is **Wednesday 13 January 2016**.

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 ([www.ox.ac.uk/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 Professorship of Evidence-Based Intervention and Policy Evaluation

## 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 2013-18, can be found at [www.ox.ac.uk/about/organisation/strategic-plan](http://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 about 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](http://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 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](http://www.ox.ac.uk/divisions/social_sciences.html).

## **The Department of Social Policy and Intervention**

The Department of Social Policy and Intervention is an inter-disciplinary, social science centre of excellence for research and teaching in social policy and evidence-based social intervention. In the 2014 Research Assessment Framework (REF), the department was ranked first of social policy departments for research excellence. Both the department's research environment and impact strategy and case studies were assessed as world leading.

The Department has undergone substantial transformation in recent years. This renewal includes the expansion of graduate teaching and supervision; significant expansion in research income; and the creation of new research groups and areas of research expertise. Department members come from a range of disciplinary backgrounds including criminology, demography, economics, geography, politics, psychology, social and public policy, as well as sociology. The Department is international in its outlook, research and membership.

The Department's teaching is largely devoted to graduate students. It offers Masters degrees in Comparative Social Policy (CSP) and in Evidence-Based Social Intervention and Policy Evaluation (EBSIPE). Students may study for either a one-year MSc or a two-year MPhil. The Department also supervises doctoral degrees in Social Policy and in Social Intervention. Currently, about 30 students take the Masters courses in Comparative Social Policy and 30 students the Masters courses in EBSIPE. The Department has over 50 DPhil (i.e. Oxford PhD) research students. A significant number of our Masters students subsequently move onto the DPhil programme. The graduate intake is highly international and includes students from about 20 countries.

The Department also delivers the Social Policy option course on undergraduate degrees in Philosophy, Politics and Economics (PPE), Human Sciences and Modern History and Politics (MHP) and provides teaching in demography to students taking the Human Sciences undergraduate degree.

Research within the Department is largely organised under the auspices of three main research groups:

- The Centre for Evidence-Based Intervention (CEBI)
- The Oxford Centre for Population Research (OXPOP)
- The Oxford Institute of Social Policy (OISP)

More information about the Department as a whole can be found at [www.spi.ox.ac.uk](http://www.spi.ox.ac.uk).

## St Hilda's 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.

St Hilda's College is spectacularly set in four acres of gardens on the banks of the Cherwell at Magdalen Bridge. The College has an academic staff of over 80 Fellows and Lecturers. There are at present approximately 400 undergraduates and 200 graduate students, who study most of the subjects offered by the University. The Fellows of the College form a lively multi-disciplinary and international community, and the College promotes a thriving culture of research and intellectual engagement at all levels. The College has recently established its own small research grants scheme (for which the Fellow would be eligible to apply), particularly to encourage the development of interdisciplinary research groupings and themes.

Fellows are welcome to use College facilities for seminars and conferences, as well as for social events, and to book the College's guest accommodation. They may also enjoy the amenities of the Jacqueline du Pré Music Building, and the musical events that take place there, including free term-time concerts organised by the Director of College Music. During term-time, College Guest Nights are pleasant occasions to which Fellows may bring guests, and at which they may meet a wide range of interesting people.

Some examples of research areas which are being developed in the College which may be of interest to the appointee are: the study of the meaning, measurement and lived experience of inequality and equality, which involves researchers from across a range of disciplines such as History, Criminology and Law; and research into how public policy is developed in the area of health and medicines. The latter is a particular interest of the Principal of the College, Sir Gordon Duff, who has recently been appointed Chair of the Biotechnology and Biological Science Research Council.

The College is strong in nearly all the areas of study from which members of the Department of Social Policy and Intervention are drawn. (See [www.sthildas.ox.ac.uk/college/academic-staff](http://www.sthildas.ox.ac.uk/college/academic-staff))

This post is associated with a non-stipendiary Professorial Fellowship at St Hilda's College, and the appointee, as well as having the benefit of the facilities mentioned above:

(a) will be a member of the Senior Common Room (SCR) and will be entitled to lunch and dinner in College without charge when the kitchens are open;

(b) will be a member of the College's principal decision-making group, the Governing Body;

(c) will be able to use shared academic support facilities such as post, fax and photocopying facilities for her or his academic work without charge;

(d) will be entitled to draw a Research Allowance from the College (currently £1,300 per annum), and an entertainment allowance for being College Adviser to a small number of graduate students in relevant research areas.

## 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 [www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/](http://www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/).

### **Length of appointment**

The professorship is tenable until retirement. For all academic 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 [www.admin.ox.ac.uk/personnel/end/retirement/acrelretire/ejra/](http://www.admin.ox.ac.uk/personnel/end/retirement/acrelretire/ejra/).

### **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 [www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/](http://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](http://www.admin.ox.ac.uk/statutes/regulations/182-052.shtml)) and managing conflicts of interest ([www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/](http://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](http://www.ox.ac.uk/about/organisation/governance) and [www.admin.ox.ac.uk/statutes/781-121.shtml](http://www.admin.ox.ac.uk/statutes/781-121.shtml).

### ***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.

### ***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/](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 [www.admin.ox.ac.uk/eop/childcare/](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 [www.admin.ox.ac.uk/personnel/during/family/](http://www.admin.ox.ac.uk/personnel/during/family/).

Information for parents and carers is available at [www.admin.ox.ac.uk/eop/parentsandcarersinformation/](http://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/](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 [www.admin.ox.ac.uk/eop/disab/](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: [www.gov.uk/tier-1-exceptional-talent](http://www.gov.uk/tier-1-exceptional-talent).

### ***Particular 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<sup>1</sup> 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](http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml)).

<sup>1</sup> 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.