Job Description and Selection Criteria

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<th>Post</th>
<th>Tutor and Official Fellow of Harris Manchester College in association with the Blavatnik School of Government</th>
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<td>Department/Faculty</td>
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<td>Division</td>
<td>Social Sciences Division</td>
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<td>College</td>
<td>Harris Manchester College</td>
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<tr>
<td>Contract type</td>
<td>Permanent upon completion of a successful review. The review is conducted during the first 5 years.</td>
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<tr>
<td>Salary</td>
<td>College salary range between Grade 10a (30S): £47,263 - £63,463 p.a.</td>
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<td>Closing date</td>
<td>12.00 noon UK time on 8 July 2019</td>
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Overview of the post

Harris Manchester College and the Blavatnik School of Government and are seeking to appoint a Tutor and Official Fellow of Harris Manchester College in Applied Economics. The post is for research and teaching interests in Macroeconomics, with a specialism in Economic Development or Political Economy.

This is a joint appointment and the successful candidate will be an Official Fellow and Tutor in Economics at Harris Manchester College as well as a member of the Blavatnik School of Government. The role will involve undertaking independent research, undergraduate and graduate teaching and supervision, as well as administrative and pastoral duties for Harris Manchester College. We are seeking candidates in the field of Applied Economics, with a specialism in Development Economics, Political Economy, or Macroeconomics. The successful candidate will be able to apply to the University for the title of Associate Professor, and it is very much hoped that they will do so. However, the award of this title is subject to meeting the University’s criteria. Harris Manchester College is the direct descendant of the renowned Dissenting Academy founded at Warrington in 1786 to provide Higher Education for those traditionally excluded from Oxford and Cambridge. In 1996 we became a college of Oxford University, admitting only students aged 21 years of age and over, to read for undergraduate and graduate degrees. We are an exceptionally international and diverse community, committed to the highest academic standards.

Founded in 2010, the Blavatnik School of Government is one of the University of Oxford’s newest and most vibrant departments. We combine academic rigour with an applied, real-world focus. Our vision is of a world better led, a world better served and a world better governed. We are a global school...
committed to improving the quality of government and public policy worldwide.

The combined University and College salary scale ranges between £47,263 - £63,463 p.a.

Further information about the duties of the post, about Harris Manchester College and the Blavatnik School, and the terms and conditions of employment are provided below.

If you would like to discuss this post and find out more about joining the academic community at Oxford, please contact victoria.lill@hmc.ox.ac.uk or brooke.martin-garbutt@bsg.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

The role of Tutor and Official Fellow

The position focuses on research and teaching, spanning the full range of professor grades in the USA. The position is appointed jointly by a University department and an Oxford college, and you will have a contract with both.

Tutors and Official Fellows are full members of University departments/faculties and college governing bodies, playing a role in the democratic governance of the University and their college. You will join a lively, intellectually stimulating and multi-disciplinary community which performs to the highest international levels in research and teaching, with extraordinary levels of innovation, creativity and entrepreneurship.

There is considerable flexibility in the organisation of duties, with three 8-week undergraduate teaching terms and generous sabbatical leave to balance teaching and research (please see the Benefits, Terms and Conditions section for further details of sabbatical leave). There is the potential for temporary changes to the balance of duties between College and University to enable a focus on different aspects of work at different stages in your career.

Oxford offers many opportunities for professional development in research and teaching.

Appointments are confirmed as permanent on successful completion of a review during the first five years. The vast majority of post holders successfully complete this initial review.

Duties of the post

The main duties of the post for the College are as follows:

1. to engage in advanced study and research;
2. to deliver eight hours of high-quality undergraduate tutorial teaching per week (averaged over three eight-week terms) in Economics, including teaching the first- and second-year papers in Macroeconomics to the College’s students in Philosophy, Politics and Economics (PPE), Economics and Management (E&M), and History and Economics (HECO);
3. to participate in the undergraduate Admissions process for the College, taking shared responsibility for admissions to the PPE, E&M and HECO degrees;
4. to undertake the normal duties of a College tutor which include co-ordinating, setting and marking Collections (college termly mock exams), monitoring student progress, writing termly reports on students’ progress, and organising, where necessary, teaching by specialist colleagues in other colleges;
5. to take shared responsibility for the pastoral care of undergraduates reading for the PPE, E&M and HECO degrees;
6. to act as College Advisor to graduate students;
7. to assist with access and outreach activities, including College Open Days;
8. to serve as a Trustee of Harris Manchester College, an educational charity, and to participate fully in the administrative work of the College, including attendance at Governing Body meetings, service on College committees, and taking on College offices. As a small College, Harris Manchester also expects Governing Body Fellows to take on a college office from time to time, such as Women’s Officer, EDGE Officer, Dean, Dean of Degrees, and Tutor for Graduates.

The successful candidate will be expected to engage in advanced research in the field of Applied Economics, with a specialism in Economic Development, Political Economy, or Macroeconomics. The successful candidate will also be expected to give high-quality lectures, classes and tutorials in Applied Economics at both undergraduate and graduate level, and contribute to the teaching, research and academic administration and pastoral support at the School and the College. In particular, the post holder will contribute to the Economics and Public Policy module in Michaelmas Term each year at the Blavatnik School, and be expected to teach Macroeconomics at undergraduate level in Hilary Term each year at the College.

The main duties of the post for the Blavatnik School are to:

1. engage in applied research of international excellence;
2. provide lectures and seminars for MPP students;
3. supervise MPP and DPhil students;
4. examine and assess MPP and DPhil students;
5. engage with public policy and practice; and
6. play an active role in the intellectual life of the School.

The post holder will be employed by the Principal and Governing Body of Harris Manchester College, and will be directly responsible to the Principal for the performance of their College duties, and to the Dean of the Blavatnik School of Government for their School duties.

Selection criteria

Your application will be judged only against the criteria which are set out below. You should ensure that your application shows clearly how your skills and experience meet these criteria.

The University is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. There will be both female and male committee members wherever possible.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your research may be reduced as a result.

Essential

1. Completed doctorate in the field of Applied Economics;
2. Proven high standard of research – a record of peer-reviewed publication commensurate with post-doctoral academic experience and the demonstrable ability to publish in top-rated international journals;
3. Proven high standard of teaching – teaching experience, with the ability to provide excellent tutorial and small-group teaching to high-achieving undergraduate and graduate students in relevant subjects (see Duties, above), particularly Macroeconomics, Quantitative Economics and Development Economics at undergraduate level (for the College);
4. Ability to carry out student assessment, and to design and deliver degree courses;
5. Ability to provide graduate supervision;
6. Demonstrated communication, interpersonal, time management and organisational skills necessary to undertake pastoral responsibilities and College administration;

7. Good oral and written communication skills – ability to present research findings effectively to fellow professionals or other informed members of the public;

8. Good team-working – willingness to participate in and assist in College life and governance;

9. Ability to innovate and work effectively with colleagues to contribute effectively to the administration of the School and College.

How to apply

Application Procedure

Applications should preferably be submitted by email to Victoria.lill@hmc.ox.ac.uk. Applications may also be sent by post to Victoria Lill, Harris Manchester College, Oxford, OX1 3TD, UK. The closing date for applications is 12.00 noon on 8th July 2019. Interviews will be held on 18th July 2019.

There is no application form, but applicants should include the summary sheet appended at the end of these particulars, as well as:

1. a covering letter outlining their suitability for the post with reference to the selection criteria set out in the person specification above;

2. a full curriculum vitae;

3. a list of principal publications;

4. a brief outline of current research and research plans;

5. two pieces of written work (each around the length of a journal article or thesis chapter), published or un-published. This should be sole authored wherever possible. Any co-authorship should be clearly acknowledged;

6. (optionally) an equal opportunities monitoring form (attached at the end of this document).

7. three letters of reference to be submitted on or in advance of the application deadline. Referees should address the selection criteria in their letters of recommendation and submit the references to Victoria Lill directly on victoria.lill@hmc.ox.ac.uk. References may be submitted by e-mail.

We will communicate with applicants by email; please state clearly in your application which email address you prefer us to use. If email communication is problematic for you, please let us know and suggest alternative arrangements.

All applicants will be sent an emailed confirmation of receipt of their application as soon as possible after it arrives.

Applicants will be informed on 12th July whether they have been shortlisted for the interviews on 18th July. The College will organise accommodation if candidates wish to stay overnight.

Reasonable interview expenses will be reimbursed; if these will be more than £250 please agree the expenditure in advance with Victoria Lill.

The University and colleges welcome applications from candidates who have a disability or long-term health condition and is committed to providing long term support. The University’s disability advisor can provide support to applicants with a disability, please see www.admin.ox.ac.uk/eop/disab/ for details. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether
you require any particular arrangements at the interview. The University Access Guide gives details of physical access to University buildings www.admin.ox.ac.uk/access/.

All applications must be received by **12.00 noon** on the closing date stated in the online advertisement.

**Harris Manchester 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.

Harris Manchester College (HMC) is a small, friendly community whose aim is to provide the best possible education for students over 21 years of age. A direct descendant of the Dissenting Academy established in Manchester in 1786, HMC has been a full college of Oxford University since 1996. HMC is centrally situated in handsome Victorian buildings, ten minutes’ walk from the Blavatnik School.

The College currently has 114 undergraduate and 121 graduate students. There are 29 members of the Governing Body, as well as 29 Senior Research Fellows and 26 Supernumerary Fellows and 12 Research Fellows. Fellows’ research covers Business Management, Economics, Education, Engineering, English, History, Human Sciences, Law, Medicine, Philosophy, Politics, Psychology, and Theology.

Although Harris Manchester is a small college in university terms, we have the sixth largest library collection. The Tate Library has a continually growing book stock, and the main reading room is a comfortable and attractive working environment. The Library has well-developed services and electronic resources, and an excellent library staff who respond very quickly to the needs of students and fellows alike. Each student has a small allowance which they can use to buy books (with library discount). The College is committed to continuing to invest in library resources, including for Economics. In addition, our IT professionals are very responsive to the needs of students and fellows alike.

The College aims to admit between six and eight students per year to read for the BA in PPE and three in E&M; HECO students are comparatively rare in the College and in the University as a whole. Students in PPE and E&M come from a diverse range of countries and contexts, which makes the undergraduate teaching particularly rewarding. The successful candidate will work closely with the established College Fellows in Philosophy and Politics (Professor Bill Mander and Professor Lesley Smith) and Management (Professor Alex Nicholls and Dr Jan de Neve). The Economics fellow is currently assisted by a graduate from the Economics Department’s Doctoral Studentship Scheme.

For more information please visit: hmc.ox.ac.uk

**The Blavatnik School of Government**

Our vision is of a world better led, a world better served and a world better governed. We are a global school committed to improving the quality of government and public policymaking worldwide, through three routes: teaching current and future leaders; applied research; and engagement with government and practitioners.

The School is one of the youngest and most vibrant departments of the University of Oxford. It was founded in 2010, thanks to a £75 million donation by American philanthropist Leonard Blavatnik. We accept around 120 Master of Public Policy (MPP) students and five doctoral students a year. Uniquely, the School is anchored across all four of the academic divisions of the University: the social sciences; humanities; mathematics, physical and life sciences; and medical sciences. The School’s goal is to improve the quality of government and public policy-making worldwide, so that citizens can enjoy more secure and more fulfilled lives. It is pursuing this goal through three priorities:
1. **Teaching**: delivering transformative teaching programmes that combine deep expertise with analytical thinking and practical skills.

2. **Research**: producing and communicating rigorous applied research, often in collaboration with public and private sector innovators, which addresses urgent policy challenges.

3. **Engagement**: forging networks that enable policy leaders to learn from each other and from top scholars to generate solutions and to share best practice.

For more information, please visit: [www.bsg.ox.ac.uk](http://www.bsg.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 academic divisions are responsible for academic oversight of the teaching and research of their constituent departments and faculties, for strategic and operational planning, and for personnel and resource management. The Head of the Social Sciences Division is Professor Sarah Whatmore, who is a member of the University’s Council. The Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and one cross-divisional unit. 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, and the Oxford Martin School. Interdisciplinary links within and beyond the University are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, where Oxford accounted for more world-leading (4*) research than any other institution across the social sciences units of assessment to which it made submissions. The division has an extensive portfolio of external funders and collaborators, with competitively-awarded external research income exceeding £40 million per year. Researchers in the division engage actively beyond academia, and their research has influence in many spheres from innovation in public policy-making to practitioner communities such as law, business, education, social welfare, and NGOs.

The division also delivers an exceptional range of high quality educational programmes (undergraduate, postgraduate taught, and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. Programmes range from those at the interface of the natural sciences, through to professionally-orientated provision in areas such as business, law, and education. The division is home to several of Oxford’s most widely recognised teaching programmes, such as Philosophy, Politics, and Economics (PPE); the BCL; the MPhils in International Relations, in Economics, and in Development Studies; the MBA and EMBA; and the nationally regarded PGCE.

For more information, please visit: [www.socsci.ox.ac.uk](http://www.socsci.ox.ac.uk).

### About the University of Oxford

Oxford’s departments and colleges aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford’s researchers engage with academic, commercial and cultural
partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

Oxford’s self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and over 2,500 other University research staff. 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.

Oxford’s strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, Oxford aspires to build a truly inclusive community which values and respects every individual’s unique contribution.

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at www.ox.ac.uk/about/organisation/finance-and-funding), and is ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the 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 over 10,000. 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/about/organisation

**University Benefits, Terms and Conditions**

**Salary**

The salary will be on a scale up to £63,463 per annum.

Those appointed below the top of this salary range will receive annual increments until they reach the top point. There is also an annual ‘cost-of-living’ review. In exceptional cases, the School/Faculty board may propose the awarding of additional increments within the substantive scale to an Associate Professor at any time during their appointment.

Additional remuneration may be paid for graduate supervision, examining and some tutorial teaching. Those holding administrative appointments within the department/faculty may be eligible for additional payments.

**Pension**

The University offers generous pension provision. Official Fellows are usually offered membership of the Universities Superannuation Scheme. Details are available at www.admin.ox.ac.uk/finance/epp/pensions/schemes/uss/.
**Sabbatical leave**

You will be eligible for sabbatical leave to allow you to focus on your 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.

**Outside commitments**

You may apply to spend up to 30 working days in each year on projects outside your employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to earnings from these activities without deduction from salary. Details of the approval process may be found at [www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/](http://www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/).

Guidance is also available 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)
- managing conflicts of interest [www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/](http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/)

**Membership of Congregation**

Oxford’s community of scholars governs itself through Congregation which is its “parliament”. You will be a voting member of Congregation.

See [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) for further details.

**Family support**

The University offers generous family leave arrangements, such as maternity, adoption, paternity and shared parental leave. Details are available at [www.admin.ox.ac.uk/personnel/during/family/](http://www.admin.ox.ac.uk/personnel/during/family/). You will have considerable flexibility in the day-to-day organisation of duties in the Official Fellow and Tutor role. Requests for flexible working patterns will be accommodated as far as possible.

You will be eligible to apply to use the University nurseries (subject to availability of places). For details of the nurseries and how to apply for places, please see [www.admin.ox.ac.uk/childcare/](http://www.admin.ox.ac.uk/childcare/).

The University subscribes to My Family Care, a benefit which allows staff to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family Space.

For more details, please see [www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/)

The Oxford University Newcomers' Club is run by volunteers, whose aim is to help the newly-arrived partners of visiting scholars, of graduate students and of newly appointed academic and administrative members of the University to settle in and to give them opportunities to meet people in Oxford. Further information is available at [www.newcomers.ox.ac.uk/](http://www.newcomers.ox.ac.uk/).

**Welcome for International Staff**

One of Oxford’s great strengths is its truly international body of research and teaching staff from over 140 countries, and we welcome applications from academics across the world. We can help international staff and partners/families make the transition to Oxford. Information about relocation, living and working in the UK and Oxford is available at [welcome.ox.ac.uk](http://welcome.ox.ac.uk).

If you require a visa, we have a dedicated team to support successful applicants through the immigration process (for Tier 1 and Tier 2 visas) from job offer through to arrival in the UK.
Relocation

Subject to UK tax regulations and the availability of funding, a relocation allowance may be available.

Promoting diversity

The University is committed to recruiting and retaining the best people, whoever they are, to ensure equality of opportunity. The Vice Chancellor’s Diversity Fund provides resources for innovative projects to promote diversity.

The Equality and Diversity Unit promotes good practice across the University by developing policies and offering training, and runs a range of support networks for staff. It works closely with Colleges, the Oxford University Student Union and external campaign groups. Please see www.admin.ox.ac.uk/eop/ for details.

Other benefits and discounts for University employees

The University has a range of facilities and benefits for its staff, including discounted health insurance, sustainable travel schemes, and discounts in local shops and restaurants. Details are available at: www.admin.ox.ac.uk/personnel/staffinfo/benefits/
www.admin.ox.ac.uk/personnel/staffinfo/discountsforstaff/services/

Pre-employment screening

Your appointment will be subject to the University’s standard pre-employment screening. This will include right-to-work, proof of identity, references, a pre-employment health declaration, and any other checks as applicable to the post. We advise you to read the notes for applicants at www.ox.ac.uk/about/jobs/preemploymentscreening/.

Length of appointment

Appointments to Official Fellowships at Oxford are confirmed as permanent on successful completion of a review during the first five years.

The University operates an employer justified retirement age for all academic posts, for which the retirement date is 30 September immediately preceding the 69th birthday.

The justification for this may be found at www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/ For existing employees, any employment beyond the retirement age is subject to approval through the EJRA procedures. Further details can be found at www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University’s Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/.

The University’s Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicypandataprotection/.
College Benefits, Terms and Conditions

The College [www.hmc.ox.ac.uk]

The College will offer the new fellow:

- Full membership of the Governing Body
- Membership of the Senior Common Room including full dining rights
- A study in College
- A small book and research allowance
- Membership of a local gym and health club
- A shared equity scheme to help with housing costs

The College is always pleased to offer fellows its facilities for conferences, lectures and seminars, as well as the opportunity to entertain guests both for formal and informal meals in College.

Offer of employment

Applications for this post will be considered by a selection committee containing representatives from both the Blavatnik School of Government and Harris Manchester 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 Governing Body of Harris Manchester 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 the governing body, and a formal contractual offer has been made.