

FURTHER PARTICULARS

1. GENERAL

Merton College proposes to elect a Fitzjames Research Fellow in Physical Chemistry for four years commencing on 1 October 2012 or as soon as possible thereafter. This is a career development post which will provide a promising academic with opportunities to devote a substantial proportion of time to research and to develop skills in teaching and the academic administration of Chemistry and of the wider college. It is expected that the postholder's research will be conducted within one of Oxford University's research laboratories.

The College is an equal opportunities employer.

Criteria for appointment

To be eligible to apply for this Fitzjames Research Fellowship, candidates should:

- Be at an early stage of an academic career, typically at postdoctoral level or equivalent
- Be aspiring to a substantive academic appointment and have career development needs which this Fitzjames Research Fellowship would address

To be successful, candidates will also need to demonstrate that they meet the following selection criteria:

- (i) Achievement or potential (commensurate with the candidate's career) in a field of research in Physical or Theoretical Chemistry at a standard which will contribute to and enhance the national and international profile of Chemistry at Oxford, as demonstrated by a completed doctoral thesis; and/or published or forthcoming work; evidence of future research plans; and evidence of active participation in conferences, seminars and other research meetings. (It is expected that the successful candidate will make a contribution to the College's REF 2014 return.)
- (ii) Ability or potential to be an effective and inspiring teacher of Physical Chemistry, particularly to undergraduates of high ability in a tutorial system, especially in the range of papers indicated in 3 b) below, along with the personal qualities needed to foster a high level of achievement in both graduate and undergraduate students.
- (iii) An informed interest in the full range of academic duties, besides research and teaching, upon which the effective operation of Chemistry as a subject within the College depends, including subject-related administration, the pastoral care of students, and participation in outreach work aimed at widening access to Oxford.
- (iv) Willingness to undertake the wider duties and obligations of a Fellow of the College, as set out in Section 4 below.
- (v) Commitment to defining and pursuing a personal career development plan during tenure of this post.

The appointment committee recognises that candidates can contribute to these goals in many different ways and will use its professional judgement, based on the evidence available, to decide how successfully candidates could make such contributions, bearing in mind the needs of the College.

Nature of the appointment

The post is a fixed-term College appointment for four years. It is College policy to promote academic staff at an early stage in their career by electing to Fitzjames Research Fellowships. It is an integral feature of Fitzjames Research Fellowships that they are time-limited and cannot be renewed so that this policy can be implemented for a continuous succession of academic staff.

Chemistry at Merton

Chemistry is a strongly-performing subject at Merton. The College normally admits six undergraduates reading for the four-year single honours degrees in Chemistry each year. In recent years, their results in the Final Honours School have been significantly higher than the University average.

The undergraduate handbook and information on Chemistry at Merton can be found at the following links:

<http://www.chem.ox.ac.uk/teaching/>

http://www.merton.ox.ac.uk/admissions/ug_subj_chemistry.shtml

Merton has a sizeable graduate community which includes around 24 graduates in Chemistry at any one time. The College employs two Tutorial Fellows, Professor Tim Softley in Physical Chemistry and Professor Véronique Gouverneur in Organic Chemistry, with whom the person appointed will work closely. Professor Softley is currently Chairman of the University Chemistry Department and the present post covers his normal teaching duties for the college. He will continue to act as Director of Studies for Chemistry students in Merton. Dr Michael Laidlaw is a college lecturer in Inorganic Chemistry.

RESEARCH RESPONSIBILITIES OF THE FITZJAMES RESEARCH FELLOW

The Fitzjames Research Fellow will be accountable to the Research Fellowships Committee of the College for pursuing advanced study and research. He or she will submit a report on his or her research activities in June each year in a format specified by the Committee. It is expected that if the Fellow is an experimentalist he will normally share research lab facilities with a permanent academic staff member of the department. It would be advisable for applicants to discuss their application with an appropriate member of the department, or with Professor Brouard, Head of Physical and Theoretical Chemistry, before submitting it. Theoretical Chemists wishing to locate within the Theoretical Chemistry group space should normally consult with Professor Logan, Coulson Professor of Theoretical Chemistry.

2. TUTORIAL RESPONSIBILITIES OF THE FITZJAMES RESEARCH FELLOW

The main responsibilities of the Fitzjames Research Fellow will be as follows:

- (a) To share in the organisational responsibility for the undergraduate school of Chemistry.
- (b) To provide tutorial teaching for up to an average of six hours per week in each week of full term in Physical Chemistry. The teaching will include students in years 1, 2 and 3 and cover the full physical chemistry syllabus for the Prelims, Part 1A and core papers in Part 1B (see <http://www.chem.ox.ac.uk/teaching/UndergraduateHandbook2011.pdf> for further details)
- (c) Where the Tutorial Fellows and Fitzjames Research Fellow are not able to provide tuition personally in a subject, it will be their responsibility to ensure that tutorials are arranged with suitable tutors at other colleges, where possible on an exchange basis.
- (d) The Fitzjames Research Fellow is expected to participate fully in College Admissions procedures, including Open Days and interviewing, and in the setting and marking of the College's internal examinations ('Collections'). The role of the Fitzjames Research Fellow will involve administration (e.g. the planning and organisation of students' subject options; the endorsement of applications made by pupils for vacation residence, travel grants and other College assistance; the writing of references; the selection of books for the College Library etc.).
- (e) The Fitzjames Research Fellow may be required to deputise for the Tutorial Fellows in Chemistry at the Warden and Tutors' Committee meetings (held at 1.15 p.m. on the Wednesdays of Weeks 1, 2, 3, 5, 6, 7 and 8 of each term) and must be present to report on pupils' performance to the Warden at special meetings (known as Undergraduate Progress Meetings) which are held at the end of each term.
- (f) The Fitzjames Research Fellow is expected to undertake pastoral responsibilities and will receive an entertainment allowance. Attendance is strongly encouraged at College events such as the Matriculation dinner (for all freshers), Postmasters' Dinner (a dinner for scholar and exhibitioner undergraduates), and the Shrove Tuesday Dinner (a dinner for finalists).

A more detailed guide to these responsibilities will be communicated to the successful candidate by the Senior Tutor following election as a Fitzjames Research Fellow.

4. OTHER DUTIES AND OBLIGATIONS OF THE FITZJAMES RESEARCH FELLOW

There are many College activities which go beyond the narrowly academic. It is hoped that the Fitzjames Research Fellow will participate fully in the life of the College, recognising that a College can function successfully only if its Fellows are animated by a spirit of service which elicits a commitment to the life of the community beyond the prescribed contractual duties.

The appointment is based on the understanding that the successful candidate undertakes to fulfil the following duties and obligations of service:

(a) The Fitzjames Research Fellow is required to perform the duties of a member of the Governing Body of Merton College (which meets three times each term, on Wednesday morning of the week before full term, Wednesday afternoon of 4th Week and Monday morning of the week after full term. The College is a registered charity; members of the Governing Body are its trustees and must conduct its business in accordance with current UK charity law. A more detailed guide to these responsibilities will be communicated to the successful candidate following election as a Fellow. The Fitzjames Research Fellow must take a share in the work of Governing Body and its committees. This means that the Fitzjames Research Fellow must expect to serve on Standing Committees (although this is not usual during the first year of any Fellowship), and to serve from time to time as an Officer of the College if such a request is made by the Committee of College Officers. (Merton has appointed a full-time Senior Tutor to cover the roles of Senior Tutor, Tutor for Undergraduate Admissions and Tutor for Graduates so these duties are no longer undertaken by academic staff.)

(b) The Fitzjames Research Fellow may be asked to advise the Tutor for Graduates on the admission of graduates, and to serve as College Adviser ('In-College tutor') for graduate students in related subjects. Each October the Fitzjames Research Fellow will be notified of the names of those students for whom he/she is asked to act as College Adviser. College Advisers are expected to make contact with the graduate students under their care normally at least once a term, and to entertain them at lunch or dinner in the College once a term at the expense of the College. College Advisers also attend the progress meetings held by the Warden and the Tutor for Graduates with all first-year and second-year graduate students and with third year graduates if they wish for one. Fellows are expected to participate in events which foster closer links between the Senior and Middle Common Rooms such as the SCR/MCR dinners and SCR/MCR talks.

5. PROFESSIONAL AND CAREER DEVELOPMENT

The Fitzjames Research Fellow will be assigned an academic mentor who will discuss work in progress and support the individual in making effective use of this Fellowship to prepare for an academic career. Soon after appointment the Fitzjames Research Fellow will agree with the mentor a personal training and development plan.

The Fitzjames Research Fellow will be encouraged to access the support of the Oxford Learning Institute (OLI). OLI has its own well-developed programme of short courses for academic staff and the Fitzjames Research Fellow will be expected to undertake the introductory session for new academic staff and admissions training as a minimum, unless evidence of equivalent training can be produced. The OLI will also be able to advise on other Oxford resources, such as the Careers Service.

The Fitzjames Research Fellow will be encouraged to complete successfully the University Diploma in Learning and Teaching in Higher Education by the end of the third year of this appointment.

In addition to the annual research report mentioned in section 2, the Fitzjames Research Fellow will submit a brief annual report to the Senior Tutor summarising developments in his or her teaching practice and academic administration in the light of reflective practice and feedback.

6. REMUNERATION AND CONDITIONS OF THE RESEARCH FELLOWSHIP

The stipend for the Fitzjames Research Fellowship will be £27,114 p.a. (2011 rate).

(a) The following conditions will apply:

- (i) The Fitzjames Research Fellow will have the right to free lunches and dinners at the Common Table of the College;
- (ii) If the Fitzjames Research Fellow wishes to live in College, he or she may be provided with single accommodation free of rent;
- (iii) If the Fitzjames Research Fellow does not wish to live in College, he or she will receive a household allowance of £5,861 p.a. (2011 rate);
- (iv) The Fellow will be provided with a teaching room in College (this may be shared);
- (v) The Fellow may choose to be a member of the Universities Superannuation Scheme;
- (vi) The College insures Fellows, their spouses, and dependent children under the age of 21, with a private Medical Insurance company free of charge (the premium is assessable as a taxable benefit);
- (vii) There is a possibility of small grants for research purposes from the Research Fund;
- (viii) The Fitzjames Research Fellow will receive a tax-free entertainment allowance of £450 p.a. and a book allowance of £817 p.a. (2011 rates);
- (ix) The Fitzjames Research Fellow will be provided with computer hardware and software to the value of £1,000 for the purposes of research;
- (x) The College provides for Maternity and other Parental Leave on the same basis as the University;
- (xi) The Fellow will not be eligible for sabbatical leave;
- (xii) The appointment will be for four years.

The appointment is conditional on verification of the successful candidate's availability for employment in this country.

(b) Sundry other information concerning both academic facilities (e.g. scheme for the provision of computer equipment) and domestic arrangements in the College (e.g. ordinary meals and College official feasts, use of the College key, Senior Common Room and Guest Room facilities, use of parking, telephones and photocopying, etc.) will be communicated to the successful candidate by the Bursar following election as a Fitzjames Research Fellow.

7. PROCEDURE FOR APPLICATION AND APPOINTMENT

Applications

In submitting an application, candidates are expected to have consulted with the department as described in paragraph 2 to ascertain that the department could accommodate their requirements for space and facilities. It is expected that the Fitzjames Fellow would collaborate with an existing experimental research group in the Department of Chemistry, at least in the first instance.

Those wishing to apply for this post should send:

- a brief *curriculum vitae* incorporating a publications list
- a research proposal for the four years covered by the Fitzjames Research Fellowship
- a statement of their teaching range in the context of the syllabus for years 1 to 3 of the Oxford chemistry course (see www.chem.ox.ac.uk/teaching/)
- a completed application summary sheet (Appendix A)

to The Warden, Merton College, Oxford OX1 4JD, by **24 February 2012**. Applicants should also arrange for three referees (not more than two of whom should be from the same institution) to write directly to the Warden of Merton College by the closing date. A note to referees is provided as Appendix B of these Further Particulars. Applications by e-mail are not acceptable. Applicants are encouraged to return the Recruitment Monitoring form provided as Appendix C and may do this under separate cover.

Interviews will be held at Merton on Tuesday **13 March 2012**. Candidates are advised to hold this date in their diaries. Short listed candidates will be invited to give a short presentation about their current research at a level suitable for third-year undergraduates. The usual format is that the presentation is given in the morning and the interview with a panel of Fellows from Merton and an external adviser, in this case from the Physical and Theoretical Chemistry Laboratory, is in the afternoon. Reasonable interview expenses will be reimbursed and overnight accommodation will be available for candidates who require it.

Applicants who would need a work visa if appointed to the post are asked to note that under the UK's new points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

- (i) they have sufficient English language skills (evidenced by having passed a test in basic English, *or* coming from a majority English-speaking country, *or* having taken a degree taught in English), *and*
- (ii) that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment.

Further information is available at:

<http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/generalarrangements/eligibility/>.

The policy and practice of Merton College require that all staff are afforded equal opportunities within employment. Entry into employment with the College 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.

Any enquiries related to these Further Particulars should be directed in the first instance to the Senior Tutor, Dr Catherine Paxton (Telephone: 01865 286505 or e-mail: catherine.paxton@merton.ox.ac.uk).

Appendix A MERTON COLLEGE, OXFORD

Fitzjames Research Fellowship in Physical Chemistry

TO BE COMPLETED BY THE APPLICANT IN BLACK INK OR TYPESCRIPT

Personal Details

Surname.....

First Names.....

Title..... Male/Female (please circle)

Nationality.....

Date of Birth.....

Postal Address.....

.....

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Post Code.....

Telephone Number.....

Alternative number for messages

.....

Fax Number.....

Email Address.....

Permanent home address (if different from above)

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Where did you hear of the fellowship?

.....

Office use only

Date application received.....

References received 1 2 3

Application sent to.....

Date sent.....Date returned.....

Interview.....

Referees

1. Name.....

Address.....

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Fax Number.....

Email Address.....

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2. Name.....

Address.....

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Fax Number.....

Email Address.....

3. Name.....

Address.....

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Fax Number.....

Email Address.....

It is the candidate's responsibility to ensure that references reach us by the closing date.

MERTON COLLEGE, OXFORD
FITZJAMES RESEARCH FELLOWSHIP IN PHYSICAL CHEMISTRY

INFORMATION FOR REFEREES

The College intends to appoint a promising Physical Chemist in the early stages of an academic career to a fixed term development post. This will provide opportunities to devote a substantial proportion of time to research and to develop skills in teaching and the academic administration of Chemistry and of the wider college. It is expected that the postholder's research will be conducted within the University's chemistry laboratories. Applicants are asked to arrange for three referees (not more than two of whom should be from the same institution) to write directly to the Warden of Merton College, Oxford, OX1 4JD by the closing date, 24 February 2012. E-mail references are acceptable only as PDF attachments and when a hard copy is also sent.

The selection criteria for this post state that the appointee will be able to demonstrate:

- (i) Achievement or potential (commensurate with the candidate's career) in a field of research in Physical or Theoretical Chemistry at a standard which will contribute to and enhance the national and international profile of Chemistry at Oxford, as demonstrated by a completed doctoral thesis; and/or published or forthcoming work; evidence of future research plans; and evidence of active participation in conferences, seminars and other research meetings. (It is expected that the successful candidate will make a contribution to the College's REF 2014 return.)
- (ii) Ability or potential to be an effective and inspiring teacher of Physical Chemistry, particularly to undergraduates of high ability in a tutorial system, along with the personal qualities needed to foster a high level of achievement in both graduate and undergraduate students.
- (iii) An informed interest in the full range of academic duties, besides research and teaching, upon which the effective operation of Chemistry as a subject within the College depends, including subject-related administration, the pastoral care of students, and participation in outreach work aimed at widening access to Oxford.
- (iv) Willingness to undertake the wider duties and obligations of a Fellow of the College.
- (v) Commitment to defining and pursuing a personal career development plan during tenure of this post.

Referees are advised that, under the 1998 Data Protection Act, the references they provide will be regarded as disclosable to the subject of the reference unless marked "**strictly confidential**". This instruction must appear on the letter of reference itself and not just on the envelope in which the letter is contained. Referees should also be asked to note that even where a reference is marked "strictly confidential" it could still be disclosed to the subject of the reference if that subject so requested and the College's Data Protection Officer deemed it appropriate.

Dr Catherine Paxton, Senior Tutor, Merton College
Tel. 01865 286505; Fax 01865 286500; E-mail catherine.paxton@merton.ox.ac.uk

EQUAL OPPORTUNITIES APPLICANT MONITORING FORM**CONFIDENTIAL**

This form is available in an alternative format, if required please contact the Sub-Warden's Secretary.

Please complete this form if you are applying for the FRF in Physical Chemistry position at Merton College.

The Equality Act 2010 brings together and extends existing equality legislation. The Act introduces protected characteristics in relation to which discrimination is unlawful. The protected characteristics under the Act are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief (including lack of belief)
- sex
- sexual orientation

Higher education institutions have a duty to have effective arrangements for the collection and analysis of data for equality monitoring purposes. Any information given will be used **only** to support the College's diversity and equal opportunities policy and in accordance with the principles of the Data Protection Act 1998. The information will be entered on a computer in Merton College and will be kept strictly confidential and separate from your name and your application. **It is not part of the selection process.** The information you give will be retained only for statistical purposes and is anonymous. The reference at the top of the page is the date the job advert closed, so that we know the year and month the data was collected in, which assists with analysis.

The policy and practice of Merton College require that entry into employment with the College 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. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of any of the above protected characteristics. In all cases, ability to perform the job will be the primary consideration.

Please answer the questions by completing or ticking the appropriate box.

Sex	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>							
Age	<input type="checkbox"/> Under 18	<input type="checkbox"/> 18-25	<input type="checkbox"/> 26-30	<input type="checkbox"/> 31-35	<input type="checkbox"/> 36-40	<input type="checkbox"/> 41-45	<input type="checkbox"/> 46-50	<input type="checkbox"/> 51-55	<input type="checkbox"/> 56-60
	<input type="checkbox"/> 61-65	<input type="checkbox"/> 66-70	<input type="checkbox"/> 71 +	<input type="checkbox"/> Prefer not to say					
Marriage and Civil Partnership									
1.	Are you married?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say					
2.	Are you in a civil partnership?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say					
Disability									
Do you have a disability or long term medical condition?									
3.	i.e. a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.								
	<input type="checkbox"/> Yes, please complete Q4.	<input type="checkbox"/> No known disability				<input type="checkbox"/> Prefer not to say			
4.	Please tick one or more boxes: <i>The definitions of disability are those of the Higher Education Statistic Agency</i>								
4.1:	<input type="checkbox"/> Two or more impairments and/or disabling medical conditions	4.6:			<input type="checkbox"/> A mental health condition, such as depression, schizophrenia or anxiety disorder				
4.2:	<input type="checkbox"/> A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D	4.7:			<input type="checkbox"/> A physical impairment or mobility issues, such as difficulty using				

<p>4.3: <input type="checkbox"/> General learning disability (such as Down's syndrome)</p> <p>4.4: <input type="checkbox"/> A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder</p> <p>4.5: <input type="checkbox"/> A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy</p>	<p>4.8: <input type="checkbox"/> Deaf or serious hearing impairment</p> <p>4.9: <input type="checkbox"/> Blind or a serious visual impairment uncorrected by glasses</p> <p>4.10: <input type="checkbox"/> A disability, impairment or medical condition not listed above. Please state:</p> <p>4.11: <input type="checkbox"/> Prefer not to say</p>
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Ethnic Origin

5. Please describe your ethnic origin: *(please tick one box only)*
The ethnic origin definitions are those of the Higher Education Statistic Agency.

<p>White</p> <p>5.1: <input type="checkbox"/> White</p> <p>Gypsy or Traveller</p> <p>5.2: <input type="checkbox"/> Gypsy or Irish Traveller</p> <p>Arab</p> <p>5.13: <input type="checkbox"/> Arab</p>	<p>Black or Black British</p> <p>5.5: <input type="checkbox"/> Black or Black British - Caribbean</p> <p>5.6: <input type="checkbox"/> Black or Black British - African</p> <p>5.7: <input type="checkbox"/> Other Black Background <i>please specify:.....</i></p> <p>Mixed</p> <p>5.14: <input type="checkbox"/> White and Black Caribbean</p> <p>5.15: <input type="checkbox"/> White and Black African</p> <p>5.16: <input type="checkbox"/> White and Asian</p> <p>5.17: <input type="checkbox"/> Other Mixed Background <i>please specify:.....</i></p>	<p>Asian or Asian British</p> <p>5.8: <input type="checkbox"/> Asian or Asian British - Indian</p> <p>5.9: <input type="checkbox"/> Asian or Asian British - Pakistani</p> <p>5.10: <input type="checkbox"/> Asian or Asian British-Bangladeshi</p> <p>5.11: <input type="checkbox"/> Chinese</p> <p>5.12: <input type="checkbox"/> Other Asian Background <i>please specify:.....</i></p> <p>Other Ethnic Group</p> <p>5.18: <input type="checkbox"/> Any other <i>please specify</i></p> <p>5.19: <input type="checkbox"/> Prefer not to say</p>
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Gender Reassignment

8. Is your gender identity the same as the gender you were assigned at birth?

8.1: Yes 8.2: No 8.3: Prefer not to say

Sexual Orientation

9. What is your sexual orientation?

9.1: Bisexual 9.2: Gay man 9.3: Gay woman / lesbian

9.4: Heterosexual 9.5: Other 9.6: Prefer not to say

Please specify:

Religion or belief (including lack of belief)

10. What is your religion?

10.1: Atheism 10.6: Jainism 10.11: No religion

10.2: Buddhism 10.7: Judaism 10.12: Prefer not to say

10.3: Christianity 10.8: Sikhism

10.4:	<input type="checkbox"/>	Hinduism	10.9:	<input type="checkbox"/>	Spiritualism
10.5:	<input type="checkbox"/>	Islam	10.10:	<input type="checkbox"/>	Any other religion or belief please specify

Please return this form to the Sub-Warden's Secretary at Merton College, Oxford, OX1 4JD. Thank you.