



EXETER COLLEGE, OXFORD

STAINES MEDICAL RESEARCH FELLOWSHIP

FURTHER PARTICULARS

Introduction

Exeter College, part of the University of Oxford, invites applications for the **Staines Medical Research Fellowship**, which is tenable for a maximum of three years from 1 September 2024.

This is a Prize Fellowship, which is endowed by the Amelia Jackson Trust Fund. It is offered for advanced study and research within the University of Oxford in one of the Medical Sciences, including: Anatomy; Biochemistry; Clinical Medicine; Genetics; Neuroscience; Pathology; Pharmacology; or Physiology.

The intentions of the College in offering this Prize Fellowship are:

- to support an outstanding academic, at an early stage in their career, to undertake world-leading research which will contribute to the goal of maintaining the University of Oxford as a world-leading centre of research. (This support will be through an association with the College, thereby providing an academic community within which to participate, and the provision of up to 36 months of funding through a Prize award as detailed below); and
- to develop and strengthen the research profile of the College.

As such the Fellowship is limited to a maximum duration of 3 years, to enable the College to offer similar opportunities to other early-career academics in the future.

Although the Fellowship is intended for an early-career academic, this refers to the stage a candidate has reached in their career, rather than to the age of the candidate. The College welcomes qualified candidates of all ages and backgrounds, and will take into account the individual circumstances of each applicant in selecting the successful candidate.

Responsibilities

The Fellowship does not represent an employment with Exeter College; it is, instead, an association with the College. As such, there are no formal duties.

However, it is expected that the Fellow will conduct advanced study and research in a relevant department of the University of Oxford, under the terms of their contract of employment with that department.

In addition, the Fellow will be a member of the Governing Body of Exeter College. As a member of the Governing Body, the Fellow will be required to discharge the functions of a Trustee of the College including participating in the governance of the College through membership of its Governing Body and committees.

Selection Criteria

The primary criterion for awarding this Prize Fellowship will be research excellence. Applicants will normally be in possession of a doctorate, and in the early stages of their research career (such that, at the point they commence the Fellowship, they will normally be within four years of the successful defence of their doctoral dissertation, unless exceptional circumstances apply).

Time spent on career breaks for family or health reasons (e.g. maternity, paternity, adoption or other family leave) will not count as part of this four-year period. The selection committee will also be mindful of the impact that the Covid-19 pandemic may have had on candidates' research as a result of library and archive closures and/or additional caring responsibilities and/or teaching responsibilities. Candidates may seek confidential advice from the HR Manager (vacancies@exeter.ox.ac.uk) if they are unsure of whether or not they meet the early-career criterion, taking into account any career breaks.

Applicants must have already commenced (or, by 1 September 2024, will have commenced) a fully-funded research post within the University of Oxford, and must be able to provide:

1. evidence of actual or potential research excellence, demonstrated by an outstanding publication record given the stage of their career (or the promise of an outstanding publication record);
2. a coherent plan of research for the duration of the Fellowship, of a standard which will contribute to and enhance the national and international profile of the field within the University of Oxford; and
3. evidence of funding for consumables, and laboratory facilities in Oxford. [The successful candidate must have arranged laboratory facilities with the Head of the relevant University Department, as these cannot be provided by the College.]

Given the aims of the post, candidates should not previously have held another Junior Research Fellowship, or equivalent post, at an Oxford or Cambridge College.

This Prize Fellowship is not suitable for those taking sabbatical leave from an academic post.

Applications are encouraged from candidates holding research council or charity fellowships (including Royal Society University Research Fellowships, relevant research council/ charity awards, Research Career Development Fellowships such as the Wellcome Trust/ CRUK Career Development Fellowships, etc.)

Other information

The following information relates to the awarding of this Prize Fellowship:

- a. The Fellowship is tenable for up to three years, subject to a successful interim review in the Michaelmas (autumn) term of the second year of the appointment.
- b. The Fellow will be entitled to full College dining rights, which normally include free lunches and dinners on every weekday in term and outside term, and on every Sunday evening in term.
- c. The Fellow will receive a Prize Fund, currently worth £12,000 per annum. This Prize Fund is intended to assist the Fellow with their research activities, although this is broadly defined and may cover a range of circumstances.

Whilst there are no specific restrictions on its use, candidates should note that the Prize Fund may become taxable if it used to fund activities which are not classified as business expenses. Accordingly, it is the responsibility of the Fellow to ensure that they declare this Prize Fund as taxable income on their annual self-assessment return, if appropriate.

- d. The Fellow will also be entitled to draw upon an Academic Support Allowance of up to £800 per annum. This may be used solely for business expenses related to your research (e.g. travel to conferences), and is provided on a reimbursement basis only.
- e. There is no stipend associated with this Fellowship, as it is not an employment.
- f. The holding of the Fellowship will be wholly conditional upon the appointee continuing to hold a fully-funded post at the University of Oxford. In the event that the appointee should no longer fulfil that requirement, the Fellowship will automatically terminate with effect from that same date.

Queries

Informal queries about the post should, in the first instance, be directed to the HR Manager: vacancies@exeter.ox.ac.uk.

How to Apply

Candidates are encouraged to submit all application materials to the HR Manager by email (vacancies@exeter.ox.ac.uk). If possible, applications should be submitted as a PDF file.

Applications must include:

- i. A full *curriculum vitae*.
- ii. A list of publications.
- iii. A short statement of the applicant's completed research.
- iv. A short statement of the research which the applicant proposes to conduct during the tenure of this research fellowship.
- v. The names and addresses of three referees.

Candidates should ask their referees to write directly to the HR Manager (vacancies@exeter.ox.ac.uk), by the closing date for applications, and should supply each referee with a copy of these Further Particulars. The College wishes to take this opportunity to thank in advance those referees who write on behalf of applicants.

Applicants are also asked, if they are comfortable doing so, to complete and return a copy of the Recruitment Monitoring form available on the College website.

The closing date for applications and the last date for receipt of references direct from referees is **12pm noon (BST) on Monday 24 June 2024**. It is the responsibility of each applicant to ensure that their application and references arrive before the deadline.

We anticipate that interviews for this Fellowship will be held in Oxford during w/c 9 July 2024.

Equity, Diversity & Inclusion

Exeter College welcomes diversity among its staff, students and visitors, recognising the particular contributions to the achievement of the College's mission which can be made by individuals from a wide range of backgrounds and experiences. Exeter College aims to provide an inclusive environment which promotes equity, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected to assist them in reaching their full potential. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy, or maternity. In all cases, ability to perform the functions of the role will be

the primary consideration. The College will make such adjustments to the application procedure, workplace and working arrangements as are reasonable to accommodate suitably qualified disabled applicants.

The College's policies on equality and diversity are available from the College's website: <http://www.exeter.ox.ac.uk/equality-and-diversity/>

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post. Information regarding the way we process your 'personal data', as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found in the Privacy Policy published on our website at <https://www.exeter.ox.ac.uk/governance/>.

General

As this Fellowship is not an employment, the Fellow will not be required to provide documentation which demonstrates their right to work in the UK.