## Job Description

<table>
<thead>
<tr>
<th>Job title</th>
<th>Museum Research Fellow in Palaeobiology</th>
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<tbody>
<tr>
<td>Division</td>
<td>Gardens, Libraries and Museums (GLAM)</td>
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<tr>
<td>Department</td>
<td>Oxford University Museum of Natural History</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 7: £36,024 – £44,263 per annum</td>
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<tr>
<td>Location</td>
<td>Oxford University Museum of Natural History, Parks Road, Oxford, OX1 3PW</td>
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<tr>
<td>Hours</td>
<td>Full time (37.5 hours per week)</td>
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<tr>
<td>Contract type</td>
<td>Fixed term for 3 years</td>
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<td></td>
<td>The earliest expected start date is 1 October 2024</td>
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<td>Reporting to</td>
<td>Director</td>
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<td>Vacancy reference</td>
<td>172011</td>
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<td>Additional information</td>
<td>You will be required to upload your CV, a supporting statement, and a research project proposal as part of your online application. Your supporting statement should list each of the essential and desirable selection criteria, as listed in the job description, and explain how you meet each one. CVs submitted on their own will</td>
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not be considered. Further information about the research project proposal is provided in the ‘How to apply’ section of the job description. Please contact the Recruitment team if you require the job description in an alternative format.

| Closing date | 12:00 midday BST Friday 5 July 2024 |

The role

The postholder will be expected to undertake independent, collections-focused research in an area of palaeobiology. Applicants must have completed a PhD by the time they start the fellowship. Successful candidates will have an excellent research and publication record for their career stage, and an ambitious, independent and viable research plan.

The Museum Research Fellow will undertake original research, enhance the collections through field collection and/or documentation and digitisation, disseminate the research findings through conference presentations and publication, contribute to the public engagement work of the Oxford University Museum of Natural History (OUMNH), and undertake some University teaching. It is hoped that a non-stipendiary association with a college will supplement this research fellowship. The post will be supported by a research allowance of £7,500 per annum.

The Research Fellow will be assigned a mentor to support and enhance career development during their fellowship.

Palaeobiology in Oxford

The University of Oxford hosts a vibrant palaeobiological research community that investigates how life and environments have co-evolved over Earth’s history.

The Oxford Palaeobiology group currently encompasses 19 postgraduate students, seven researchers, and six faculty members across the OUMNH and the departments of Earth Sciences and Biology. The group is highly multidisciplinary and has complementary areas of expertise, tackling research themes such as the foundation of the modern biosphere, the evolution of diverse groups of organisms, or extinction across ancient crises.

Oxford Palaeobiology is committed to collections-focused research, taking advantage of OUMNH’s globally significant collections of 7 million specimens; its palaeontological holdings include c. 350,000 invertebrate, c. 40,000 vertebrate, and c. 8,000 plant fossil specimens.

Responsibilities

The Museum Research Fellow will be expected to conduct independent collections-focused research in an area of palaeobiology that is aligned to research interests in the Museum and the palaeobiology community in Oxford (https://palaeobiology.web.ox.ac.uk).
The successful candidate will also be expected to:

- Integrate fully with the activities of the Museum, acting as an advocate for collections-based research, enhancing the Museum’s collections through documentation, conservation and/or acquisition, and increasing the research profile of the Museum
- Continue publishing material of the highest quality
- Seek additional sources of independent research funding
- Manage their own academic research activities

General Duties

This is a research-focused post, but in addition there will be the opportunity to:

- Contribute to the delivery of University teaching through lectures, practicals, tutorials and fieldwork
- Supervise undergraduate and Masters research projects and act as part of the supervision team for doctoral research projects
- Assist with the University and Museum programmes for public engagement with research
- Assist with the development of displays and interpretation within the Museum, including its Contemporary Science & Society exhibition programme
- Other duties as determined by the Deputy Head of Research and the Director

Selection criteria

Essential selection criteria

- A doctoral level degree (achieved by the start of the fellowship)
- Research specialisation in palaeobiology
- An excellent research and publication record commensurate with career stage
- An ambitious, viable research plan that complements current research in the Museum and cognate academic departments
- Possess broad knowledge of the animal kingdom
- A strong ability to communicate to groups of non-specialists, and an enthusiasm for science communication and public engagement with science

Desirable selection criteria

- Possess an interest in, and understanding of, natural history museums
- Experience of working in museum collections

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven’t done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University’s pre-employment screening procedures at: https://www.jobs.ox.ac.uk/pre-employment-checks
Hazard-specific / Safety-critical duties

Depending on the nature of your research, this job may include hazards or safety-critical activities. These will be discussed, risk assessed and you will receive relevant training in advance of embarking on such activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject to a successful outcome of this assessment.

The hazards or safety-critical duties may include the following:

- Field work
- Driving on University business
- Regular manual handling
- Travel outside of Europe or North America on University Business

Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- A satisfactory basic Disclosure and Barring Service check due to access to Museum collections
- University security screening (e.g. identity checks)

About the University of Oxford

Welcome to the University of Oxford. We 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.

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

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe’s most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Oxford University Museum of Natural History

Oxford University Museum of Natural History was opened in 1860 and houses the University’s extensive scientific holdings of natural history, which are used for research, teaching, and public engagement with science. The holdings are currently organised into three collection areas: Earth, Life, and the library and archives. The Museum is ‘Designated’ by Arts Council England as having collections of national and international importance, and these comprise around 7 million specimens that are second in importance only to the national collections. The building,
which is Grade 1-listed, is regarded as one of the finest examples of Victorian architecture in Britain, with its glass roof supported by iron columns, and internal decoration that has a strong association with the Pre-Raphaelite art movement.

The Museum is one of the most visited science museums in the UK with over 800,000 visitors per year, including over 40,000 school visitors, making it the most popular non-national science museum in the UK and the second most visited university museum globally (behind Oxford’s Ashmolean Museum).

The Museum places equity in science at the core of its ethos and is an Athena SWAN Silver Award holder.

For more information about the museum, please visit: www.oumnh.ox.ac.uk.

Gardens, Libraries and Museums (GLAM) Division

The Gardens, Libraries and Museums (GLAM) group includes the providers of the major academic services to the divisions, and also departments with responsibilities including, but extending beyond, the immediate teaching and research needs of the University. The collections embodied within these departments are an essential part of the University’s wider nature and mission. They are part of its heritage as the country’s oldest University and now form a resource of national and international importance for teaching, research and cultural life; they also make a major contribution to the University’s outreach and access missions.

For more information please visit: https://www.glam.ox.ac.uk/home

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

Research project proposal

Please propose a viable research project in palaeobiology. This should include title, aims, objectives, methodology and outcome (e.g. publication plans), and should provide an indication of the scope, originality and importance of your proposal. Include any bibliographic references in full, including page numbers where relevant. This statement and the bibliographic references may not exceed two sides of A4. You must use Arial font size 11, margins no smaller than 2cm and line spacing no smaller than single line, using the template form provided, including completing the budget summary on the first page. Please be prepared to discuss your project proposal with the panel in your interview.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Please note that if you do not upload a completed supporting statement, a CV, and a research proposal we will be unable to consider your application for this role.

All applications must be received by midday UK time on the closing date stated in the online advertisement.
References
Please give the details of two people who have agreed to provide a reference for you. If you have previously been employed, your referees should be people who have managed you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Otherwise they may be people who have supervised you in a recent college, school, or voluntary experience. It is helpful if you can tell us briefly how each referee knows you (e.g. ‘line manager’, ‘college tutor’). Your referees should not be related to you.

Your referees will be asked to comment on your suitability for the post and to provide details of the dates of your employment; and of any disciplinary processes which are still considered ‘live’. We will only take up references at offer stage.

Information for priority candidates
A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help
Application FAQs, including technical troubleshooting advice is available at: https://staff.web.ox.ac.uk/recruitment-support-faqs
Non-technical questions about applying for this job should be addressed to Ricardo Perez-de-la Fuente, Deputy Head of Research (Ricardo.perez-de-lafuente@oum.ox.ac.uk).

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.
Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.

Relocation
The Museum of Natural History is not offering relocation expenses to this post

Important information for candidates
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: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University’s Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy.

The University’s policy on retirement
The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at grade RSIV/D35 and clinical equivalents E62 and E82, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-eira.

For existing employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-eira.
There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

**Equality of opportunity**

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. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.
Benefits of working at the University

Employee benefits
University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See https://hr.admin.ox.ac.uk/staff-benefits

University Club and sports facilities
Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/

Information for staff new to Oxford
If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See https://welcome.ox.ac.uk/

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits
With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See https://hr.admin.ox.ac.uk/my-family-care.

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.
For full details, including how to apply and the costs, see https://childcare.admin.ox.ac.uk/

Disabled staff
We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University’s Staff Disability Advisor, see https://edu.admin.ox.ac.uk/disability-support

Staff networks
The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club
The University of Oxford Newcomers’ Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.