

## Job description and selection criteria

<b>Job title</b>	Course Director, DTP in Environmental Science
<b>Division</b>	Mathematical, Physical and Life Sciences with Social Sciences
<b>Department</b>	Cross-departmental
<b>Location</b>	TBC
<b>Grade and salary</b>	Grade 9: £43,312-£50,186 pa pro rata
<b>Hours</b>	Part time (50%FTE) with variable hours
<b>Contract type</b>	Fixed-term (for one year with potential extension if funding is confirmed)
<b>Reporting to</b>	Academic Director, DTP in Environmental Science
<b>Vacancy reference</b>	109171
<b>Additional information</b>	this vacancy is for internal applicants only

## Introduction

### The University

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 10,000 staff and has a student population of over 22,000.

Most staff are directly appointed and managed by one of the University's 130 departments or other units within a highly devolved operational structure - this includes over 6,500 'academic-related' staff (postgraduate research, computing, senior library, and administrative staff) and over 2,700 'support' staff (including clerical, library, technical, and manual staff). There are also over 1,600 academic staff (professors, readers, lecturers), whose appointments are in the main overseen by a combination of broader divisional and local faculty board/departmental structures. Academics are generally all also employed by one of the 38 constituent colleges of the University as well as by the central University itself.

Our annual income in 2011/12 was £1,016.1m. Oxford is one of Europe's most innovative and entrepreneurial universities: income from external research contracts exceeds £409m p.a., and more than 80 spin-off companies have been created.

For more information please visit [www.ox.ac.uk/staff/about\\_the\\_university.html](http://www.ox.ac.uk/staff/about_the_university.html)

## **MPLS & Social Sciences Divisions**

The Mathematical, Physical, and Life Sciences Division (MPLS) is one of the four academic divisions within the University. (The others are the Humanities Division, Medical Sciences Division, and Social Sciences Division). It comprises ten academic departments: Chemistry, Computer Science, Earth Sciences, Engineering Sciences, Materials, the Mathematical Institute, Physics, Plant Sciences, Statistics and Zoology. It also encompasses the Begbroke Science Park, four stand-alone Centres for Doctoral Training, and the Oxford e-Research Centre. The constituent units of the Division enjoy an international reputation for excellence in the mathematical, physical and life sciences, as well as in interdisciplinary areas, particularly at the interface with the medical and environmental sciences.

### **Social Sciences Division**

The Social Sciences Division comprises fourteen departments: Anthropology and Museum Ethnography, School of Archaeology, School of Interdisciplinary Area Studies, Saïd Business School, Department of Economics, Department of Education, School of Geography and the Environment, Blavatnik School of Government, Department of International Development (Queen Elizabeth House), Oxford Internet Institute, Faculty of Law, Department of Politics and International Relations, Department of Social Policy and Intervention, Department of Sociology.

The division has responsibility for over 700 academics in thirteen departments and the Faculty of Law, about 1740 graduate students, and 1900 undergraduates. It is also part of three cross-divisional units: James Martin School, Oxford-Man Institute of Quantitative Finance and Smith School of Enterprise and the Environment.

Each division has its own divisional secretariat, led by the Divisional Secretary. Each 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. Much of this is undertaken by the divisional board and its principal committees.

## **The Programme**

### **The Doctoral Training Programme in Environmental Research**

The University has put in a strong bid for a new Doctoral Training Partnership (DTP) in Environmental Research, to be funded by the Natural Environment Research Council. (NERC).<sup>[1]</sup> This DTP will offer structured multi-disciplinary cohort-based training to doctoral students in an outstanding research environment, and meet the skills gaps and needs of industry and research organisations. It will be hosted across six departments: Archaeology, Earth Sciences, Geography and the Environment, Physics, Plant Sciences and Zoology in the MPLS and Social Sciences divisions. The annual cohort will comprise up to 40 students, for five years. The first intake will be in October 2014. The programme will be developed and

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<sup>[1]</sup> <http://www.nerc.ac.uk/funding/available/postgrad/doctoral-ao.asp>

overseen by the Academic Director, Professor David Pyle.<sup>[2]</sup> A Course Director is being appointed to manage day-to-day academic management.

The DTP proposes training across three broad science streams, each of which includes the influence of, and consequences for, human-environment interactions:

- The 'Biodiversity, Ecology and Evolutionary Processes' stream will span research into biological processes, systems and their interactions, at scales ranging from the organism to the population, in spheres ranging from human health to natural ecosystems, over all timescales.
- The 'Physical Climate System' stream will span research across all aspects of the Physical Climate System, present, past and future, with strong links to climate impacts and mitigation.
- The 'Dynamic Earth, Surface Processes and Natural Hazards' stream will span activities from theoretical seismology and isotope geochemistry to the analysis of natural resources, quantification of surface processes over all timescales, and geophysical hazards and risk.

Training will progress in three phases, moving from the broader skills sets to those more specific to the student's projects whilst maintaining enough diversity necessary for a multidisciplinary approach to research problems. In their first term, students will be trained as a single cohort. With mentoring support, students will develop an outline research proposal during Term 1. In Terms 2 and 3, students will embark on their research projects, while continuing to take courses, as appropriate, on research methodologies, and a diverse portfolio of specialist lectures, jointly delivered with DTP partners. In years 2-3, students will advance their research, while continuing to engage with training, career-development and networking opportunities across the DTP. From this point they will be embedded in research groups in one of the six academic departments.

Students will engage with external partners from the commercial and third sector in a variety of ways, including co-supervision arrangements, CASE studentships, and problem-solving live issues in class.

The University of Oxford is a member of the [Athena SWAN Charter](#) and holds an institutional Bronze Athena SWAN award.

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<sup>[2]</sup> <http://www.earth.ox.ac.uk/people/profiles/academic/davidp>

## **Overview of the role**

A key part of the role is the development of the curriculum and training programme in the first year. Once the programme is underway then the delivery of the programme, and the oversight of student progress and welfare will take over.

A major focus of the DTP's training programme is the application of research outcomes in real world situations. Training will address many of the critical skills gaps recently identified in NERC's 'Most Wanted' report of 2012. Graduates from Oxford's DTP will be trained in a multidisciplinary environment, including working in teams in a range of problem-solving contexts. They will become highly numerate, have modelling skills, be engaged with the protocols and practices of data management, will understand the challenges of translating research into practice, and have well-developed communication skills. We shall encourage students to develop and extend their own interpersonal, networking and leadership skills within and beyond the cohort.

## **Responsibilities/duties**

The course director will be responsible for developing and implementing the training programme for the DTP and for managing the day to day delivery of that programme. He/she will report to the Academic Director, Prof David Pyle. He/she will line manage the administrator.

### **Student Recruitment**

- Oversight of the marketing and recruitment strategy
- Oversight of the selection and admission of students, ensuring that all processes are fair and transparent.
- Lead induction activities and ensuring appropriate materials are distributed during Freshers week

### **Training and supervision**

- Develop a curriculum for the whole cohort and each of the streams, working with colleagues with subject specific expertise in the management committee and across departments.
- Deliver a proportion of the curriculum in line with your specialism.
- Develop short, intensive courses that equip students with the research and professional skills demanded by employers and research councils.
- Development of academic framework for digital learning materials and other course materials and resources.
- Lead the project day where students can discuss potential projects with potential supervisors.
- Ensure every student is matched with an appropriately qualified supervisor by the end of term 1.
- Monitor students' progress in year one through feedback from the student advisory panels and graduate supervision system in the first year of each cohort.
- Ensure there are feedback mechanisms for students.

### **Policy and Partners**

- Liaising with Industry partners through the partner liaison group and on a one-to-one basis regarding involvement in class based teaching, projects, work placements, and supervision.

- Working with the 6 departments and management committee to develop and review the academic principles and policies underpinning the doctoral training partnership.
- Ensuring the university meets all the conditions of the Research council grant.

## Selection criteria

### Essential

- A Doctorate
- Experience of graduate supervision or mentoring
- Experience of advanced level teaching, e.g. masters or final year undergraduate
- Experience of course design
- A record of achievement in research with an appropriate track record of publications.
- Research expertise relevant to an area of NERC's remit.
- Good organisational skills

### Desirable

- Familiarity with the use and development of digital learning tools
- A proven track record of obtaining grant funding
- The ability to build good relationships with partners.

## Working at the University of Oxford

For further information about working at Oxford, please see:  
[http://www.ox.ac.uk/about\\_the\\_university/jobs/academic/](http://www.ox.ac.uk/about_the_university/jobs/academic/)

## How to apply

If you consider that you meet the selection criteria, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a user. You will then be required to complete a number of screens with your application details, relating to your skills and experience. When prompted, please provide details of two referees and indicate whether we can contact them at this stage. You will also be required to upload a CV and supporting statement which explains how you meet the selection criteria for the post. The supporting statement should explain your relevant experience which may have been gained in employment, education, or you may have taken time away from these activities in order to raise a family, care for a dependant, or travel for example. Your application will be judged solely on the basis of how you demonstrate that that you meet the selection criteria outlined above and we are happy to consider evidence of transferable skills or experience which you may have gained outside the context of paid employment or education.

Please save all uploaded documents to show your name and the document type.

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

### Information for Priority Candidates

*A priority candidate is a University employee who is seeking redeployment owing to the fact that he or she has 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 departments and this letter **must** be attached to any application they submit.*

**The priority application date for this post is [midday UK time on Friday 30th August 2013]**

**Full details of the priority application process are available at:**

**[www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate](http://www.admin.ox.ac.uk/personnel/end/red/redproc/prioritycandidate)**

Should you experience any difficulties using the online application system, please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.ox.ac.uk)

To return to the online application at any stage, please click on the following link  
[www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk)

Please note that you will be notified of the progress of your application by automatic e-mails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all e-mails.