



NEW COLLEGE  
OXFORD

**THE CHRISTOPHER COX JUNIOR FELLOWSHIP  
from 1 October 2018**

The College invites applications for this post, which is tenable for a fixed period of three years from 1 October 2018 or as soon as possible thereafter based in New College, Oxford. The person appointed will be expected to provide support to students as part of the college's welfare team and to act as a link between senior and junior members of the college, and to undertake research. The Fellowship is open to those who have already acquired a first degree, and who at the time of appointment have completed at least two years of study for a PhD/DPhil.

**1. The College**

Founded in 1379, New College is one of the oldest and largest of the colleges of Oxford University. The colleges are independent, self-governing establishments which function both as academic institutions and as social and residential centres for students and academics. New College currently has approximately 420 undergraduate and 350 graduate students, studying most of the subjects offered by the University of Oxford.

Undergraduate teaching at New College is organised and provided by around 35 Tutorial Fellows (nearly all of whom also hold University posts), assisted by about 23 Stipendiary Lecturers (college tutors employed on a fixed-term basis). There are also 15 Professorial Fellows and, at any one time, about 20 Junior Research Fellows. All these categories are members of the Senior Common Room, which provides dining and social benefits. Governing Body, which has overall responsibility for all aspects of the running of the College, comprises the Warden (the Head of the College) together with the Official Fellows.

**2. Details of the Advertised Post**

1.1 Duties

**[The following is a summary. Please see Annex A below for a fuller, more informal, description of the post.]**

This Fellowship is one of two posts whose holders act as links between the senior and junior members of the College and provide welfare support to students as part of the college Welfare Team. The other similar post, presently filled, is known as the Harold Salvesen Junior Fellowship. The Cox and Salvesen Fellows must live in College in term and take a full share of responsibilities connected with undergraduate and graduate life.

Appointees will be required to attend a short training programme in support and listening skills, if they have not previously done so. The Fellow will be expected to engage in advanced research in his or her chosen field. **Recent holders of the post have found that, during term, their time is divided approximately equally between their student liaison and welfare duties and their research.**

## 1.2 Qualifications and Abilities Required

This Junior Fellowship is intended for researchers at an early stage in their career who show outstanding ability and potential in their chosen field. Applicants will be expected to have a good first degree and to have made significant progress towards a doctorate or to have recently started a post-doctorate research role. They will also have experience of providing support to others and an understanding of the pressures facing Oxford students.

## 3. **Selection Criteria**

The formal selection criteria for the post are as follows:

- i. Relevant experience that demonstrates an ability to undertake welfare and support responsibilities
- ii. A research record appropriate to the stage of the candidate's career

The qualities that we are seeking therefore include:

- i. An understanding of student welfare issues
- ii. A friendly and sympathetic manner
- iii. The ability to work in a team
- iv. The ability to exercise sound judgement under pressure
- v. The ability to set and maintain firm boundaries
- vi. Scholarly ability (a capacity to formulate appropriate goals, select appropriate methods, undertake appropriate analysis, propose supportable conclusions, present findings effectively and the ability to articulate these)
- vii. The administrative skills necessary for organising events, responding to enquiries and managing a small budget.

## 4. **Salary and Conditions**

The Fellowship carries a stipend of £21,644 *p.a.* (subject to review). The appointment will be pensionable under the USS scheme, the Fellow contributing 8% of the stipend and the College 18%.

The Fellow will be expected to live in College and suitable accommodation is provided free of charge. Fellows are entitled to free lunch and dinner at the common table when this is available, a research and book allowance (£1,325 *p.a.*). The post comes with an entertainment budget of £1,300 *p.a.*

The appointment will be for a fixed period of three years without possibility of renewal.

## 5. **Equality and Diversity**

New College aims to provide an inclusive environment which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its members are respected to assist them in reaching their full potential.

## 6. **Application Procedure**

Applicants should please:

- Complete the online application form at [https://isw.changeworknow.co.uk/new\\_college\\_oxford/vms/e/careers/search/new](https://isw.changeworknow.co.uk/new_college_oxford/vms/e/careers/search/new)
- upload a curriculum vitae
- a short summary of suitability for student welfare duties, as related to the selection criteria listed above (not longer than one page)
- upload a short summary of current and proposed research (2 to 3 pages)
- upload a piece of written work, published or unpublished, of no more than 30 pages

Candidates should ask their referees to write directly to the Academic Registrar at [tuition@new.ox.ac.uk](mailto:tuition@new.ox.ac.uk), 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.

**The closing date for applications and the last date for receipt of references is 3<sup>rd</sup> August 2018.** It is the responsibility of each applicant to ensure that her or his application arrives in full by the deadline. Please note that both paper and online applications are required.

Applicants should also note that shortlisted candidates will be interviewed on 19<sup>th</sup> September 2018 and that they will be dined in College after the interview. Because of the nature of the post this forms part of the interview process.

## **ANNEX A**

### **THE COX AND SALVESEN FELLOWS**

#### **Duties**

The Fellows are expected to see students who are, for example, worried about their work, or about their relations with their tutors, or their relations with one another, and any other problems they may be experiencing. Fellows may also see students on a social basis, and to organise lunches and dinners for senior and junior members, and other appropriate events.

Cox and Salvesen Fellows are a first resource: they do not move beyond the support task of providing what useful information they can readily give, and in serious cases pass students on to professional or medical help. The holder of the post is required to work in close communication with colleagues in the College Welfare Team: the Tutor for Welfare, Advisor to the Welfare Team, Academic Registrar, Welfare Administrator and College Medical Team (ie, Nurse and GP). They will also work with tutorial fellows, Dean, Senior Tutor, Chaplain and Warden as appropriate.

During term-time (normally understood to be 0th Week until the end of 10th Week), the Fellows are required to live in College and to maintain a visible presence. The Fellows operate a mutually agreeable rota system, so that one is readily available to students, through regular office hours or by appointment on any day in term-time. Since many of the issues the Fellows deal with are unforeseen and can arise at any time they should be easily reached, via the Porters, each evening and overnight during term-time. Occasionally, for example during the exam period or in extraordinary situations that have significant impact on the student community, the Fellows may be asked to help at other times. At least one Fellow should be in or near College at weekends during term.

The role of the Cox and Salvesen Fellows does have distinct boundaries. The Fellows must respect student privacy, but they should not promise a degree of confidentiality that they cannot provide. They should give the best advice they can, but must avoid acting as amateur counsellors, and refrain from offering medical advice. They should require students to comply with the rules of the College, but are not themselves part of the decanal system. They should not discuss students with their parents, but should, politely, refer parents to the Warden, Tutor for Welfare, or Home Bursar as appropriate.

The College expects Cox and Salvesen Fellows to engage in research in much the same way as other Junior Research Fellows. It differs from other Junior Research Fellows in that their four to six hours a week student contact time is normally expected to be given over to their student support and liaison duties, although Fellows have traditionally taken on some teaching alongside their role. A Fellow should expect to spend a further four to six hours a week in related duties such as record-keeping, team meetings and liaising with other services as necessary. While unforeseen events do arise, the balance between a Fellow's research and welfare duties should not be beyond 70/30 in either direction for long periods of time. On average, across the year, no more than fifty per cent of a Fellow's time should be taken up with social and welfare duties during a term.