MATHEMATICAL INSTITUTE
ANDREW WILES BUILDING

JESUS COLLEGE AND THE MATHEMATICAL INSTITUTE, OXFORD

STIPENDIARY JUNIOR RESEARCH FELLOWSHIP (JRF) IN MATHEMATICS: FURTHER PARTICULARS

I THE APPOINTMENT

Jesus College and the Mathematical Institute invite applications for a stipendiary Junior Research Fellowship in Mathematics, tenable for a fixed-term of three years from 1 October 2018. The Fellowship is open to those researching in Mathematics, and is intended for candidates who are at an early stage in their academic career. Applicants will be talented researchers, who have already produced excellent research during their doctorate and in any postdoctoral positions. They will be free to conduct their own research programme. This is a full-time position that cannot be held concurrently with any other substantive post without explicit permission of the College and Head of Department.

The objectives in making this appointment are to develop and strengthen the research profile of the College and Institute, and more generally to contribute to the goal of maintaining the University of Oxford as a leading centre for research in Mathematics.

Responsibilities

The successful applicant will be expected to:

- Undertake original research of the highest academic standard;
- Disseminate their results via conference presentations and journal publications;
- Manage their own academic and administrative activities;
- Assist in the supervision of student projects and the development of student research skills;
- Act as College Advisor to a small number of Mathematics postgraduates at the College;
Participate in and contribute to the life of the College and Department.

To assist in their academic career development, the JRF will be required to contribute up to three hours of departmental teaching per week for the 24 weeks of each academic year, averaged over the period of the Fellowship to allow for extended visits elsewhere. If desired, the JRF may undertake a limited number of hours of undergraduate tutorial teaching at the College but this is not a requirement of the post.

**Criteria for appointment**

The successful applicant will meet the following criteria.

**Essential criteria**

1. A doctorate in Mathematics or a related discipline, completed in the last 3 years;
2. Independence and ability to undertake research of the highest academic standard;
3. An outstanding record (for the stage of their career) of papers published in major international journals;
4. A realisable research plan, relevant to the activities of appropriate research group(s) that would enhance the Mathematical Institute’s overall research profile;
5. Participation in conferences, seminars or research workshops;
6. Ability to teach students in small groups;
7. The ability to communicate effectively both orally and in writing.

**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. Income from external research contracts in 2014/15 exceeded £522.9m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. 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.
Jesus College

Jesus College has a strong commitment to promoting and enabling education, learning, scholarship and research at the highest levels amongst its students and academic staff, whilst preserving an informal and friendly atmosphere. Founded in 1571 by Elizabeth I, the College is a self-governing educational charity and is one of the 38 constituent colleges of Oxford University. With Professor Sir Nigel Shadbolt, FRS, FREng, as its Principal, the College comprises some 70 Fellows, 25 lecturers, 240 graduates, 350 undergraduates, and 90 support staff. The College is located on an attractive historic site in the centre of Oxford, with excellent access to the Bodleian Library and other university libraries, the Science Area, and the University’s department and faculty buildings. Full information about the College is available on the college website: www.jesus.ox.ac.uk.

The College encourages the academic achievements of its students (being regularly towards the top of the table for the best performance in final examinations) with excellent teaching, and generous and varied financial support. Similarly it celebrates and supports the academic endeavours of its Fellows, both in research and teaching.

The Fellows of the College form a lively multi-disciplinary and international community. Weekday lunches in particular are a popular and lively time for Fellows to talk to their immediate colleagues and those in other disciplines. Guest Nights on Wednesdays and Fridays during term offer very pleasant occasions for Fellows to entertain professional and personal guests, and a chance to meet a wide range of interesting people. The College hosts a number of well-attended formal dinners throughout the year, at which the post-holder and his/her guest would be most welcome.

Fellows can make use of the College’s well-equipped seminar and other rooms for meetings, entertainment, conferences etc., and can book accommodation for guests in dedicated Fellows’ guest rooms. Junior Research Fellows regularly use College facilities to host seminars, colloquia and conferences of several days’ duration. Lunches and dinners of a high standard may also, on occasion, be hosted by Fellows for professional or personal purposes. A dedicated Fellows’ Resources Room provides computers, printers, a photocopier and a fax.

Full information about the College is available on the College website: www.jesus.ox.ac.uk

The Mathematical Institute

The Mathematical Institute, as Oxford’s Department of Mathematics is known, is one of the leading mathematics departments in the world. Our mathematical research, impact and environment were all ranked first in the UK in the 2014 Research Excellence Framework exercise, a government review of research in all UK universities. The Mathematical Institute is the focus of research into both fundamental mathematics
and its applications, and our inclusive nature and overall size are key factors in the provision of an outstanding research environment for our members. The large number of faculty, postdocs and students in the Mathematical Institute, all supported by excellent facilities, allows us to maintain a critical mass in research groups encompassing a wide spectrum of mathematics, while our integrated nature fosters collaboration between fields. We also host a large number of academic visitors. Our web pages (www.maths.ox.ac.uk) provide comprehensive information about all of our activities.

The research activities of the Institute as a whole can be gauged from the web pages of the research groups and centres within the Institute (www.maths.ox.ac.uk/research). The range of our research interests is well reflected by the profile of our faculty as listed at www.maths.ox.ac.uk/people. Many members of the Institute have received prestigious prizes and other special recognition for their work; some recent examples can be found at www.maths.ox.ac.uk/news/awards-and-prizes.

The Mathematical Institute moved into the purpose-built Andrew Wiles Building in the University’s Radcliffe Observatory Quarter in September 2013. As well as providing offices for all staff and graduate students, it houses a range of other facilities available to members of the department, including the Whitehead Library, a large range of meeting rooms, teaching spaces, lecture rooms, and social spaces, and a small facility for carrying out table-top experiments. For more information, see www.maths.ox.ac.uk/about-us.

Teaching is central to the life of the Mathematical Institute and we have an annual intake of approximately 300 undergraduates, some on courses jointly with other departments. We admit 100 students each year across five taught master's degree courses and have over 230 doctoral students in residence at any one time. Our doctoral programme always attracts the best research students from across the world, and we have a broad mentoring and training programme. Our provision expanded in 2014 following the award of two EPSRC-funded Centres for Doctoral Training.

The Mathematical Institute strives to ensure that all staff and students are given the opportunities and support they need to achieve their potential. We are committed to equality of opportunities and to advancing women’s careers. We support staff returning from long-term absence and provide flexible arrangements for staff with parental responsibilities. Further information about family support can be found in the Standard Terms and Conditions. Our Good Practice Committee contributes to many aspects of our work, see www.maths.ox.ac.uk/members/good-practice.

As part of the department’s commitment to openness, inclusivity and transparency, we strongly encourage applications from all who consider they meet the requirements of the post, and particularly from women and ethnic minorities.

**MPLS Division**

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1 The Mathematical Institute was a founding supporter of the London Mathematical Society’s Good Practice Scheme (www.lms.ac.uk/women/good-practice-scheme) and have recently been awarded an Athena SWAN silver award.
The University’s Division of Mathematical Physical and Life sciences contains departments that span the full spectrum of the mathematical, computational, physical, engineering and life sciences. Between them, they undertake a huge range of fundamental research and develop applications that respond to the great societal and technological challenges of our time. Research across the Division is increasingly interdisciplinary in nature.

MPLS’s scientists collaborate closely with colleagues in other Divisions across Oxford, with other universities, research organisations and industrial partners across the globe.

Our senior researchers have been awarded some of the most significant scientific honours (including Nobel prizes and prestigious titles such as FRS and FREng). The Division is equally proud of its tradition of attracting and nurturing the very best early career researchers, many of whom regularly secure prestigious fellowships.

The Division holds six Athena Swan Awards (four silver and two bronze) illustrating its commitment to encouraging women in science research and careers.

For more information visit www.mpls.ox.ac.uk/about/about-
mpls-division

II REMUNERATION AND OTHER ENTITLEMENTS

1. **Salary**: there is a three-year scale on points 29-31 of the national pay spine, with appointments being made on the first point of the scale. The figures include a nominal Fellowship stipend of £180 p.a.. The scale values as at 1 October 2017 are given below.

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<th>Year of post</th>
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<td>2</td>
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2. **Office space**: office space with a desktop computer will be provided in the Mathematical Institute. The Fellows’ Library in Jesus College will also be available to work in;

3. **Accommodation**: a single Fellow may rent furnished rooms in College if available (note there will be no kitchen facilities and the rooms are not ensuite). The annual rent will be at the prevailing level of charges, currently in the region of £5,037 for 2017-18.

4. **Dining rights**: the Fellow will be entitled to lunch and dinner free of charge with members of the Senior Common Room during term and vacation, except when the kitchens are closed.

5. **Membership of the Senior Common Room (SCR)**: small charge payable
6. **Research allowance**: a College research allowance to the value of £1,000 p.a. (reviewed annually) is available towards the support of research, e.g. laboratory expenses, purchase of books or attendance at conferences;

7. **Major Research Grants Fund**: Junior Research Fellows are eligible to apply to a cash-limited Major Research Grants Fund at Jesus College, currently worth approx. £40K p.a. Applications are invited in spring each year. Preference may be given to Fellows at an early stage in their career and to those with little access to alternative funding sources;

8. **Pension**: the person appointed will join USS (unless they choose to opt out), under which scheme 8% of his or her stipend is deducted.

### III OTHER TERMS AND CONDITIONS

**Probation**: the College Statutes require that the first year of a Junior Research Fellow’s appointment should be probationary. Probation is assessed in the summer term by the Governing Body on the basis of a report from the JRF, and at least two references. A usual condition of passing probation is that any JRF who took up the post without having completed his/her doctorate should have gained his/her doctorate by the time he/she writes the probationary report. Upon satisfactory completion of the initial first year of appointment, the post-holder will be eligible for re-election for a further two years.

**Mentor**: the College will ascribe a Fellow in a cognate area to be the Junior Research Fellow’s academic mentor.

**Data protection**: All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College’s Data Protection Policy.

**Work permits**: All appointments are made in accordance with the University of Oxford Equal Opportunities Policy and Code of Practice and applications are welcomed from a wide range of candidates. The University undertakes not to discriminate unlawfully against any applicant on the basis of any information revealed.

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.

### IV PROCEDURE FOR APPLICATION AND APPOINTMENT

**How to apply**: There is no application form. Please send **SEVEN** copies of the following in hard copy to Mrs Helen Gee, the Principal’s Secretary, Jesus College, Oxford OX1 3DW by noon on **28 March 2018**.
• a covering letter
• a curriculum vitae
• a list of publications
• an outline of the proposed programme of research
• the names and contact details, including email addresses, of three referees

It is the responsibility of applicants to ask their referees to send their references direct to the Principal’s Secretary, by the same date (principals.secretary@jesus.ox.ac.uk). Emailed references will be accepted.

Applicants are also requested to inform their referees that, under the 1998 Data Protection Act, any reference they may be asked to 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.

Application process: a short list of applicants will be drawn up by the selection committee in April 2018. Please note that at this stage shortlisted candidates will be asked to submit a sample of their written work, such as an offprint of a published article or chapter.

It is expected that short-listed candidates will be invited for interview at Jesus College, Oxford on 2 May 2018. Those shortlisted will be invited to give a short presentation to the selection committee on their research and their research plans if they were to hold the Fellowship. Reasonable interview expenses (including flights) will be reimbursed, and overnight accommodation can be offered free of charge if required.

Queries may be addressed through the Principal’s Secretary, Mrs Helen Gee (principals.secretary@jesus.ox.ac.uk).
Benefits of working at the University

University Club and sports facilities
The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. 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 www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff (or those relocating from another part of the UK)
If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor.
See: www.internationalstaffwelcome.admin.ox.ac.uk/

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 to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare
The University has excellent childcare services with 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 www.admin.ox.ac.uk/childcare.

Family-friendly benefits
The University subscribes to My Family Care (www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff
We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University's Staff Disability Advisor.

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 www.admin.ox.ac.uk/eop/inpractice/networks/

Other benefits
Staff can enjoy a range of other benefits such as free visitor access to the University’s colleges and the Botanic Gardens as well as a range of discounts.
See www.admin.ox.ac.uk/personnel/staffinfo/benefits