

## Job Description

### Summary

<b>Job title</b>	<b>Temporary Research Manager</b>
<b>Division</b>	<b>Social Sciences</b>
<b>Department</b>	<b>Faculty of Law</b>
<b>Location</b>	<b>Faculty of Law, Bonavero Institute of Human Rights, Mansfield College</b>
<b>Grade and salary</b>	<b>Grade 8: £45,585-£54,395 per annum</b>
<b>Hours</b>	<b>Full time</b>
<b>Contract type</b>	<b>Fixed term until 31 December 2024</b>
<b>Reporting to</b>	<b>Professor Kate O'Regan, Director of the Bonavero Institute of Human Rights</b>
<b>Vacancy reference</b>	<b>169755</b>
<b>Closing date</b>	<b>9.00am on Tuesday 12 December 2023</b>
<b>Interview date</b>	<b>Friday 15 December 2023 (am)</b>

### The role

Given that the role of head of Research at the Bonavero Institute of Human Rights, will only be filled on a 0.5 FTE basis from January – September 2024, this post will provide research management for a one year period only. The incumbent will report to the Director of the Bonavero Institute of Human Rights. The post holder is a research expert responsible for managing some of the research activities at the Institute, including existing grant funded projects.

### Responsibilities

- Research project management, serving as the Institute's representative on the Steering Committee of the Policy and Evidence Centre into Modern Slavery, funded by the AHRC and led by the Bingham Centre for the Rule of Law (British Institute of International and Comparative Law) until the end of the project (end of April 2024)



- Write funding applications for new research projects, and negotiate with external bodies. including developing future collaborations with UNESCO following the successful Global Conference for the International Day for Universal Access to Information (IDUAI) 2023, and the International Judicial Symposium on Freedom of Expression, both of which were recently hosted at the Bonavero Institute
- Manage the AHRC and UNESCO research budget and input to the Institute's research strategy. Develop ideas for generating research income and promoting the research area
- convening the Bonavero Perspective seminar series, ensuring coordination and timetabling runs smoothly and circulating papers in advance of each session, including presentation of papers at national conferences and seminars to disseminate research findings
- Act as a source of information and advice and oversee the Bonavero Non-Stipendiary Early Career Research and Research Visitor schemes, both key activities at the institute, designed to engage external researchers, academics and practitioners in the broad field of human rights.
- Manage the Bonavero Research Visitor scheme and provide mentoring and guidance to early career fellows at the Bonavero Institute
- Regularly write research articles including the Bonavero Reports series; and editing and publishing the Bonavero reports with support from the Bonavero where required
- Working with colleagues at the Institute and beyond, contributing to a collaborative, multi-disciplinary team and participating in regular research meetings and developing and implementing new research methodologies and materials where required
- Undertake independent research in an aspect of human rights, constitutional law, democracy or the rule of law, or related field, for not less than 20% of time, which should result in the publication of at least one piece of published work in a peer-reviewed, accredited journal or similar. Develop research questions within a specific context, conduct individual research, analysing detailed and complex qualitative and/or quantitative data from a variety of sources, and generate original ideas by building on existing concepts
- To undertake other duties as required by the Institute Director

## Selection criteria

### Essential selection criteria

- Hold a relevant Ph.D/D.Phil with post-qualification research experience
- An established (inter)national reputation and publication record
- Possess sufficient specialist knowledge in the discipline to develop research projects and methodologies
- Ability to independently plan and manage a research project, including a research budget
- Experience of raising research funds through making grant applications

### Desirable selection criteria

- Experience of managing a research budget

## 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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit

where you worked. 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>

## 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](http://www.ox.ac.uk/about/organisation).

## Bonaverio Institute of Human Rights

The Bonaverio Institute of Human Rights in the Faculty of Law seeks to foster excellent research and scholarship in human rights law and, through its programmes and events, to improve the understanding of human rights both within and beyond the academy. It also aims to draw together and build upon existing academic activities in the field of human rights at Oxford. The Bonaverio Institute adopts a broad definition of human rights law to include international human rights law and practice, domestic human rights, the rule of law, constitutionalism and democracy. It opened in a new building at Mansfield College in October 2017 where, as well as offices, it has a meeting/seminar room, a large working space for graduate students, postdocs and visitors, and a lecture theatre that is shared with the College. Being part of the Faculty of Law, one of the world's highest ranked law faculties, gives the Institute the opportunity to collaborate with the outstanding legal scholars in the Faculty, many of whom are leaders in human rights, international law and public law research. The Institute's home at Mansfield is central to its identity as inclusive and welcoming, and is an important factor in the Institute's ability to attract scholars and to host important symposia and

## Faculty of Law

The Faculty of Law prides itself on being a centre of excellence for the study and research of law, a place where tradition meets innovation, where scholars and students collaborate to further the academic study and practical application of law.

We are proud of our rich legacy of legal education that spans generations. We have the best staff-student ratio of any law school in the UK. We have consistently upheld the highest standards of academic rigour and played an integral role in shaping the legal landscape, both domestically and internationally. We steward the future of legal scholarship through running the largest doctoral programme in the English-speaking world.

Our commitment to research and innovation is unwavering. Our faculty members are at the forefront of groundbreaking legal research, contributing to the evolution of legal thought and policy in an ever-changing world.

Their expertise spans diverse areas of law, from corporate to human rights, from criminal to environmental, and they bring to the classroom a wealth of practical experience and theoretical insight. Our students have the

privilege of learning from the best, engaging in thought-provoking discussions, and honing their legal skills under the guidance of these eminent scholars.

We deliver cutting-edge programmes, including the highly regarded BCL/MJur, Masters in Law and Finance and BA in Jurisprudence. Our community is made of students and staff from across the world, from many different backgrounds, with a variety of ethnicities, religions, and sexual and gender identities.

We are home to centres of expertise in specialist areas such as the Bonavero Institute of Human Rights, the Centre for Criminology, the Oxford Human Rights Hub, the Institute for European and Comparative Law, the Oxford Intellectual Property Research Centre and the Centre for Socio-Legal Studies.

Oxford's Law Faculty is the largest community of legal scholars in the UK, and consistently ranks among the top universities for Law and Legal Studies.

## Social Sciences Division

Social Sciences is one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority, and responsibility for providing a broad strategic focus across its constituent disciplines. Thirteen departments, one faculty, and three cross-divisional research units come under the aegis of the division which spans the full range of social science disciplines with links into the humanities and physical sciences (including Law, Management, Economics, Politics and International Relations, Sociology, Social Policy, Area Studies, Development Studies, Education, Anthropology, Archaeology, Geography, Public Policy). There are over 700 academic staff, 2,700 graduate students (postgraduate taught and postgraduate research), and 1900 undergraduates working and studying in the division. The division is established as a world-leading centre for research in the social sciences and regularly sits at the highest levels of international league tables of one form or another. It is the largest grouping of social science disciplines in the UK and it is also home to several of Oxford's most widely recognised teaching programmes, such as PPE, the BCL, the MPhils in International Relations, in Economics, and in Development Studies, and the nationally regarded PGCE. We believe that excellence in teaching and research is synergistic and remain committed to sustaining and developing the high quality of our activities in both these areas. Our departments are committed to research which develops a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to Communications Assistant – August 2023 5 human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit: <http://www.socsci.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.

You will 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 upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **9.00am** UK time on the closing date stated in the advertisement.

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## 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).

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## 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 this job should be addressed to the recruiting department directly

[recruitment@law.ox.ac.uk](mailto:recruitment@law.ox.ac.uk)

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://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.

## 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** of 30 September before the 70<sup>th</sup> birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

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-ejra>.

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](http://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 dependants. 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](http://www.newcomers.ox.ac.uk).

### Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at [researchstaff-subscribe@maillist.ox.ac.uk](mailto:researchstaff-subscribe@maillist.ox.ac.uk) to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on [committee@oxrss.ox.ac.uk](mailto:committee@oxrss.ox.ac.uk). For more information, see [www.ox.ac.uk/oxrss](http://www.ox.ac.uk/oxrss), Twitter @ResStaffOxford, and Facebook [www.facebook.com/oxrss](http://www.facebook.com/oxrss).