Job description and selection criteria

<table>
<thead>
<tr>
<th>Job title</th>
<th>Convenor of Oxford Transitional Justice Research</th>
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</thead>
<tbody>
<tr>
<td>Division</td>
<td>Social Sciences</td>
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<tr>
<td>Department</td>
<td>Centre for Criminology, Faculty of Law</td>
</tr>
<tr>
<td>Location</td>
<td>Centre for Criminology, Manor Road Building, Oxford, OX1 3UQ</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 5.1 (pro rata) to a maximum of £7,000 for the contract duration</td>
</tr>
<tr>
<td>Hours</td>
<td>Part-time (0.2 FTE, approximately 1 day per week) to be discussed and agreed with the successful candidate</td>
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<tr>
<td>Contract type</td>
<td>Fixed term (12 months from 1 December 2016)</td>
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<tr>
<td>Reporting to</td>
<td>Prof. Carolyn Hoyle, Director of the Centre for Criminology</td>
</tr>
<tr>
<td>Vacancy reference</td>
<td>125038</td>
</tr>
<tr>
<td>Additional information</td>
<td>INTERNAL APPLICANTS ONLY</td>
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<tr>
<td></td>
<td>Closing date: 12 noon UK time on Monday 29 August 2016</td>
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Job description

Overview of the role

The Centre for Criminology is looking to appoint a suitably qualified person to the part-time position of Convenor of Oxford Transitional Justice Research for a fixed period of 12 months (or an alternative duration in agreement with the successful candidate). Oxford Transitional Justice Research (OTJR) is an inter-disciplinary network of more than 200 academics and students working on issues of transition in societies recovering from mass conflict and/or repressive rule. Founded in 2007, it is now one of the largest and most diverse academic communities conducting research in this field. OTJR hosts a weekly academic seminar, which brings leading researchers and practitioners to Oxford to discuss aspects of their work. OTJR is dedicated to producing high-quality scholarship that connects intimately to practical and policy questions in transitional justice, including research within the following themes: domestic and international prosecutions; truth commissions and other truth-recovery processes; commemoration and memorialisation; local and traditional practices; compensation and reparations; and institutional reform.

The successful candidate for this post will primarily be responsible for overseeing the day-to-day workings of the OTJR committee, including seminars, workshops, and conferences, establishing our relationship with Foundation Hirondelle, and working with the Global Institute for the Prevention of Aggression and its Director, Mr Don Ferencz.

We are looking to appoint someone with either a doctorate which has been successfully examined or a research student in their second or subsequent year of study. The research should be in the field of transitional justice, broadly defined.

The post is based in the Manor Road Building, Manor Road, Oxford and you will be provided a desk. It is a fixed-term, part-time post.

Responsibilities/duties

The person appointed to this post will be responsible for ensuring the day-to-day running of Oxford Transitional Justice Research. These responsibilities include:

- Convening and chairing regular OTJR committee meetings in accordance with the OTJR Constitution;
- Overseeing the organisation and administration of OTJR’s weekly seminar series, including chairing the seminars;
- Organising any conferences or workshops the OTJR committee decides to host;
- Managing OTJR’s relationship with Fondation Hirondelle;
- Continuing to work on establishing OTJR’s research network with a view to facilitating the delivery of academic contributions for the Hirondelle project;
- Overseeing the editing of academic contributions for the Hirondelle Project;
- Liaising with Mr Don Ferencz of the Global Institute for the Prevention of Aggression.

Selection criteria

Essential

- Proven skills or experience equivalent to those derived from holding a degree
- Research expertise in a field related to transitional justice.
• Excellent administrative and communication skills.

• The ability to work to tight deadlines.

Desirable

• Understanding of the work of Oxford Transitional Justice Research.

• Experience working on a committee.

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. 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.

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

Social Sciences Division

The Social Sciences Division is one of four Divisions in the University, each with considerable devolved budgetary and financial authority and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Science Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to 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/
Centre for Criminology

The Centre for Criminology has, for over thirty years, acted as the focal point for criminological studies in Oxford. The Centre for Criminology is a sub-unit of the Faculty of Law and is located in the Manor Road Building along with other Social Science Departments and the Social Science Library.

The Centre currently comprises the Professor of Criminology and Director of the Centre (Carolyn Hoyle); three further Professors (Ian Loader, Mary Bosworth and Julian Roberts); one Associate Professor in Criminology (Rachel Condry), and one Department Lecturer (Ben Bradford). The Centre also has two further members drawn from the wider Law Faculty/University – one Professor (Lucia Zedner) and one CUF Lecturer (Liora Lazarus). In addition to these posts, the Centre has a (varying) number of Research Officers employed on fixed-term contracts, a number of Research Associates who are involved with the work of the Centre, and a thriving Academic Visitors Programme.

The Centre for Criminology undertakes a research strategy that emphasises theoretically driven empirical research that aims to intersect with, and speak to, current dilemmas in crime and penal policy, both in the UK and internationally. As part of this strategy the Centre has identified five broad thematic research areas around which it organizes and develops its intellectual life. The current themes are: security, rights and justice; penal culture, police and practice; public opinion, politics and crime control policy, victims, and crime and the family. The Centre for Criminology has established a strong reputation over three decades, first for undergraduate teaching and criminological research, latterly also for its graduate criminology programme. Its current strategic objective is to establish itself as one of the world’s leading graduate schools in criminology. It runs two masters degrees – the MSc Criminology and Criminal Justice and the MSc Criminology and Criminal Justice (Research Methods) – which generally recruit around 25 students. Students on these degrees may also study for a second year and graduate with a MPhil Criminology and Criminal Justice. There are currently 23 doctoral research students. The Centre is a part of Oxford’s ESRC Doctoral Training Centre.

The Centre also teaches a 'Criminology and Criminal Justice' option on the final honours year of the Undergraduate Law degree, as well as options on ‘Punishment, Security and the State’ and ‘Human Rights and Criminal Justice’ on the Law Faculty’s postgraduate Bachelor of Civil Law (BCL) and Magister Juris (MJur) courses. The Centre also runs a high profile series of ‘All Souls Criminology Seminars’ each year in support of both the teaching programmes and its research agenda.

The Centre is currently based at the Manor Road Building, a purpose-built Social Sciences centre next to the Law Faculty – see www.manor-road.ox.ac.uk. This building provides excellent accommodation for the Centre, and offers great opportunities for interaction with colleagues from the Law Faculty and the other Social Science units located in the new centre: Socio-Legal Studies, Sociology, Politics and International Relations, and Economics. The Manor Road Building also houses a dedicated Social Science Library that includes a large criminology collection.

For more information please visit: http://www.crim.ox.ac.uk

How to apply

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at www.ox.ac.uk/about/jobs/supportandtechnical/.
If you would like to apply, click on the **Apply Now** button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

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).

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

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

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

<table>
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<tr>
<th>Information for priority candidates</th>
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<tr>
<td>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 departments.</td>
</tr>
<tr>
<td>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)</td>
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</tbody>
</table>

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

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

**Important information for candidates**

**Pre-employment screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity and references. We advise all applicants to read the candidate notes on the University’s pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

**The University’s policy on retirement**

The University operates an employer justified retirement age for all academic and academic-related posts (grade 6 and above), for which the retirement date is the 30 September immediately preceding the 68th birthday. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/.
For existing employees any employment beyond the retirement age is subject to approval through the procedures: [www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/](http://www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revproc/)

There is no normal or fixed age at which support staff in posts at grades 1–5 have to retire. Support staff may retire once they reach the minimum pension age stipulated in the Rules of the pension scheme to which they belong.

**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

Training and Development
A range of training and development opportunities are available at the University. Further details can be found at www.ox.ac.uk/staff/working_at_oxford/training_development/index.html.

For research staff only: Support for Research Staff
There is a particularly wide range of support for career development for research staff. Please visit: www.ox.ac.uk/research/support-researchers to find out more.

Pensions
The University offers generous occupational pension schemes for eligible staff members. Further details can be found at www.admin.ox.ac.uk/finance/epp/pensions/pensionspolicy/.

Information for international staff (or those relocating from another part of the UK)
A wealth of information is available on the University’s International Staff website for staff who are relocating to Oxford from abroad, at www.admin.ox.ac.uk/personnel/staffinfo/international/.

The University of Oxford Newcomers’ Club
The Newcomers’ Club is aimed at helping partners of newly-arrived visiting scholars, graduate students and academic members of the University to settle in and to meet people in Oxford.

Transport schemes
The University offers a range of travel schemes and public transport travel discounts to staff. Full details are available at www.admin.ox.ac.uk/estates/ourservices/travel/.

University Club and University Sports Facilities
The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym. See www.club.ox.ac.uk for all further details.

University staff can use the University Sports Centre at discounted rates, and have the chance to join sports clubs. Please visit www.sport.ox.ac.uk/oxford-university-sports-facilities.

Childcare and Childcare Vouchers
The University offers quality childcare provision services at affordable prices to its employees. For full details about the services offered, please visit www.admin.ox.ac.uk/childcare/. NB: Due to the high demand for the University’s nursery places there is a long waiting list.

The University also offers nursery fee payment schemes to eligible staff as an opportunity to save tax and national insurance on childcare costs. Please visit www.admin.ox.ac.uk/childcare.

Disabled staff
The University is committed to supporting members of staff with a disability or long-term health condition and has a dedicated Staff Disability Advisor. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details.

BUPA - Eduhealth
Bupa Eduhealth Essentials private medical insurance offers special rates for University of Oxford staff and their families www.eduhealth.co.uk/mini-site/.
All other benefits

For other benefits, such as free entry to colleges, the Botanic Gardens and staff discounts offered by third party companies, please see www.admin.ox.ac.uk/personnel/staffinfo/benefits/.