

Stipendiary Lecturership in Organic Chemistry (6 Hours)

Further Particulars

General

The appointment will be from 1 September 2020, for a one year in the first instance. This post is intended to provide a promising academic with the opportunity to develop skills in teaching and academic administration of Organic Chemistry in a supportive and research intensive environment.

For more information about the College please see www.lmh.ox.ac.uk .

Duties

The person appointed will be expected to teach LMH Chemistry undergraduates in tutorials for an average of six contact hours per week during Full Term (Oxford has three 8-week terms). The tutorial teaching requirement will be for all first year, 2nd year and 3rd year Organic Chemistry topics (details of the syllabus and course structure can be found at <http://course.chem.ox.ac.uk/home.aspx>).

In addition to teaching, the lecturer will be expected to help, as needed, with related administrative duties and pastoral duties.

The lecturer will work under the direction of Professor José Goicoechea (Tutor in Inorganic Chemistry) and the Senior Tutor. The appointment carries with it membership of the College's Education Committee. In addition to Professor Goicoechea, we are pleased to have with us Dr Michael O'Neill, Department Lecturer in Inorganic Chemistry and Dr Dean Sheppard, Department Lecturer in Physical Chemistry.

The role will include serving as Personal Tutor, if requested, for up to 7 undergraduates reading Chemistry: directing studies; monitoring progress; and providing pastoral support. This will involve meeting with all Personal Tutees at the start and end of each term. The person appointed will organise tutorials in Organic Chemistry for all relevant students at LMH, will set and mark collections (termly college examinations) and will be involved in the Admissions exercise in December, which will include interviewing candidates. If the successful candidate has not been trained for admissions interviewing, s/he will be required to undertake the on-line course.

The lecturer is expected to be involved in social events with undergraduates (e.g. the Freshers' dinner and the Schools' dinner), which are funded by the college. It is hoped that the lecturer will become an active member of the college community and participate fully in the life of the college. A commitment to contributing to the intellectual life of the college, beyond tutorial teaching and beyond the prescribed contractual duties, may be an advantage.

Salary and Emoluments

Salary will be on the Senior Tutors' scale for stipendiary lecturers for 6 hours, £13,756 to £15,471 for a six-hour lecturership (at current rates). This is subject to adjustment in line with any general review of academic salaries which may take place before the period of appointment. The post is superannuated within the Universities Superannuation Scheme (USS) and is considered a 50% appointment for pension purposes. A research allowance of £313 *per annum* will be paid on presentation of approved receipts to the Senior Tutor. The lecturer will be entitled to weekday lunches in Hall without charge during full term and vacations, and to one free dinner in Hall per week during term (Weeks 0 to 9). Other meals may be taken if paid for; all drinks and formal desserts are charged. The lecturer will be entitled to a shared college room for teaching purposes, and will be eligible for election to membership of the Senior Common Room, for which a small subscription is payable.

There is no entitlement to sabbatical leave.

Selection Criteria

Essential

- A chemistry doctorate, completed or close to completion
- A high level of academic achievement (commensurate with the candidate's career stage).
- The ability or potential to be an effective and inspiring teacher of Organic Chemistry in the tutorial context
- The ability to teach core topics in Organic Chemistry
- An understanding of the needs of high achieving undergraduates, and a commitment to fostering high academic achievement in undergraduates.
- Good communication skills, and sensitivity to deal effectively with pastoral duties
- Good research achievement or potential. This will be demonstrated by the candidate's doctoral thesis, any published or forthcoming work.
- Good organisational skills and a commitment to the administrative side of the post
- The right to work in the UK (in a teaching role)

Desirable

- Experience of teaching, ideally tutorial teaching and ideally experience of the Oxford course.

- An enthusiasm for involvement with the wider life of the college, including social contact with students, and the potential to contribute to the intellectual community.

Method of Application

Applications should be made by email and should include a covering letter as well as a *curriculum vitae* which should contain the following information:

- (a) A list of published work (if any),
- (b) A brief description of current research
- (c) Details of any previous teaching experience.
- (d) The names and addresses of two referees, who should be asked by the candidate to write **directly** via email to Mrs Joanna White academic-recruitment@lmh.ox.ac.uk by the closing date for applications (**noon on Friday 7th August 2020**). References must be sent by email from an institutional email address. A copy of the further particulars should be passed to referees, and the Selection Committee would like to take this opportunity to thank referees for their help.

Referees should be aware that under the 1998 Data Protection Act, the references they provide will be regarded as disclosable to the subject of the reference unless marked “strictly confidential” at the top of the letter itself.

Completed applications including the (optional) equal opportunities form, should be sent by email to Mrs Joanna White academic-recruitment@lmh.ox.ac.uk to arrive no later than **noon on Friday 7th August 2020**

All applicants will be sent an emailed confirmation of receipt of their application as soon as possible after it arrives. This will be sent to the email address given in the application unless specified otherwise by the applicant. Please state clearly in your application if email communication is problematic for you.

Short-listed candidates will be interviewed during the week commencing **Monday 17th August 2020** and those interviewed will be asked to give a short (10 minute) presentation suitable for first or second year undergraduates

Please note that any personal data submitted to Lady Margaret Hall 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 LMH Privacy Notice at: <https://www.lmh.ox.ac.uk/privacy-notice>

Lady Margaret Hall is an Equal Opportunities Employer