



Harris Manchester College

One-Year Stipendiary Lectureship in Politics

Job Description and Further Particulars

Job Title:	Stipendiary Lecturer in Politics
Hours:	An average of 10 weighted hours per week in full term
Salary/Honorarium:	£35,661 p.a.
Contract type:	Fixed term (1 October 2024 until 30 September 2025)
Responsible to:	Senior Tutor

Harris Manchester College

The College community, which is located in central Oxford, consists of some 230 students reading for Oxford degrees, at undergraduate and graduate level. HMC is unique in Oxford as it takes only students aged 21 and over (mature students), providing an academic and social environment in which these slightly older students can flourish. Although the origins of the College date back over 200 years, it became part of Oxford University only in 1990. It offers a distinctive, non-hierarchical, and friendly atmosphere. For further information please visit the college website at <http://www.hmc.ox.ac.uk>

Overview of the Post

Harris Manchester College proposes to appoint a One-Year Fixed Term Stipendiary Lecturer in Politics to form part of the successful PPE and History & Politics teams. The postholder will teach undergraduates for an average of 10 weighted hours per week in full term. The appointment will be fixed term for the period 1 October 2024 until 30 September 2025.

Key Responsibilities

The main duties of the post will be:

- (i) To provide teaching for an average of 10 weighted hours per week in full term in the following required areas:
- (a) One part of the Prelims Politics course (the Theory rather than the Institutions questions) to first-year undergraduates.
 - (b) The Theory of Politics core paper for FHS students, and at least one other optional FHS paper.
 - (c) The Theories of the State paper for History students, if chosen.
- (ii) To share in the organisational responsibility for the PPE and HIST/HPOL undergraduate degrees, working closely with PPE and History colleagues.
- (iii) To provide pastoral support for students, in conjunction with others in the college welfare team.
- (iv) To take a full part in the Admissions process for undergraduates.
- (v) To consider graduate applications in Politics, if needed.

Person Specification

Essential

- Successful completion of a doctorate in Politics by the start of the Michaelmas term.
- Teaching experience at undergraduate level; ability to engage and inspire students from diverse backgrounds.
- Excellent communication skills, both written and verbal.
- Commitment to student welfare, with the ability to provide pastoral support in conjunction with a wider welfare team.
- Experience in advising and supporting students on academic issues.
- Experience in participating in the undergraduate Admissions process, including interviewing and selecting candidates.
- Willingness to engage in the Admissions process fully.
- Demonstrated ability to work collaboratively with academic and administrative colleagues.
- Commitment to promoting diversity and inclusion within the academic community.

Desirable

- Familiarity with the curriculum and requirements of the PPE and HIST/HPOL undergraduate degrees.
- An active research profile in political theory or a related field.

Benefits and conditions

1. The postholder will be entitled to free meals whenever the college kitchen is open.
2. The appointment is from fixed term from 1 October 2024 to 30 September 2025
3. The postholder will have the option of joining the USS pension scheme.

How to Apply

If you have any questions about the role, please email the HR Officer (hr@hmc.ox.ac.uk) in the first instance.

Please email your C.V., a covering letter and the contact details of two referees (all in one PDF) indicating whether they may be contacted immediately, to hr@hmc.ox.ac.uk. Please include your name, and the job title in the email subject line. **All applications must be received by 12 pm (Midday or noon) 28 June 2024.**

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 College's data protection policy here [harris-manchester-college-policy-data-protectionpdf \(ox.ac.uk\)](#).

Equal Opportunity

Harris Manchester College is an Equal Opportunities Employer. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.

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 and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the College, 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>