



MATHEMATICAL INSTITUTE  
ANDREW WILES BUILDING

## Job Description and Selection Criteria

<b>Job title</b>	The Kemper Family (Stanford in Oxford) Junior Research Fellow in Mathematics.
<b>Division</b>	Mathematical, Physical and Life Sciences
<b>Department</b>	Mathematical Institute
<b>College</b>	Brasenose College
<b>Location</b>	Andrew Wiles Building, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG.
<b>Grade and salary</b>	Grade 7: £43,984 - £47,779 per annum
<b>Hours</b>	Full time
<b>Contract type</b>	Fixed-term (24 months/2 years)
<b>Reporting to</b>	Relevant Research Group Head
<b>Vacancy reference</b>	184694
<b>Additional information</b>	<p>This is a full-time position at the Mathematical Institute, associated with a Junior Research Fellowship at Brasenose College, that cannot be held concurrently with any other substantive post without the explicit permission of the Head of Department.</p> <p>Applications for job share or for part-time working to accommodate family circumstances will be considered.</p> <p>This position is subject to a 12-month probationary period.</p> <p><b>(PLEASE NOTE: Applicants are responsible for asking two referees to send their reference letters directly to <a href="mailto:references@maths.ox.ac.uk">references@maths.ox.ac.uk</a> by the closing date)</b></p>

### The role

We invite applications from talented postdoctoral researchers for a Research Fellowship in applied mathematics. This is a fixed-term position for 24 months (with possible extension for a further 12 months) at the University of Oxford, associated with a Junior Research Fellowship at



Brasenose College, and subject to specific conditions as detailed below. Candidates for the Fellowship should have research interests compatible with those of the existing faculty in the following research groups: mathematical biology, mathematical and computational finance, numerical analysis, machine learning and data science or the Oxford Centre for Industrial and Applied Mathematics (OCIAM). The successful candidates will be based at the Mathematical Institute, and carry out teaching duties for the Stanford in Oxford programme at Brasenose College.

## Responsibilities

The successful applicants will be talented researchers who have already produced excellent research during their PhD and in any postdoctoral positions. They will be free to conduct their own research programme. They 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;
- participate in and contribute to the life of the department and college.

To aid the development of their academic profile, the Fellow will be required to:

- develop and deliver one seminar course (usually 2 contact hours per week) in an agreed topic of applied Mathematics for Stanford in Oxford students during each of the three 10-week Terms when students are resident;
- deliver each academic year one online research seminar to Stanford University during the appointment.

The Fellow will be provided with office space, a desktop computer and access to £3000 per annum for travel and other academic expenses.

The Fellow will have full Senior Common Rights at Brasenose College, and will be entitled to all meals free of charge at common table, whenever the College kitchens are open during term time and vacations. The College will provide a Hospitality Budget (currently £242 p.a.) and an Academic Budget (currently £1,151 p.a.).

## Selection criteria

Your application will be judged only against the criteria which are set out below. You should ensure that your application shows clearly how your skills and experience meet these criteria.

The Selection Committee for this process is expected to comprise:

- Professor Yuji Nakatsukasa (Chair)
- Professor Sarah Waters
- Professor Eamonn Andrew Gaffney
- Dr. Daniel Gerrard

The University is committed to fairness, consistency and transparency in selection decisions. Members of the selection committee are aware of the principles of equality of opportunity, fair selection and the risks of bias.

If, for any reason, you have taken a career break, parental leave or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account, recognising that the quantity of your experience may be reduced as a result.

### ***Essential selection criteria***

The successful *candidate will be expected to meet the following criteria*:

1. Have a completed doctorate in mathematics or a related discipline by the start date of the position. (Candidates who have not yet been awarded their doctorate should provide the date they expect to submit their thesis in their supporting statement).

In addition, they will be expected to show evidence of:

1. Independence and ability to undertake research of the highest academic standard.
2. An outstanding record (for the stage of their career) of papers published in major international journals.
3. A realisable research plan, relevant to the activities of appropriate research group(s) that would enhance the Mathematical Institute's overall research profile.
4. Participation in conferences, seminars, and research workshops.
5. The ability to teach students in small groups.
6. The ability to communicate effectively in English, both orally and in writing, including in the communication of mathematics.
7. Experience of promoting collaborative research environments for people from different backgrounds.
8. A commitment to demonstrating respect, courtesy and consideration within interactions with members of the University and College community.

### ***Desirable selection criteria***

1. Postdoctoral experience.
2. Experience of more than one academic institution.

## 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. 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>

### Proof of qualifications

This post specifies that a PhD qualification is essential. If you are offered the post, you should therefore be in a position to provide proof of this qualification (or proof of doctoral thesis submission) in advance of your proposed start date, and will be asked to provide the original PhD certificate or transcript as part of the pre-employment checks. If you do not yet have either of these documents, you should provide an academic reference confirming submission of the thesis or that the qualification has been awarded. Failure to present either of these documents in a timely fashion could result in a delayed start, particularly where there is a need to apply for a valid work visa ahead of the appointment.

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

## 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 have twice been ranked first in the UK, in the 2021 and 2014 Research Excellence Framework exercises, 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](http://www.maths.ox.ac.uk)) provide comprehensive information about 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](http://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](http://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](http://www.maths.ox.ac.uk/news).

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 laboratory for carrying out table-top experiments. For more information, see [www.maths.ox.ac.uk/about-us](http://www.maths.ox.ac.uk/about-us).

Teaching is central to the life of the Mathematical Institute, and we have around 900 undergraduates on course, some on joint courses with other departments. We teach around 250 students each year across five taught master's degree courses and have over 250 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.

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 with teaching relief, offer flexible working arrangements, and the department sponsors University nursery places to support the priority allocation of childcare to our staff. Further information about family support can be found below under University Benefits, Terms and Conditions. Our [Equality, Diversity & Inclusion Committee<sup>1</sup>](#) contributes to many aspects of our work.

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.

We have a number of family-friendly policies, such as the right to apply for flexible working, hybrid working, and support for staff returning from periods of extended absence. We are committed to ensuring an inclusive interview process and will reimburse up to £250 towards any additional care costs (for a dependent child or adult) incurred as a result of attending an interview for this position, which may not be applicable if the interviews are held remotely.

For more information on the Mathematical Institute, please visit: [www.maths.ox.ac.uk](http://www.maths.ox.ac.uk)

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<sup>1</sup> The Mathematical Institute was a founding supporter of the London Mathematical Society's Good Practice Scheme ([www.lms.ac.uk/women/good-practice-scheme](http://www.lms.ac.uk/women/good-practice-scheme)). We have held an Athena SWAN Silver Award since 2016.

The Mathematical Institute holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

## **The Mathematical, Physical and Life Sciences Division**

Oxford is widely regarded as one of the world's leading science universities, and the University's Mathematical, Physical and Life Sciences (MPLS) Division sits at the heart of this reputation. It offers an outstanding environment for research, teaching, and innovation across the mathematical, computational, physical, engineering, and life sciences. As one of the four academic divisions of the University of Oxford, encompassing nine academic departments, a Doctoral Training Centre and Begbroke Science Park, it provides a collaborative, interdisciplinary community with a vibrant network of leading researchers and educators.

The division's research outputs, environment, and impact are consistently recognised at the highest levels, both nationally and internationally. MPLS departments regularly appear at the top of global league tables, including the Times Higher Education and QS World Rankings. Our strong performances in the UK Research Excellence Framework in both 2014 and 2021 also highlight the quality and impact of our work. These achievements reflect not only our academic excellence but also the strong networks we foster—with industrial partners, policymakers, and global research institutions.

Our vibrant research environment continues to evolve with major new investments in infrastructure. The Life and Mind Building, the University's largest-ever building project, is now close to completion/opened in 2025. It provides purpose-built facilities for the Departments of Experimental Psychology and Biology in inspiring spaces designed to foster collaboration and brings together researchers working on some of the most pressing questions in life sciences and human behaviour. The striking new Andrew Wiles Building houses our Mathematical Institute next to the Schwarzman Humanities Building, and the Beecroft on the edge of University Parks has provided a transformative home for our physicists. Current plans include significant investment to expand our interdisciplinary research and innovation support facilities at Begbroke Science Park and to transform Osney Mead, to the west of the city centre, into a dynamic innovation district, further strengthening Oxford's position as a world leader in science, technology, and enterprise.

MPLS provides a supportive and inclusive environment for academics at every career stage, from all over the world. The Division has a strong tradition of securing prestigious fellowships and supporting researchers as they progress to leadership roles. We are proud of our diverse community and every department holds an Athena Swan Award.

For educators, Oxford's tutorial system offers an unparalleled opportunity to engage with talented students and contribute to one of the world's most respected teaching systems. The division plays a central role in shaping the future of science through its graduate programmes, with over 3,500 postgraduate students receiving rigorous training and mentorship across MPLS departments.

For more information about the MPLS Division and the dedicated professional support it provides to academics across the sciences, please visit: <http://www.mpls.ox.ac.uk>.

## **Brasenose College**

Brasenose College is one of the older foundations in the University of Oxford. Across all years within the College, there are approximately 380 undergraduates and 250 graduates. The College's senior members comprise the Principal, Fellows (46 of whom constitute the Governing

Body), and College Lecturers. Brasenose values academic excellence above all other considerations and is concerned to foster research as well as high-quality teaching. The College has a substantial library, mainly for undergraduate use, and well-developed IT provision. Further information about the College can be found at [www.bnc.ox.ac.uk](http://www.bnc.ox.ac.uk).

The College has a reputation for being open and friendly and we are keen to be inclusive, encouraging applicants from a diverse range of backgrounds. As a Junior Research Fellow, you will be welcomed into the Brasenose community, and through our various events, and especially over lunch (which is very popular and well-attended), you would have the chance to interact with a broad range of other academics across many different disciplines. The appointment offers scope to get as involved in the social and intellectual life of the College as you wish. Throughout the year, there are also opportunities to invite guests – a hospitality allowance (detailed below) encourages academics to do this. Brasenose also seeks to be a family-friendly employer and wherever possible will consider a flexible approach to work.

## Stanford in Oxford

Stanford University has maintained a centre for undergraduates on Oxford High Street since 1984. Each term, forty-five students travel from Palo Alto to Oxford to benefit from small-group teaching. They are accommodated on site at Stanford House, where most of their teaching takes place, but they are all also Associate Members of either Brasenose, Magdalen, or Corpus Christi College. They study the same tutorial courses as Oxford undergraduates, almost all of them taught by Oxford tutors and also take discussion-based seminars organised by Stanford.

## How to Apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.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.

You will also be required to upload the following:

- **A curriculum vitae**
- **A list of publications**
- **A statement of research interests**
- **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, quoting vacancy reference **184694**.

**Letters of Reference must be submitted by two referees before the deadline. Applicants should ask their referees to send their letters of reference DIRECTLY to the Recruitment Coordinator, email: [references@maths.ox.ac.uk](mailto:references@maths.ox.ac.uk) by the closing date (a letter by email is sufficient) quoting the vacancy reference 184694.**

Referees should preferably not, all be from the same institution and whenever possible one should be the applicant's current, or most recent, supervisor.

All applications must be received by **12.00 noon** UK time on the advertised closing date for this post.

Online interviews are anticipated to take place towards the end of March.

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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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**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 department's data protection policy.

<https://www.maths.ox.ac.uk/members/policies/data-protection/statement>

Due to the large volume of recruitment that the department administers we are unable to provide feedback to non-shortlisted applicants.

## 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 at [vacancies@maths.ox.ac.uk](mailto:vacancies@maths.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**, which with effect from 1 October 2023 will be 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**

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

## 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>

### Employee Assistance Programme

As part of our wellbeing offering staff get free access to Spectrum.Life, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/spectrum.life>.

### 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/](http://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 dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>.

### Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

### Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>.

### 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).

### Research Staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more  
<https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxfordresearch-staff-society>