



## Job Description and Person Specification

<b>Post</b>	<b>Clinical Lecturer in Paediatrics</b>
<b>Department</b>	<b>University Department of Paediatrics, Level 2, Children's Hospital, John Radcliffe, Headington, Oxford, OX3 9DU</b>
<b>Division</b>	<b>Medical Sciences Division</b>
<b>Contract type</b>	<b>Fixed term for 6 years</b>
<b>Salary</b>	<b>Grade A67 £31,838 – £56,312 per annum</b>

### Overview of the post

Clinical Lectureships at Oxford are for a specific fixed-term period because they are training posts designed for those hoping for a career in academic medicine. During the period of this post you will be given 50% of protected time to undertake academic duties (research and teaching). This post is for 6 years with a formal review at the end of a probationary period of 24 months following a report requested after 18 months in post. Clinical Lecturers continue to receive clinical experience and training leading to the CCT. In addition there is a requirement to teach medical students. The Medical Sciences Division provides mentors and teaching advisers to provide support for all aspects of the Clinical Lecturers' work and in addition the Oxford Learning Institute provides educational advice and a wide variety of courses in aspects of research (applying for research grants etc.), management and the teaching of students. The relevant research group offers support for research.

Applications are particularly welcome from women and black and minority ethnic candidates, who are under-represented in academic posts in Oxford.

Queries about the post should be addressed to Professor Holländer at [georg.hollander@paediatrics.ox.ac.uk](mailto:georg.hollander@paediatrics.ox.ac.uk). Applicants are also encouraged to contact a potential academic supervisor to discuss a programme of research and also the appropriate clinical lead in their preferred paediatric subspecialty to discuss higher specialist training opportunities. All enquiries will be treated in strict confidence; they will not form part of the selection decision.

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. The Department of Paediatrics holds a departmental Silver Athena SWAN

award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality and create a better working environment for both men and women.

## **Duties of the post**

The post holder will spend 50% of time undertaking research and teaching over the duration of the contract, this does not necessarily mean this amount of time is set aside each week but will be made up, for example by being given a period of weeks or months of concentrated time for research.

### **a) Clinical**

- clinical attachments will be in full approved training posts at the relevant NHS Trust - the Oxford University Hospitals NHS Foundation Trust

### **b) Research**

- to engage in advanced study or research.
- to contribute through research activity, publication and securing external funding to maintaining the overall standard of the department.

### **c) Teaching**

- to teach through university lectures, seminars and practical classes as requested by the Head of Department (HOD) or any other person nominated by HOD.
- to supervise graduate students.
- to engage in university examining.

### **d) Management and Administration**

- to co-operate in the administrative work of the Department in both term and vacation under the direction of the Head of Department or any such person nominated.
- to undertake such other duties as may from time to time be determined by the Head of Department or any such person nominated.

### **e) Study and Training:**

This post is attached to an NTN(a). Post-holders will undergo an ARCP assessment on an annual basis to assess the quality of their clinical and academic training. An academic appraisal will also take place. They will be encouraged to go on relevant courses of postgraduate education covering the important skills required of a future clinical academic, namely, clinical, research, teaching, examining and management. Orientation within research or clinical attachments will be the responsibility of the relevant department.

## **Person specification**

Applications will be judged only against the criteria which are set out below. Applicants should make sure that their application shows very clearly how they believe that their skills and experience meet these criteria.

Oxford is committed to fairness, consistency and transparency in selection decisions. Chairs of selection committees will be aware of the principles of equality of opportunity and fair selection and there will be a member of each gender wherever possible.

The successful candidate will demonstrate the following:

## Selection Criteria

### Essential:

- A medical qualification registered with the United Kingdom, GMC.
- Eligible for higher specialist training in Paediatrics (ST4 and above and completed or near completion of core (level 2) training)
- Trainee in Paediatrics who holds MRCPCH or equivalent
- A track record in and commitment to research.
- Demonstrable skills in oral and written scientific and clinical communication.
- A strong and demonstrable commitment to the organization and delivery of teaching.
- The ability to define medium and long-term career goals.
- Proven interpersonal and organisational skills. Ability to work as part of an inter-disciplinary research team and with staff and students at all levels

### Desirable:

- A strong sub-specialty interest which is compatible with the research opportunities currently available within the Department of Paediatrics
- Evidence of clinical audit and management experience, information technology skills, prizes and honours will lend support to any application.
- A postgraduate degree (PhD or MD) or near completion of degree at the time of interview

## How to apply

There is no application form. Applications must include:

- your full contact details including email and full postal addresses, and a telephone number
- a covering letter or statement explaining how you meet the criteria set out above
- a full CV and publications list
- an indication of where you first heard about this post
- the names and contact details (postal and e-mail addresses and telephone number) of two referees.

Applications should be sent preferably by email to [recruitment@paediatrics.ox.ac.uk](mailto:recruitment@paediatrics.ox.ac.uk) or by post to Department of Paediatrics, University of Oxford, Room 02-46-06, Level 2 Children's Hospital, John Radcliffe Hospital, Oxford, OX3 9DU by no later than **12 noon on Thursday 30 June 2016**. Interviews are likely to take place on Friday 8 July 2016.

Should you have any queries about how to apply, please contact Sarah Jones on 01865 226956 or [sarah.jones@paediatrics.ox.ac.uk](mailto:sarah.jones@paediatrics.ox.ac.uk).

You should contact your referees before applying, to ensure they are aware of your application and of the requirements for the post, and to ensure that they would be content to write a reference for you for this post, if they were asked to do so.

The University will assume that it is free to approach referees at any stage unless the candidate's application stipulates otherwise. Candidates who wish a referee or referees to be approached only with their specific permission and/or if they are being called for interview on the final shortlist or are in receipt of a conditional offer are asked to state such requirements specifically alongside the details of the relevant referee(s).

All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date. All shortlisted candidates will be interviewed and might be asked to give a presentation (to cover your current research experience, planned work and future career objectives). All reasonable interview expenses will be reimbursed on receipt of a signed travel claim and valid receipts. The appointment will be subject to satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK.

# Essential Information for Applicants for the post of Clinical Lecturer in Paediatrics

## The University

The University of Oxford aims to sustain excellence in every area of its teaching and research, and to maintain and develop its position as a leader amongst world-class universities. Placing an equally high value on research and on teaching, the colleges, departments and faculties of Oxford aspire both to lead the international research agenda and to offer a unique and exceptional education to our undergraduate and graduate students.

Oxford's self-governing community of scholars includes university professors, readers, and lecturers, college tutors, senior and junior research fellows and over 2,500 other university research staff. The University aims to provide facilities and support for colleagues to pursue innovative research and outstanding teaching, by responding to developments in the intellectual environment and society at large, and by forging close links with the wider academic world, the professions, industry and commerce. The Strategic Plan, detailing strategy for the period 2013-18, can be found at [www.ox.ac.uk/about/organisation/strategic-plan](http://www.ox.ac.uk/about/organisation/strategic-plan).

Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues, from deciphering ancient texts and inscriptions using modern scientific and computational methods developed in Oxford, through to global health, climate change, ageing, energy and the effects on our world of rapid technological change.

Oxford seeks to admit undergraduate students with the intellectual potential to benefit fully from the college tutorial system and small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

Oxford has a strong postgraduate student body which now numbers about 10,000, nearly 45% of the full-time students. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world's greatest libraries, the Bodleian.

For more information please visit [www.ox.ac.uk](http://www.ox.ac.uk).

## Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: <http://www.medsci.ox.ac.uk>.

## Department of Paediatrics

The Department of Paediatrics was established in 1972 and is a part of the Medical Sciences Division. The Department has a major interest in infectious diseases on infancy and childhood and comprises clinical, teaching and research facilities within the Children's Hospital, the Women's Centre, the Institute of Molecular Medicine, the Peter Medawar Building, the Wellcome Trust Centre for Human Genetics (WTCHG) and the Centre for Clinical Vaccinology and Tropical Medicine (CCVTM). We currently employ around 80 clinical practitioners, research scientists and administrative staff and have an annual turnover in excess of £4 million, with more than 65 research grants.

For more information please visit: <http://www.paediatrics.ox.ac.uk/>

## Oxford University Hospitals NHS Foundation Trust

Oxford University Hospitals (OUH) is a world renowned centre of clinical excellence and one of the largest NHS teaching trusts in the UK. Clinical care is delivered by experienced specialists at the pinnacle of their profession. Our trust is made up of four hospitals - the John Radcliffe Hospital (which also includes the Children's Hospital and West Wing), Churchill Hospital and the Nuffield Orthopaedic Centre, all located in Oxford and the Horton General Hospital in the north of Oxfordshire.

We provide a wide range of clinical services, specialist services (including cardiac, cancer, musculoskeletal and neurological rehabilitation) medical education, training and research.

Our collaboration with the University of Oxford underpins the quality of the care that is provided to patients; to the delivery of high-quality research bringing innovation from the laboratory bench to the bedside; and the delivery of high-quality education and training of doctors.

Existing collaborations include the ambitious research programmes established through the Oxford Biomedical Research Centre (BRC), funded by the National Institute for Health Research (NIHR), located on the John Radcliffe Hospital site and at the Biomedical Research Unit in musculoskeletal disease at the Nuffield Orthopaedic Centre. These set the standard in translating science and research into new and better NHS clinical care.

For more information on the Trust and its services visit <http://www.ouh.nhs.uk/>

## Standard Terms and Conditions

### ***Standard duties***

1. The appointment will be for a fixed term of six years. There will be a formal review at the end of a probationary period of two years following a report requested after 18 months in post
2. The salary for the Clinical Lecturer will be on the scale A67, [£31,838 – £56,312] per annum according to qualifications and experience.
3. The Clinical Lecturer will have the option of becoming or remaining a member of the University's superannuation scheme (USS) or of remaining a member of the National Health Service superannuation scheme.
4. All appointments are subject to the relevant provisions of the Statutes and Regulations of the University in force from time to time, as published from time to time in the University Gazette.

5. All Clinical Lecturers, with other members of the academic staff and certain senior academic-related staff, are normally members of Congregation, which is the University's ultimate governing body. Congregation's approval is required for all university statutes or amendments to statutes, and for major policy decisions, and the members of Congregation constitute the electorate for ten of the members of the main executive body (the Council of the University) and for members of a number of other university committees. Twenty or more members of Congregation may initiate the discussion by congregation of matters of university policy, and any two members may ask questions about the policy or administration of the University. The person appointed to this post will receive fuller details soon after he or she takes up the appointment.

6. Clinical Lecturers may spend up to 30 working days in each year on projects outside their employment duties, such as consultancy, spin-out activity and membership of research councils and other bodies. There is no limit to the amount of money which staff may earn from these activities. Full details are available on the university website at <http://www.admin.ox.ac.uk/personnel/staffinfo/academic/approvaltoholdoutsideappointments/>. Guidance on ownership of intellectual property (<http://www.admin.ox.ac.uk/statutes/regulations/182-052.shtml>) and managing conflicts of interest (<http://www.admin.ox.ac.uk/researchsupport/integrity/conflict/policy/>) is also available on the university website.

7. The Clinical Lecturer will be required to take part in the relevant NHS appraisal scheme.

### ***Medical Defence Society***

Although it is not a condition of employment that Clinical Lecturers belong to a medical defence society, it is strongly recommended that such staff maintain at least the basic cover provided by such bodies.

### ***Relocation expenses***

Subject to HMRC regulations and the availability of funding, a relocation allowance may be available. Further details are available on the website at <http://www.admin.ox.ac.uk/finance/expenses/relocationscheme/>.

### ***Family support***

The University has generous maternity and adoption leave arrangements, and also offers support leave to fathers and partners. Additional paternity leave of up to 26 weeks (for children born or placed for adoption after 3 April 2011) is available where parents decide to share the 52 week maternity leave entitlement. Details are available on the website at <http://www.admin.ox.ac.uk/personnel/during/family/>.

All staff are eligible to apply to use the University nurseries (although there is a long waiting list for nursery places), and the full range of tax and National Insurance savings scheme is in operation. Details are available on the University's childcare website at <http://www.admin.ox.ac.uk/eop/childcare/>.

The University will try to accommodate flexible working patterns as far as possible and there is considerable flexibility in the organisation of duties. More information on family support and flexible working policies is available on the website at <http://www.admin.ox.ac.uk/personnel/during/family/>.

### ***Facilities and services***

The University has a range of facilities and benefits for its staff; more details are available on the website at <http://www.admin.ox.ac.uk/personnel/staffinfo/benefits/>. The University Disability Office provides support to staff and students with a disability and may be contacted through its website at <http://www.admin.ox.ac.uk/eop/disab/>.

### ***Equality of opportunity***

The policy and practice of the University of Oxford require that all staff are offered equal opportunities within employment. 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. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

***Immunity status, medical questionnaire and the right to work in the UK***

NHS Trusts will not allow honorary contract holders to commence clinical contact with patients unless documentary evidence is produced of Hepatitis B status, BCG vaccination/TB immunity, and Rubella immunity. The successful candidate will therefore be required to produce such documentary evidence. The appointment will also be subject to satisfactory completion of a University medical questionnaire and an NHS pre-employment assessment form, and to the provision of proof of the right to work in the UK.

Applicants who would need a work visa if appointed to the post are asked to note that under the UK's points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

- (i) they have sufficient English language skills (evidenced by having passed a test in English, or coming from a majority English-speaking country, or having taken a degree taught in English) *and*
- (ii) that they have sufficient funds to maintain themselves and any dependents until they receive their first salary payment.

Further information is available at:

<http://www.ind.homeoffice.gov.uk/visas-immigration/working/tier2/general/>

***Particular arrangements***

Oxford welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they require any particular arrangements to make the interview more convenient and effective for them.

***Data Protection***

All data supplied by candidates will be used only for the purposes of determining their suitability for the post<sup>1</sup> and will be held in accordance with the principles of the Data Protection Act 1998 and the University's Data Protection Policy (available on the website at <http://www.admin.ox.ac.uk/councilsec/dp/policy.shtml>).

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<sup>1</sup> But NB if the person appointed to the post is a migrant sponsored under the UK's points-based migration system, we are required to retain the applications of all shortlisted candidates for one year or until a UK Visas and Immigration compliance officer has examined and approved them, whichever is the longer period.