

## Job description and selection criteria

Job title	Departmental Lecturer in Phonetics and Phonology
Division	Humanities
Department	Faculty of Linguistics, Philology and Phonetics
Location	Phonetics Laboratory
Grade and salary	Grade 7: £32,817 to £40,322 p.a. (pro-rated to £24,613 to £30,241)
Hours	0.75 FTE (28.125 hours per week, on average)
Contract type	Fixed-term from 1 October 2021 to 31 March 2022.
Reporting to	Chair of the Board of the Faculty of Linguistics, Philology and Phonetics
Vacancy reference	150149

## Overview of the role

The Faculty of Linguistics, Philology and Phonetics is seeking a fixed-term Departmental Lecturer to assume teaching, examining and research responsibilities of Dr Elinor Payne, who will be on research leave funded by the Leverhulme Trust for six months in the area of Phonetics and Phonology. The post is tenable from 1 October 2021 or as soon as possible thereafter, and is non-renewable.

## Responsibilities/duties

The DL will be required to carry out the following duties to the satisfaction of the Faculty Board:

- a) To give the equivalent of no fewer than 18 lectures or classes during the period of employment on subjects in Phonetics and Phonology as the Faculty Board of Linguistics, Philology and Phonetics shall direct. Subjects in which teaching is regularly required include all aspects of phonetic theory and practical skills, especially Acoustic Phonetics, detailed auditory-phonetic transcription of English and other languages, Experimental Phonetics, and Phonology.
- b) To provide 72 hours (4.5 hours per week, on average, during the two full terms that fall within the period of employment), including preparation and marking time, of tutorials or intercollegiate classes in Phonetics at undergraduate and graduate levels.
- c) To lead in the co-ordination of the Final Year (FHS) paper in Phonetics and Phonology and assist in the co-ordination of other undergraduate and postgraduate teaching in Phonetics and Phonology.
- d) To engage in study and research to underpin teaching.
- f) To engage in university examining where required (for which additional payment will be given).
- g) To contribute to the administrative work of the Faculty in both term and vacation, under the direction of the Faculty Board.



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Faculty of Linguistics, Philology and Phonetics

### **Selection criteria**

#### *Essential*

- (i) A strong research record, appropriate to the stage of the candidate's career, with evidence of distinguished research in the field of Phonetics and Phonology.
- (ii) Evidence of the ability to teach in the field of Phonetics and Phonology at university level, including the subjects listed in (a) above.
- (iii) Evidence of the ability to give lectures and classes and to lecture at an appropriate level to undergraduate audiences in an interesting and engaging manner.
- (iv) Evidence of the ability to teach graduate students at the Master's level.
- (v) Willingness to undertake administrative tasks, as directed by the Faculty Board.
- (vi) Evidence of the ability to act as an examiner.
- (vii) Candidates must have been awarded or be close to being awarded a doctorate by 1st June 2021.

### **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>

#### **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.



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## Faculty of Linguistics, Philology and Phonetics

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

### Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Oriental Studies; Philosophy; and Theology and Religion, as well as the Ruskin School of Drawing and Fine Art. The Division has responsibility for over 500 members of academic staff, for over 4,000 undergraduates (more than a third of the total undergraduate population of the University), and for about 1700 postgraduate students.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study.

The Division's faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages. For more information please visit: <https://www.humanities.ox.ac.uk/>

The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the

[Stephen A. Schwarzman Centre for the Humanities](#).

The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study. The building will include performing arts and exhibition venues designed to engage the Oxford community and the public at large and attract new audiences. Modern amenities and digital capabilities will finally allow for the full breadth of Oxford's unparalleled collections and research in the Humanities to be shared externally.

For more information about the Division, please visit: [www.humanities.ox.ac.uk](http://www.humanities.ox.ac.uk).

### The Faculty of Linguistics, Philology and Phonetics

The Faculty of Linguistics, Philology and Phonetics is a vibrant community of linguists, philologists and phoneticians working in various aspects of the discipline, both synchronic and diachronic. The Faculty offers two thriving Master's degrees (the one-year Master of Studies and the two-year Master of Philosophy), and has a large number of students registered for the DPhil degree. The



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Faculty of Linguistics, Philology and Phonetics

Faculty offers undergraduate teaching in all areas of linguistics for its joint undergraduate degrees in Modern Languages and Linguistics, and in Psychology, Philosophy and Linguistics.

For more information please visit: <http://www.ling-phil.ox.ac.uk/>

### **The Phonetics Laboratory**

The Phonetics Laboratory was established in 1980, and is now a constituent part of the Faculty of Linguistics, Philology and Phonetics. It occupies a suite of rooms in 41 Wellington Square, and as well as offices for postholders, includes two small recording studios (one also doubling as an acoustics and perception laboratory), a speech physiology laboratory, a speech processing/acoustic phonetics laboratory, and a small library

The Laboratory's resources are used by the Faculty's phoneticians and linguistics students. Hardware for physiological study includes electroglottography, labial electromyography, measurement of airflow, ultrasound tongue imaging, anatomical models and tube models. Audio recording provision includes two studios with high quality microphones and digital recording. The studios are equipped with a computer system for the presentation of visual and/or auditory stimuli. As well as excellent provision for research in speech physiology and acoustics, the computing infrastructure of the lab is outstanding.

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

### **How to apply**

Applications are made through our e-recruitment system and you will find all the information you need about how to apply 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.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will 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)

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

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

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**Information for priority candidates**

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## Faculty of Linguistics, Philology and Phonetics

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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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### **If you need help**

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email [recruitment.support@admin.ox.ac.uk](mailto:recruitment.support@admin.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 e-recruitment system 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 all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69<sup>th</sup> birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, 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 **grades 1–7** 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**

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



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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.

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Faculty of Linguistics, Philology and Phonetics

## **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>

### **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/>.

### **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**

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

### **Disabled staff**



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## Faculty of Linguistics, Philology and Phonetics

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

### 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).