

Job Description



Summary

Job title	Departmental Lecturer in Assyriology
Division	Humanities
Department	Faculty of Asian and Middle Eastern Studies
Location	Bodleian Art, Archaeology and Ancient World Library, central Oxford
Grade and salary	Grade 7: £39,424 - £47,779 p.a., inclusive of Oxford Weighting <i>Additional remuneration is paid to those undertaking examining and graduate supervision (including tutorials or classes eligible for 'special tuition' payments).</i>
Hours	Full-time
Contract type	Fixed-term (12 months) from April 2027
Reporting to	Chair of the Faculty Board
Vacancy reference	189061
Additional information	

The role

The Departmental Lectureship is an opportunity for a suitably qualified and highly effective academic to engage in advanced study and teaching in the field of Assyriology and to contribute to the examination and administration of relevant degree courses. The post will cover the duties of the Shillito Fellow of Assyriology and the Professor of Assyriology during their consecutive terms of sabbatical leave.

Flexible working

The Faculty of Asian and Middle Eastern Studies is actively promoting the provision of a family friendly working environment and together with the University of Oxford recognises the demands of work/life balance. We therefore encourage applications from candidates who may require flexibility in their working arrangements. This post is advertised as a full-time role due to the level of the in-person teaching commitment outlined below; however, outside of term-time there is a great deal of scope to negotiate working arrangements with colleagues.

Responsibilities

Teaching – approximately 10-12 hours per week of contact time during term:

- Lecture, tutor and supervise undergraduate and postgraduate students in Assyriology
- Produce lecture notes, course materials, reading lists, and reference guides
- Organise specific areas of the syllabus



- Engage in assessment and university examining

Faculty administration

- Co-operate in the administrative work of the Egyptology and Near Eastern Studies subject group;
- Participate in the undergraduate and graduate student admissions processes;
- Gather and analyse feedback from students, colleagues, and examiners, and modify course design, content, or delivery as appropriate
- Serve as a first contact for student matters relating to attendance, conduct, coursework, performance, and welfare (referring matters to appropriate others);
- Liaise with examiners and academic staff regarding teaching arrangements and student performance;

Research

- As a secondary commitment alongside teaching, manage own academic research activities, conduct independent research, and generate original ideas to build on existing concepts
- Occasionally write research articles for peer-reviewed journals, book chapters, and reviews, and give poster presentations or briefings to disseminate research findings at conferences

Selection criteria

Essential selection criteria

- Have completed, or be very close to completing, a doctorate in Assyriology by 1 April 2027.
- Have an aptitude for academic teaching at undergraduate and post-graduate level.
- Possess a solid depth and breadth of knowledge of Akkadian and Sumerian sufficient to teach, develop course materials and undertake research in the field of Assyriology.
- Be able to supervise undergraduate and masters students on topics in Assyriology
- Be able to demonstrate a commitment to communicating and publishing research in the field.
- Possess excellent communication skills, supported by a good standard of English.
- Be committed to demonstrating respect, courtesy and consideration in interactions with members of the University community.
- Demonstrate the willingness and the organisational and inter-personal skills needed for effective administration.

Desirable selection criteria

- Proven ability to work effectively as part of a team.
- Experience in administrative duties.

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. If you have previously worked for the University 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.ox.ac.uk/about/jobs/explore-our-careers/applications-process/pre-employment-screening>

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 <https://www.ox.ac.uk/about>.

Asian and Middle Eastern Studies Faculty

The Faculty of Asian and Middle Eastern Studies (AMES) is located on a number of sites with its centre on Pusey Lane in Central Oxford. The academic staff in Asian and Middle Eastern Studies teach and research the ancient and modern languages, literatures, and histories of the Near and Middle East, South Asia, and East Asia. The Faculty comprises six subject groups: this post is part of the Egyptology and Ancient Near Eastern Studies Group.

The Faculty has some 220 undergraduate students, and around 250 postgraduate students at Master's and doctoral level. It has over 100 teaching and research staff across an extremely wide range of subjects.

Its research has been consistently ranked exceptionally highly in external assessment, and is distinctive for the emphasis placed on engagement with the subject through materials expressed in the original languages of the areas studied, and for its intellectual rigour.

For more information on the Faculty of Asian and Middle Eastern Studies and its teaching and research please visit: <http://www.ames.ox.ac.uk/>

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, each with a fulltime Head and elected Board. The Humanities Division is distinctive for its depth and breadth. Its activity spans nine faculties, one School and two independent research institutes: the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian & Middle Eastern Studies; Philosophy; and Theology and Religion; the Ruskin School of Art; the Rothermere American Institute and the Voltaire Foundation. Interdisciplinary links within and beyond the University are strong, extending to the social sciences, medical sciences and the natural and physical sciences.

One of the largest centres for Humanities internationally, with over 800 members of academic and research staff, the Division offers world-class research and teaching, 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, the Pitt Rivers Museum, the History of Science Museum 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 and digital Humanities.

The outstanding quality of Humanities research at Oxford is recognised globally. This reputation for research excellence contributes to the University coming top of several international rankings for Arts and Humanities, including the US News and World Report rankings and the QS World University

Rankings by Subject. 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.

The Division has responsibility for over 4,000 undergraduates (a third of the University's total undergraduate population), and for over 2,000 postgraduate students (over 1,100 doctoral students and some 900 Master's students). Twenty-nine undergraduate courses are offered in Humanities subjects, seven of which are offered jointly with the other academic divisions. The Doctoral and Master's programmes offered are distributed across all of the Division's faculties, along with a suite of Master's courses offered with the Social Sciences Division and a growing portfolio of Master's courses that draw from across the Humanities. The Division is part of the Open-Oxford Cambridge AHRC Doctoral Training Partnership. The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, supported by a £185 million gift to create the Stephen A. Schwarzman Centre for the Humanities.

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

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/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 three 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.

Information for internal candidates

If you currently work at the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving and information about your performance.
 - although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.
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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).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/support-with-online-applications>

Non-technical questions about this job should be addressed to the recruiting department directly

hr@ames.ox.ac.uk

To return to the online application at any stage, please go to: <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply>

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://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/policy-hub/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/policy-hub/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** of 30 September before the 70th birthday.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://unioxfordnexus.sharepoint.com/sites/OXINTRANET-working-here/SitePages/the-ejra.aspx>

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.

Equal 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, flexible working options, support for sustainable travel and other discounts. Staff can also access a huge range of personal and professional development opportunities. See <https://www.ox.ac.uk/about/jobs/working-here>.

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://www.ox.ac.uk/about/jobs/life-in-oxford/healthcare-and-wellbeing>

University Club and sports facilities

Membership of the University Club is free for University staff. It 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 and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See <https://www.ox.ac.uk/about/jobs/life-in-oxford>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/visas-and-immigration>

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://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/terms-and-conditions-of-employment>). 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://www.ox.ac.uk/about/jobs/life-in-oxford/childcare-and-schooling/childcare>.

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. Contact the University's Staff Disability Advisor at staffdisability@admin.ox.ac.uk for further information.

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause.

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is 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

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/researcher-hub/about>