

Job Description

Summary

Job title	Departmental Research Lecturer in AI, Government & Policy
Division	Social Sciences
Department	Oxford Internet Institute
Location	1 St Giles, Oxford (with a planned move to the Schwarzman Centre, Radcliffe Observatory Quarter, planned for September 2025)
Grade and salary	Grade 8: £48,235 -£57,255 per annum
Hours	Full time 37.5 hours per week
Contract type	Fixed-term for 16 months or until 27 October 2026 (whichever is sooner) with possibility of extension
Reporting to	Director
Vacancy reference	178693
Additional information	This role meets the criteria for sponsorship under the Skilled Worker visa. The University will meet the cost of the Skilled Worker (or if suitable, a Global Talent) visa and NHS surcharge for applicants that require a visa.
Funding partner	The funds supporting this position project are provided by the Dieter Schwarz Foundation

The role

The Oxford Internet Institute, a department within the Social Sciences Division of the University of Oxford, is seeking to appoint a Departmental Research Lecturer in AI, Government & Policy. The successful candidate will conduct research and teaching and play an integral part in the activities of the Oxford Internet Institute. Funding for this position is provided through a gift from the Dieter Schwarz Foundation, which will support innovative research on AI, including collaborative activities with the Technical University of Munich in Heilbronn, which these post-holders will contribute to.

We are seeking an exceptional candidate at an early stage of an academic career who has the potential to demonstrate academic leadership in their field. Candidates must demonstrate a research record in the broad field of AI, Government & Policy, with a professional standing appropriate to the stage of



their career; the ability to deliver excellent teaching and supervision; and a willingness to undertake administration responsibilities on behalf of the Department.

The successful candidate will be responsible for contributing to an excellent programme of research supporting the responsible and effective use of AI and other new information technologies in government decision-making or public service delivery, and for teaching in the graduate programmes of the Oxford Internet Institute. We are particularly interested in candidates conducting research on government digitalisation and innovation, and/or uses of AI for policy design and service delivery. The position is open to candidates from a variety of disciplines including political science, public policy, political sociology, behavioural economics, or social data science. However, applicants from other disciplines undertaking relevant research will also be welcomed. Candidates should hold or expect to hold a doctorate in a relevant field by the closing date of this vacancy.

The Departmental Research Lecturer in AI, Government & Policy will be expected to reside in or near Oxford. They will be entitled to office space at the OII and expected to participate fully in the OII's and the wider University's intellectual life. Duties will include teaching, supervising graduate students, conducting examinations, serving on committees and performing other administrative tasks as required. The successful candidate will be expected to engage in independent and original research, manage research projects, and disseminate research of the highest international standard through publications, conferences, and seminars. They will also be expected to work with colleagues at the Oxford Internet Institute to deliver collaborative research and policy activities in partnership with the Technical University of Munich at Heilbronn, including possible travel to Germany.

The role of Departmental Research Lecturer at Oxford

Departmental Research Lecturers are appointed by a University department/faculty and they join a lively, intellectually stimulating and multi-disciplinary community which performs to the highest international levels in research and teaching, with extraordinary levels of innovation, creativity and entrepreneurship.

There is considerable flexibility in the organization of duties, and teaching is concentrated in the University's three eight-week graduate teaching terms, making it easier to balance teaching and research (please see the Benefits, Terms and Conditions section for further details). A Department Research Lecturer is expected to maintain an independent research agenda and to produce and disseminate research findings in their field. The balance of teaching generally involves around one to two courses each year alongside service roles related to assessment and admissions. OII faculty also undertake graduate supervision (typically 3-5 MSc students each year).

Responsibilities/duties

Research

- Manage independent research projects or specific areas of research within the field of AI, Government & Policy, to include conducting original research; analysing quantitative and/or qualitative and/or computational data from a variety of sources, generating novel research findings;
- Write research articles for relevant peer-reviewed journals, proceedings, or other outlets consistent with disciplinary norms of excellence; present papers at conferences; lead academic seminars and engage in wider forms of public communication to disseminate research findings;

- Work with other OII faculty undertaking research and policy activities with the Technical University of Munich at Heilbronn;
- Identify sources of research income, develop proposals, and make funding applications to secure it.

Teaching

- Undertake advanced academic study to underpin lectures and class teaching;
- Lecture, tutor, and supervise postgraduate students, including timely completion of necessary student reports;
- Engage in assessment and University examining;
- Be the first contact for student matters relating to attendance, conduct, coursework, performance, and welfare (referring matters to appropriate others);
- Plan and organise specific areas of the syllabus and contribute to syllabus development;
- Participate in the graduate student admissions processes;
- Modify course design, content, or delivery and propose changes to regulations as appropriate;
- Allocate tasks and provide day-to-day supervision to teaching assistants;
- Liaise with examiners and academic staff regarding student performance and the development of new courses.

Other duties

- Share in the work of departmental committees developing academic strategies and policies.

Selection criteria

Essential

1. Hold a doctorate in a relevant field;
2. An excellent publication record commensurate with career stage on topics relating to AI and other new information technologies in their application to government and policy;
3. An outstanding programme of research on topics relating to AI and other new information technologies in their application to government and policy, with sufficient specialist knowledge to support this work;
4. A demonstrable record of, or clear potential for, excellence in teaching, syllabus and curriculum development, student supervision, and graduate mentoring;
5. The ability and willingness to teach, supervise, and assess high-achieving graduate students who come from diverse disciplinary and cultural backgrounds;
6. Sufficient subject expertise to provide graduate teaching for our MSc option papers in Digital Era Government and Policy and/or AI and Government Policy.
7. Sufficient depth and breadth of knowledge in traditional (quantitative **or** qualitative) **or** computational social science research methods to develop and deliver course units.
8. The ability and willingness to collaborate with colleagues from a range of different disciplines

Desirable

1. Experience of engagement with government and policymakers.
2. Experience of delivering executive education or training
3. Experience of successful project management
4. A commitment to disciplinary norms of open science.

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.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.

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.

The Oxford Internet Institute

The Oxford Internet Institute – founded in 2001 - is a multidisciplinary research and teaching department of the University of Oxford, dedicated to the social science of the Internet. Digital connections are now embedded in almost every aspect of our daily lives, and research on individual and collective behaviour online is crucial to understanding our social, economic, and political world.

Research: We have unprecedented access to a huge volume of rich social data, and are developing new theories, concepts and methods to analyse it.

Teaching: Our Masters and doctoral programmes bring students from all over the world, to work with our faculty at the cutting edge of their fields.

Policy: We provide the empirical data and conceptual analysis that is so needed to design policy solutions to societal problems.

Our academic faculty and graduate students are drawn from many different disciplines: we believe this combined approach is essential to tackle society's 'big questions'. Together, we aim to positively shape the development of our digital world for the public good.

The OII aims to operate at the cutting edge in both quantitative and qualitative methodologies that cut across disciplines and topics. The core of our activity is to develop rigorous peer-reviewed research and disseminate the outputs in high-quality journals, while ensuring that research helps inform and shape policy and practice.

Our research focuses on areas critical to the public interest and has already delivered significant impact. Our faculty were among the first to draw the world's attention to "fake news" and defined the concept of "big data". They have undertaken ground-breaking research into technology and wellbeing using real-time industry data and persuaded major global firms to adopt a new methods and practices. And OII researchers have developed the first global ratings system for firms operating in the gig economy and had a significant role in influencing the online harms debate in the UK.

Our four teaching programmes graduate around 80 students a year across our two MSc programmes in addition to around five doctoral students. Many of our talented alumni go on to perform important roles and achieve significant accomplishments in the world of policymaking, technology development, civil society and academia.

In 2025, the OII is expected to take up residence in the new Schwarzman Centre for the Humanities, moving from our current location across three sites on St Giles.

For more information about the Oxford Internet Institute please visit <https://www.oii.ox.ac.uk/>.

Social Sciences Division

The Oxford Internet Institute is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority, and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK. It is home to outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses.

For more information please visit <http://www.socsci.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.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.

If you currently work for 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
- 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.

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://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly at recruit@oii.ox.ac.uk.

To return to the online application at any stage, please go to: 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** of 30 September before the 70th 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

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. 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.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

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

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service 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 dependants. 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 for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

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-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/oxford-research-staff-society>