

Job Description

Summary

Job title	Teaching and Research Associate in Herculaneum papyrology
Division	Humanities
Department	Faculty of Classics
Location	Ioannou Centre for Classical and Byzantine Studies, 66 St Giles, Oxford, OX1 3LU
Grade and salary	Grade 7: £39,424 - £47,779 per annum
Hours	Full time
Contract type	Fixed-term (24 months) October 2026 to September 2028
Reporting to	Hayley Merchant, Head of Administration and Finance, Faculty of Classics
Vacancy reference	184950

Research topic	Herculaneum papyrology
Principal Investigator	Professor Tobias Reinhardt
Project team	Humanities and AI Virtual Institute–funded project ‘Meeting the Vesuvius Challenge’
Funding partner	Humanities and AI Virtual Institute of Schmidt Sciences provide the funds supporting this research project

The role

Reporting to the Principal Investigator Professor Tobias Reinhardt and line manager Hayley Merchant, Head of Administration and Finance, Faculty of Classics, the postholder will be a member of a research project entitled 'Meeting the Vesuvius Challenge' (the Project), which is funded by the Humanities and AI Virtual Institute of Schmidt Sciences and in which the Vesuvius Challenge and the Faculty of Classics are collaborating.

The postholder will conduct papyrological research on texts extracted from Herculaneum scrolls by the Vesuvius Challenge, will train Master's and doctoral students in papyrology and Herculaneum papyrology, and will jointly with the Master's students collaborate with the Vesuvius Challenge in order to enhance and refine current text extraction techniques.



The postholder will also act as a point of contact between the Faculty, the Project, and other stakeholders at Oxford and beyond.

Responsibilities

- Manage own academic research and administrative activities. This involves small scale project management, to co-ordinate multiple aspects of work to meet deadlines
- Adapt existing and develop new research methodologies and materials
- Prepare working theories and analyse qualitative and/or quantitative data from a variety of sources, reviewing and refining theories as appropriate
- Contribute ideas for new research projects
- Develop ideas for generating research income, and present detailed research proposals to senior researchers
- Collaborate in the preparation of research publications, and book chapters
- Serve as a contact for academic visitors to the collection and facilitate the use of the collection for teaching purposes
- Present papers at conferences or public meetings
- Act as a source of information and advice to other members of the group on methodologies or procedures
- Represent the research group at external meetings/seminars, either with other members of the group or alone
- Carry out collaborative projects with colleagues in partner institutions, and research groups
- Give up to eight hours of graduate classes in the course of an academic year on the topic of Herculaneum Papyri
- Supervise postgraduate students on the M. St. in Greek and/or Latin Languages & Literature.

Selection criteria

Essential selection criteria

- Hold a relevant PhD/DPhil, together with relevant experience
- Possess sufficient specialist knowledge in papyrology to work within established research programmes
- Experience in working on Herculaneum papyri
- Ability to manage own academic research and associated activities
- Previous experience of contributing to publications/presentations
- Ability to contribute ideas for new research projects and research income generation
- Excellent communication skills, including the ability to write for publication, present research proposals and results, and represent the research group at meetings

Desirable selection criteria

- Experience in teaching Herculaneum papyrology
- Experience of independently managing a discrete area of a research project
- Experience of actively collaborating in the development of research articles for publication

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.

Faculty of Classics

The Faculty of Classics is the largest department of Classics in the world; it focuses on research and teaching in ancient Greek and Roman culture, civilisation, and history between around 1100 B.C. and A.D. 600. Particular subjects include the study of the ancient Greek and Latin languages, and of literature and documents composed in either, and the histories, cultures and societies of those who used those languages as a mother-tongue or as a principal mode of discourse. The faculty comprises the two sub-faculties of Greek and Latin Languages and Literature and of Ancient History and Classical Archaeology and currently has about 53 permanent academic post-holders. Faculty members also include researchers employed on fixed-term contracts, and research and teaching staff employed by the colleges.

As in most other Humanities faculties in Oxford, undergraduate teaching in Classics is organised primarily by the colleges, which also manage undergraduate admissions and student welfare. The sub-faculties and the Classics Faculty Board are responsible for devising the syllabus in the relevant areas for undergraduate courses, for appointing examiners, and for providing lectures and classes to complement the college teaching (known as tutorials). The Faculty Board controls the admission and supervision of graduate students through its Graduate Studies Committees. There are currently about 85 graduate

students in Classical Languages and Literature, 65 graduate students in Ancient History and about 75 in Classical Archaeology (the latter are admitted through the Graduate Studies Committee of the School of Archaeology) reading for higher degrees (the MLitt and DPhil by thesis, and the MSt and MPhil which are normally a mixture of thesis and taught course).

The faculty is based in the Ioannou Centre for Classical and Byzantine Studies, at 66 St Giles', although many activities are also based in colleges. The Ioannou Centre is home to the faculty office (including the IT Officers), several of its research projects and a number of academic staff, including Byzantine Studies and the Classics language teaching staff. It includes facilities for graduates, and acts as a focal point for staff and graduate students in all aspects of Classical studies. It is open throughout the year, and in addition to providing the space for teaching and research, it plays host to a range of seminars, conferences, school visits, exhibitions and other events. Being in close proximity to the Sackler Library, the Ashmolean Museum, the Faculty of Oriental Studies and the Faculty of Medieval and Modern Languages enhances the opportunities for those working in the faculty.

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

The Faculty of Classics holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the following faculties: Asian and Middle Eastern Studies, Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Philosophy; Theology and Religion; and the Ruskin School of Art. The Division has over 500 members of academic staff, with over 4000 undergraduates (more than a third of the total undergraduate population of the University), 1,100 postgraduate research students, and 880 students on postgraduate taught courses. Our 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.

Humanities in Oxford offers world-class teaching and research (second in the most recent QS world rankings), backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study and digital technologies. [The Oxford Research Centre in the Humanities](#) (TORCH) is the Division's vehicle for promoting interdisciplinary collaboration, international networks, and public engagement with research, with a highly active programme of events, fellowships, and research networks.

In October 2025, the Humanities Division opened its new dedicated building, the [Stephen A Schwarzman Centre for the Humanities](#). This beautiful state-of-the-art facility co-locates seven of the Humanities faculties for the first time under a single roof, and also houses the Institute for Ethics in AI, the Oxford Internet Institute and the new Bodleian Humanities Library. The Centre provides a unique mix of academic teaching facilities for Oxford students and staff with industry-leading research and public spaces, including the 500-seat Sohen Concert Hall, a 250-seat theatre, a black box immersive performance space, dance studio and cinema, and exhibition space. The performances spaces will host a new public [cultural programme](#), opening in April 2026 and bringing together innovative artists, performers, writers and thinkers from around the world to co-create with Oxford researchers and our wider community.

Although the Faculty of Classics has not physically moved into the new Schwarzman Centre, it has equal access to the new exhibition and performance spaces and is closely involved in cross-faculty initiatives at

the Centre. For more information on the Humanities Division please visit:

<https://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.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.

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

Non-technical questions about this job should be addressed to the recruiting department directly at hr@classics.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.

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://hr.admin.ox.ac.uk/staff-benefits>. 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 a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://staff.admin.ox.ac.uk/thriving-at-oxford>

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 [Life in Oxford | Oxford University Jobs](#)

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>