

Guidance about writing job adverts can be found at <https://hr.admin.ox.ac.uk/attracting-candidates>

You may also to make use of the Gender Bias Decoder to check for any bias in your advert text. The decoder can be found at <https://www.totaljobs.com/insidejob/gender-bias-decoder/>

**Job Title**

**Fixed term post on Grade X: £XX,XXX - £XX,XXX per annum with discretionary range to X:£XX,XXX per annum (optional)**

Applications are invited for a <job title>, to work with a team working with <Name of PI/ Recruiting Manager> on a research programme on the…. [insert brief project description]

The successful applicant will [insert description of how they will contribute]. Responsibilities will include [insert brief description of main responsibilities of the role].

You will [insert brief description of the attributes applicants need for the role, including qualifications].

You will be based in the [insert building name], Nuffield Department of Primary Care Health Sciences, Radcliffe Primary Care Building, Woodstock Road, Oxford, OX2 6GG as your normal place of work/but there may be the opportunity for occasional remote working/but you may/will be able to agree a pattern of regular remote working with your line manager [delete as applicable]

The position is funded by [insert funder name (optional)], for [contract duration]/until [insert end of fund date] in the first instance.

For further information or discuss the post please contact [name and email address]

“Committed to equality and valuing diversity”

*For completion by HR*

The closing date for applications is **noon on <date>**

Interviews will be on <date>

*Include below paragraph for non-research roles Grade 5 and below, Grade 6 may be eligible but would need to be checked.*

Please note: This role will not attract sufficient points to obtain a sponsored skilled worker visa under the points based immigration system, however applications are welcome from candidates who don’t currently have the right to work in the UK, but who would be eligible to obtain a visa via another route.