

## Careers Workshops for Research Students and Research Staff

Hilary Term 2020

Positive steps in career development come from meeting others and learning. Did you know that Oxford's Careers Service runs tailored support and information services for research students and staff? See our menu below. Most workshops are designed primarily with DPhil students and/or research staff/fellows in mind, while welcoming MPhil and Masters by Research students. Some are geared towards 'pre-PhD' thinking and are open to all.

Register your interest **now** for our flagship event this term: Oxford's annual **Careers Conference for Researchers**; more info on speakers, sessions and how to book below and via [www.careers.ox.ac.uk/researchers-conference/](http://www.careers.ox.ac.uk/researchers-conference/).

Make sure you browse our researcher webpages [www.careers.ox.ac.uk/researchers/](http://www.careers.ox.ac.uk/researchers/) for top tips and links to wider events, resources and employability training opportunities relevant to your interests. And do look out for Careers Days, invited speakers and skills sessions run by your department/faculty, division or post-doc network.

For appointments with a Careers Adviser at the Careers Service on Banbury Road, please book through [CareerConnect](#). All students and research staff can choose an adviser and date for a 20-minute appointment, with the possibility of a longer follow-up. Unfortunately, we do not have the capacity to offer initial 30-minute appointments for research staff this term.

Bookings for workshops should be through [CareerConnect](#); if you have queries on these events or making appointments, please email [reception@careers.ox.ac.uk](mailto:reception@careers.ox.ac.uk).

### Week One / Two / Three

**Civil Service: Assessment Centre Support (45-minute sessions for all students and research staff)**  
Thursday 23<sup>rd</sup> January, Monday 27<sup>th</sup> January, Tuesday 4<sup>th</sup> Feb 9.30 – 14.45, The Careers Service, 56 Banbury Road.

If you are preparing for interviews in the public sector, including the Civil Service Assessment Centre, Richard Jackson will be able to advise on how to prepare and perform well on the day, whether you are concerned about preparing and giving a presentation, written policy recommendations, succeeding in a group discussion or handling a panel interview. If you have pre-prepared material related to your next assessment, you can use the time to try out your interview technique and receive feedback on your performance. Richard is a retired senior civil servant with extensive experience of Civil Service recruitment, including being a panel member for the Government Legal Service Legal Trainee Assessment Centre.

You need to book your 45 minute appointment time through [CareerConnect](#), then attach your CV and indicate which Fast Stream or department that you are applying for on the booking form. It will be passed on to Richard before your session. Once you have logged in to [CareerConnect](#) go to the Appointments menu and select Book Appointment. Then select Civil Service: Assessment Centre Support and click on Show Results. The available dates and times (if any) will appear. Click on Book Now next to the relevant date and time. Appointments will open one week before the session date. Please phone reception (01865 274646) if you have any questions or particular requirements that may help you to access this event.

### **Insight into Academia: Funding & Fellowships for Early Career Researchers**

Tuesday 28<sup>th</sup> January 1-2 pm, The Careers Service, 56 Banbury Road

Do you hope to take your first steps towards research independence? In this seminar we will explore funding opportunities such as non-stipendiary fellowships, knowledge exchange funds and seed funds. We'll take a look at ways in which success in applying for these relatively small pots of funding can successfully position you for the some of the bigger funding opportunities that come later. We'll also offer tips on what makes a successful funding bid. This is a chance to ask questions and generate discussion on this sometimes-challenging aspect of being an academic.

**All welcome. To reserve a place, go to [CareerConnect](#). Feel free to bring your lunch.**

## Week Four

### **Insight into Academia: Academic Futures - More Than Research**

Tuesday 11<sup>th</sup> February 1-2 pm, The Careers Service, 56 Banbury Road

Are you considering an academic career? In this seminar we will hear from a small panel of early- to mid-career academics about their day-to-day roles, how they manage a work-life balance, and opportunities for progression. This is a chance to ask questions and generate discussion on many aspects of being an academic.

All welcome. To reserve a place, go to [CareerConnect](#). Feel free to bring your lunch.

### **OX and Start Ups Careers Fair**

Wednesday 12<sup>th</sup> February 4.30 – 6.00 pm; HB Allen Centre, Keble College

EXPLORE LOCAL OPPORTUNITIES... Looking to stay in Oxford after you graduate, over the summer or in the longer term? This fair - for students and research staff at Oxford Brookes and Oxford University - brings together employers from across Oxfordshire, all with vacancies for full-time jobs or internships! Attending organisations are drawn from many different sectors, reflecting the array of opportunities on offer around Oxford.

This event is co-hosted by [Enterprising Oxford](#) and the Careers Service, in collaboration with Oxford University Innovation and Oxford Foundry, and exclusively for organisations with an OX postcode.

You do not need to book a place but give yourself plenty of time at the event for conversations. Careers Advisers will be available for any questions about how to make the most of the fair as a researcher.

## Week Six

### **Cringe Free Networking - What, Why & How?**

Wednesday 26<sup>th</sup> February 1-2 pm, The Careers Service, 56 Banbury Road

Few of us like the idea of 'networking'. But we know that forging good relationships helps us understand how things work in new spheres of research or employment, and can open doors. Come along for an hour of myth-busting insights into the hidden job market and tips on effective networking through various mechanisms including social media. Open to all. **Book your place via [CareerConnect](#) and feel free to bring your lunch.**

### **Networking Extra for Researchers: Telling your Story Differently**

Wednesday 26<sup>th</sup> February 2-3 pm, The Careers Service, 56 Banbury Road

DPhil/Research Masters students and research staff are invited to stay for a second hour following the above seminar to discuss opportunities and challenges common to networking. One of these is finding new ways to tell your professional story that key into the interests of those you are meeting for the first time, whether in academic circles, or those within policy, industry or service environments.

Please also book a place for this hour via the separate event on [CareerConnect](#).

## Week Six

### Moving to a Non-Academic Career (for Research Staff)

Thursday 27<sup>th</sup> February 9.30-13.30 pm, The Careers Service, 56 Banbury Road

Are you interested in exploring alternatives to the academic career path? This workshop is for you. You will:

- learn about the benefits of working outside academia and hear from recruiters from other sectors;
- find out how you can apply your expertise in research in a different environment and the other skills they are looking for and how you can develop these whilst at the University;
- hear about a range of non-academic recruitment processes and how to approach different employers

This event is run jointly by MPLS Division and the Careers Service, and is **for research staff only**.

If you are an MPLS research staff member, please sign up via the [Divisional training site](#). If you are in Humanities, Social Sciences or Medical Sciences divisions, please sign up via [CareerConnect](#). Note that registration data for this workshop will be shared with MPLS Training team.

### \*\*\*Coming Up in Trinity Term\*\*\* Career Design and Development (DPhils and research staff)

A series of three short workshops to support you in taking active steps to further your career within or beyond academia. Following last term's successful pilot, we will offer this series to DPhil students and research staff in Banbury Road after Easter. For more details, check [www.careers.ox.ac.uk/researchers/](http://www.careers.ox.ac.uk/researchers/) from mid Hilary term.

## Week Seven

### Academic CVs and Cover Letters for Researchers: Review and Discussion

Monday 2<sup>nd</sup> March 11.30 am–1.00 pm, The Careers Service, 56 Banbury Road

The principles of writing a good academic CV and cover letter are fairly straightforward, and there is a wealth of guidance and examples of how to do this available on the Careers Service website and elsewhere. To make the best use of your time, this review session will not cover those elements in detail (we assume that participants have already exploited those resources and drafted a CV/cover letter as appropriate) but rather offers the chance to gain invaluable feedback on your materials through review and discussion with your peers and the workshop facilitators, which has always been the most productive part of our previous CV workshop.

**Please note that this session focuses on academic job applications.** Participants should **bring along a draft CV and/or cover letter, plus any job descriptions that interest you**, whether in general terms or for a potential application. We are unable to print documents for participants; if you wish to work on a paper copy of your CV/cover letter please print before arriving at the Careers Service.

All DPhil students and research staff welcome. Book your place via [CareerConnect](#) and feel free to bring your lunch.

### Interview Skills for Researchers

Monday 2<sup>nd</sup> March 1 pm – 4 pm, The Careers Service, 56 Banbury Road

New job or direction in mind? Do you want to brush up on the practicalities of preparing for interviews and presentations? This workshop, designed for University research staff and DPhil students, is for you.

A highly interactive session, it will equip you with the skills to play the 'recruitment game' to best effect. We will discuss and practice the skills required for effective performance at interview; preparation, self-presentation and how to deal with typical interview questions.

The workshop will cover the skills required for both academic and non-academic interviews, with particular focus on the latter. Follow up one-to-one career discussions can then be used to review intended applications and to prepare for particular interviews.

All DPhil students and research staff welcome. Book your place via [CareerConnect](#).

## Week Ten

### Careers Conference for Researchers

*Options beyond or alongside Academia*

**Wednesday 25<sup>th</sup> March, all day event at the Manor Road Building**

Are you wondering what your next career move might be? Keen to find out which employers and sectors beyond academia value the skills you have developed as an early career researcher? Curious to know how other researchers have applied their expertise in non-academic contexts?

Our fourth annual Careers Conference for Researchers offers research staff and late stage DPhil students the opportunity to explore a range of rewarding career pathways. You will hear PhD holders and former academic researchers speak frankly about their daily working lives in a variety of sectors.

For updates on our confirmed speakers, see [www.careers.ox.ac.uk/researchers-conference/](http://www.careers.ox.ac.uk/researchers-conference/)

A networking lunch with employers who are actively seeking research-trained applicants gives further scope for investigating options for the future.

Interactive workshops in the afternoon will help you identify skills and strategies for optimising your career preparedness.

We will round off the day with finals of the 3 Minute Thesis Competition, Action Planning sessions and drinks plus further conversations with recruiters and former university-based researchers.

Registration for postdocs and other research staff is now open and will open to DPhil students on 20<sup>th</sup> January 2020.

This is a very popular event. Register your interest in attending now via [CareerConnect](#).