Centre for Tropical Medicine and Global Health

<table>
<thead>
<tr>
<th>Job title</th>
<th>Research Grants and Contracts Manager</th>
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<tbody>
<tr>
<td>Division</td>
<td>Medical Sciences</td>
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<tr>
<td>Department</td>
<td>Centre for Tropical Medicine and Global Health</td>
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<tr>
<td>Location</td>
<td>Nuffield Department of Medicine Research Building, Old Road Campus, Headington, Oxford.</td>
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<tr>
<td>Grade and salary</td>
<td>Grade 7: £32,236 -£34,189 per annum</td>
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<tr>
<td>Hours</td>
<td>Full time 37.5 hours per week</td>
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<tr>
<td>Contract type</td>
<td>Fixed-term 30 September 2020</td>
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<td>Reporting to</td>
<td>Deputy Business Manager</td>
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<tr>
<td>Vacancy reference</td>
<td>139968</td>
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<td>Additional information</td>
<td>This vacancy is for internal applicants only</td>
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Tropical Medicine is a collection of research groups within the Nuffield Department of Clinical Medicine (NDM) who are permanently based in Africa and Asia. The last ten years has seen a substantial increase in both the volume and complexity of funding. The Centre's current annual turnover is in excess of £55m with approximately £350m of externally funded research awards. Understanding and mitigating the risks related to multiple funding sources and a wide geographical distribution of activity will be a key part of the role.

**The role**

The Research Grants and Contracts Manager will join the administrative team responsible for supporting UK and overseas academic staff in the following: - the preparation of grant applications, post-award grant management, financial reporting, research-related contract management, dealing with sponsors, audit preparation, budgeting and disseminating relevant information to grant holders.

The position offers an opportunity to work alongside researchers at the leading edge of science and contribute towards providing detailed advice and information on external research sponsors’ funding opportunities, scheme terms and conditions, on the costing and pricing of research and on University policy and procedures.
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Relationships:

- Directly responsible to the Centre for Tropical Medicine and Global Health Deputy Business Manager, and with responsibilities to the Director of Finance and Operations.
- Work closely with the Administrator for the UK Centre, sharing joint line management of the Oxford Grants Officer with the Administrator, UK Centre.
- Sole line management of the three Research Grants Officers for the overseas units.
- Work closely with other members of the administrative team, in particular the Finance Manager and Senior HR Officer.
- Work closely with our overseas based Africa and Asia Programme operations teams including the Chief Operating Officers (COO's) and Chief Financial Officers (CFO's).
- Work with the University Research Services and Research Accounts teams.
- External organisations including research councils, charities, industry, the European Commission, and UK and overseas foundations.

Responsibilities

1. Management of the Grants Team

   - Joint line management of the Oxford Grants Officer alongside the Administrator, UK Centre.
   - Sole direct line management of the Grants Officers supporting overseas research activity.
   - Support of the Grants Assistants, who are line managed by the Grants Officers.
   - Review and management of the Grants Team resources, workload and challenges to ensure they are appropriately supported to perform their tasks.
   - Regular reporting on Grants Team activity to the Director of Finance and Operations and Deputy Business Manager (UK and overseas) and Administrator, UK Centre (UK only).
   - Escalation of any risks to the Deputy Business Manager.

2. Preparation of research grant proposals

   - Providing advice to academic and research staff, COO’s and finance staff on external research sponsors’ funding opportunities and scheme terms and conditions, on the costing and pricing of research and on University policy and procedures.
   - Assist Principal Investigators and COO's in the preparation of grant applications which will involve completion of administrative information, FEC details, costings and seeking approvals from Unit Directors, Chief Operating Officers and collaborators.
   - Using the University's costing tool prepare accurate costings of grant applications.
   - Reviewing research grant applications on behalf of the Centre before submission to research services.
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- Develop systems to improve the application process, provide guidance on preparation of grants in conjunction with Research Services and deliver administrative training to new investigators.
- Ensure Principal Investigators are kept informed as to the status of grant applications, deadline for internal approval and submission to Research Services.
- Maintain internal records of grant applications and their outcome.
- Co-ordinate and maintain an up to date database of major funding calls and their deadlines.

3. Acceptance of awards

- Undertake the internal and external administrative tasks associated with the acceptance of research grants on behalf of the Principal Investigator.
- Liaise with Research Services to ensure original X5 costing’s match award letters, undertaking re-costing's if necessary and updating salary figures etc.
- Ensuring research grants are set up on Oracle accurately. Ensure attention to detail in setting up expenditure categories, tasks and whether budgets are ‘ring fenced’ or ‘transferable’.
- Liaise with the HR team regarding advertisement, appointment and transfer of staff onto new awards.
- Ensure key terms and conditions are communicated to the Principal Investigator, COO, CFO and other key personnel.

4. Management of awards

- Administer grants awarded to principal investigators. Set up appropriate systems to ensure compliance with terms and conditions; for example staff time sheets, authorised expenditure and auditing processes.
- Liaise with the finance team and Finance Manager on the use of the pre-award account and ensure expenditure is transferred to awards in a timely fashion once set up.
- Provide advice and support to Principal Investigators during the life cycle of an award. Monitor expenditure at the high and detailed level to ensure appropriate use of funds and commitment to future activities. Monitor expenditure and compare against detailed budget plans liaising with local research project managers, COO’s, CFO’s and the accounts team where necessary.
- Liaising with other Oxford departments where awards are split into projects. Ensure the Principal Investigator and COO receives all information relevant to their funding.
- Where required, support the role out of enterprise level systems by the University and NDM to coordinate project work packages, milestones, deliverables, and tasks.
- Support the use of electronic recording of timesheets and reporting tools.
- Assist with the setting up of all research related contracts, e.g. collaborative agreements, consultancies, service provisions, contracting out services, clinical trials monitoring, and other specialist services.
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5. **Auditing and compliance**

- Prepare an annual schedule of grants to be audited and ensure key individuals are aware of timescales and responsibilities in advance. Respond to auditors enquiries in a timely fashion.
- Work with the finance team to ensure appropriate expenditure is charged to the correct grants.
- Preparation of statements of expenditure on projects in line with sponsors terms and conditions. Liaise with the finance team to make adjustments and journal expenditure to correct projects.
- Assist the Deputy Business Manager and Finance Manager with the monthly compliance reports.

6. **Other duties**

- Provide guidance and training to the administrative support team on research grants such as expenditure categories, funding end dates and availability of funds.

**Selection criteria**

- Educated to degree level or equivalent qualification.
- Excellent communication and writing skills, including the ability to communicate complex ideas with a clear, concise writing and presentation style.
- Experience of working with budgets and (following training) the ability to cost and price research using Full Economic Costing methodologies.
- Proven ability to prioritise a heavy and varied workload and to keep track of a large volume of on-going projects.
- An aptitude for solving problems.
- An ability to work independently and also work well as part of a small team.
- Sound IT skills are required (MS office applications, internet). Training will be given in the specific packages to be used but applicants must have the flexibility and willingness to gain new IT skills.
- Administrative experience.

**Desirable selection criteria**

- Understanding of research grants funding in UK universities and ideally experience in the administration of research grants and contracts.
- Experience in European Union Framework funding.
- Experience in using ORACLE Financials.
- Previous University or research environment experience
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. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. 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

Medical Sciences

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: www.medsci.ox.ac.uk

Nuffield Department of Clinical Medicine (NDM)

The Nuffield Department of Clinical Medicine (NDM) is one of the largest departments of the University of Oxford and is part of the Medical Sciences Division, with responsibility for a significant part of the teaching of clinical students within the Medical School. The Department also has a substantial research programme which requires high quality administrative management.
NDM has significant financial turnover and complexity, resulting from its diverse research portfolio, its geographical spread and its close links with NHS funding and strategic teams involved in the development and delivery of increasingly integrated clinical research platforms.

For more information please visit: [http://www.ndm.ox.ac.uk/home](http://www.ndm.ox.ac.uk/home)

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The University of Oxford is a member of the [Athena SWAN Charter](http://www.ox.ac.uk/about/jobs/professionalandmanagement/) and holds an institutional Bronze Athena SWAN award. The Nuffield Department of Medicine holds a Silver Athena SWAN award in recognition of its efforts to introduce organisational and cultural practices that promote gender equality in SET and create a better working environment for both men and women.

For more information please visit: [www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/](http://www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/)

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**Tropical Medicine and Global Health**

The Centre for Tropical Medicine and Global Health is a world leading Centre within the Nuffield Department of Clinical Medicine, University of Oxford, comprised of research groups who are permanently based in Africa and Asia as well as across two sites in Oxford. Our research ranges from clinical studies to behavioral sciences, with capacity building integral to all of our activities.

Our research is conducted at three Wellcome Trust Major Overseas Programmes in Kenya, Thailand and Viet Nam as well as a growing Centre in Oxford. The Centre for Tropical Medicine and Global Health also brings together a number of sister groups in Laos, Tanzania, Indonesia, the Democratic Republic of Congo, Myanmar, Cambodia and Nepal, as well as multiple collaborators around the world.

Tackling infectious diseases, which kill many millions of people every year, is one of the greatest challenges of the 21st century. We are researching solutions to the increasingly urgent problems these diseases cause.

For more information please visit: [http://www.tropicalmedicine.ox.ac.uk/home](http://www.tropicalmedicine.ox.ac.uk/home)

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**How to apply**

Before submitting an application, you may find it helpful to read the ‘Tips on applying for a job at the University of Oxford’ document, at [https://www.ox.ac.uk/about/jobs/professionalandmanagement/](https://www.ox.ac.uk/about/jobs/professionalandmanagement/)

[https://www.ox.ac.uk/about/jobs/research/](https://www.ox.ac.uk/about/jobs/research/)
If you would like to apply, click on the **Apply Now** button on the ‘Job Details’ page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also 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).

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by **midday** on the closing date stated in the online advertisement.

**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 departments.

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).

Should you experience any difficulties using the online application system, please email **recruitment.support@admin.ox.ac.uk**. Further help and support is available from [www.ox.ac.uk/about_the_university/jobs/support/](http://www.ox.ac.uk/about_the_university/jobs/support/). To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

**Important information for candidates**

**Pre-employment screening**

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work, proof of identity...
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and references. We advise all applicants to read the candidate notes on the University’s pre-
employment screening procedures, found at:
www.ox.ac.uk/about/jobs/preemploymentscreening/.

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: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University’s Policy
on Data Protection is available at:
www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University’s policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts
and some academic-related posts. From 1 October 2017, the University has adopted an EJRA
of 30 September before the 69th birthday for all academic and academic-related staff in posts at
grade 8 and above. The justification for this is explained at:
www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

For existing employees, any employment beyond the retirement age is subject to approval
through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/

From 1 October 2017, there is no normal or fixed age at which staff in posts at grades 1–7
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

University Club and sports facilities

The University Club provides social, sporting and hospitality facilities. It incorporates a bar, café and sporting facilities, including a gym. 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 www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for international staff (or those relocating from another part of the UK)

If you are relocating to Oxfordshire from overseas, or elsewhere in the UK, the University's International Staff website includes practical information related to moving to and settling in Oxford such as advice on immigration, relocation, accommodation, or registering with a doctor. See: www.internationalstaffwelcome.admin.ox.ac.uk/

The University of Oxford Newcomers’ Club

The University of Oxford Newcomers’ Club is an organisation run by volunteers that aims to assist the partners of new staff to settle into Oxford and to provide them with an opportunity to meet people in the area. See www.newcomers.ox.ac.uk/

Childcare

The University has excellent childcare services with five University nurseries, as well as University-supported places at many other private nurseries. For full details including how to apply and the costs, see www.admin.ox.ac.uk/childcare.

Family-friendly benefits

The University subscribes to My Family Care (www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/) and staff are eligible to register for emergency back-up childcare and adultcare services, a 'speak to an expert' phone line and a wide range of guides and webinars through a website called the Work + Family space.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. Please visit www.admin.ox.ac.uk/eop/disab/staff for further details including information about how to make contact, in confidence, with the University’s Staff Disability Advisor.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/

Other benefits
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Staff can enjoy a range of other benefits such as free visitor access to the University’s colleges and the Botanic Gardens as well as a range of discounts. See [www.admin.ox.ac.uk/personnel/staffinfo/benefits](http://www.admin.ox.ac.uk/personnel/staffinfo/benefits)