Job description and selection criteria

Job title	Grants Assistant
Division	Medical Science Division
Department	Nuffield Department of Medicine
Location	Li Ka Shing Centre for Health Information and Discovery/NDM Research Building, Old Road Campus, Headington, Oxford, OX3 7FZ
Grade and salary	Grade 5: £25,941 -£30,942 per annum
Hours	Full time (36.5 hours a week)
Contract type	Fixed-term for 2 years in the first instance
Reporting to	Senior Grants Officer
Vacancy reference	143990

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) …fostering your career in science

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.

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

The Nuffield Department of Clinical Medicine has been presented with a Departmental Athena SWAN Silver award in recognition of the commitment made to promote gender equality through our organisational and cultural practices and our efforts to improve the working environment for both men and women. For more information please see our Departmental Athena SWAN pages: https://www.ndm.ox.ac.uk/working-for-ndm/aboutndmatheneswan/

The Li Ka Shing Centre for Health Discovery – NDM

The Li Ka Shing Centre for Health Information and Discovery incorporates two related research institutes at the heart of Oxford University's major biomedical campus in Headington. The 2 research institutes, the Target Discovery Institute (TDI) and the Big Data Institute (BDI), underpin the development of new types of research activity in the University. They have been developed with novel concepts in mind and represent the first examples of these types of research endeavours in academia anywhere in the world.

The NDM Research Building constructed for the Nuffield Department of Medicine in 2013 includes many academic partners including the Department of Cardiovascular Medicine and BHF Centre of Research Excellence (BHF Centre for Cardiovascular Target Discovery), Department of Radiation Oncology and Biology, Ludwig Cancer Institute, Kennedy Institute of Rheumatology, Structural Genomics Consortium and the Department of Chemistry.

Nuffield Department of Medicine

Research facilities provided include high-throughput cell-based screening facility, cell-based assay development program, proteomics facility, medicinal chemistry and chemical biology programs and containment level three laboratories.

The Big Data Institute (BDI), is a newly opened, interdisciplinary research centre located within the University of Oxford's Old Road Campus. The Institute will combine researchers from genomics, epidemiology and infectious disease alongside those from computer science, statistics and engineering to develop the field of big data as applied to biomedical research. Scientists working in the Institute will form an analytical hub, deeply connected to the wider experimental and clinical community in Oxford and beyond, working to solve some of the major challenges in medical research. The BDI aims to develop, evaluate and deploy efficient methods for acquiring and analysing information at scale and for exploiting the opportunities presented by large-scale studies. The Institute will provide core facilities in high-performance computing and high-capacity data management. When full occupied it will house over 350 researchers, of which approximately half will sit within NDM.

Overview of the role

As Grants Assistant, you will assist the Senior Grants Officer in the effective and efficient day-to-day operation of the research administration section of the administration team, providing guidance to researchers to ensure a high quality service is delivered to the Institutes.

You will have good organisational and interpersonal skills to ensure the Centre's research grant applications and awards are managed and prioritised so that targets and deadlines are met.

Responsibilities/duties

Pre-Award
- Assist the Senior Grants Officer with day-to-day pre-award activities, including preparation of, and accurate costings for, grant applications using the University's costing tool (currently X5) for the portfolio of activity. You will ensure that such grant applications comply with sponsor rules and provide advice and support to the Principal Investigators in the preparation and completion of sponsor applications, whilst liaising directly with external sponsors.
- Assist the Senior Grants Officer to ensure that grant applications are submitted to Research Services within the University's deadlines. You will check that they are accurate, comply with sponsor rules and procedures, and have necessary and appropriate supporting documentation.

Post-Award
- Assist with managing the Centre's research projects working closely with the Senior Grants Officer and Business Manager. You will check research budget set-ups for accuracy on Oracle and deal with issues arising. You will analyse grant spend on a monthly basis, highlighting variances and taking follow-up action, and use X5 to re-cost salaries on awards to identify any over or under spends on salary budgets if required.

- Assist the Senior Grants Officer with collating information regarding vacant posts on grants to ensure that funding is available before recruitment processes are undertaken.
- Meet routinely with Principal Investigators to review their financial position and assist the Senior Grants Officer with solving problems relating to expenditure on projects whilst maintaining the auditable standards on the project.
- Work with Research Accounts to prepare and authorize statements of expenditure, and to prepare final statements of expenditure for approval, in line with sponsor terms and conditions.
- Assist the Senior Grants Officer to ensure Principal Investigators receive their monthly project status and activity reports.
- Liaise with other Oxford departments and external institutions where a Principal Investigator is a collaborator/partner on a project to ensure the correct budget is transferred to the relevant Institute.
- Co-ordinate with Research Services in the processing of material transfer agreements, service contracts, research contracts, licenses etc. to ensure all finalized documentation is circulated and filed as appropriate.
- Undertake close-down procedures at the end of each project
- Assist with audit preparation, collating documentary evidence when required, such as invoices, POs, expense claims, journals, staff contracts and timesheets

Internal and external communication.
- Attend monthly meetings, assisting the Senior Grants Officer in planning, preparing and presenting financial reports.

Information Management
- Assist the Senior Grants Officer in developing information management systems that meet the needs of the administration team, Principal Investigators and University/sponsors reporting requirements. You will develop effective systems to track, check and amend all grant applications.

Other responsibilities
- Assist the Senior Grants Officer and Business Manager in forecasting and re-forecasting grant expenditure for budgeting purposes.
- Draft correspondence and other documents as requested, such as consultancy contracts
- Other tasks and duties as required from time to time and commensurate to the grade of the post.
- Participate in and support the public engagement and widening access activities of the Department and the University.

Selection criteria

Essential
- Strong numeracy skills and previous experience in a similar role involving financial administration.

- Highly organised, excellent attention to detail and the ability to manage a varied workload under pressure.
- The ability to work independently using own initiative and as part of a team demonstrating a flexible and helpful approach.
- Strong written and verbal communication skills.
- High standard of computer literacy, particularly MS Office applications
- A high level of personal discretion, tact, and judgment, especially when dealing with sensitive and/or confidential material.
- 2 A levels (or equivalent) grade A–D and GCSE grade A–D (or equivalent) in English & Maths.

Desirable selection criteria

- Administrative experience in Higher Education, or a similar field.
- Previous knowledge of research grants and contracts
- Previous experience of Oracle Financials software or X5 for costing research grants

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/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/. 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 e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to standard preemployment screening, as applicable to the post. This will include right-to-work, proof of identity 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/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. 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+/.

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

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.

facilities

Membership of the University Club is free for all University staff. The University Club 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 www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See www.welcome.ox.ac.uk. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

The University has excellent childcare services, including 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/.

Disabled staff

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

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/.

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 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.