



Job Description



MPLS DIVISIONAL OFFICE

Job title	Research Funding Administrator
Division	Mathematical, Physical and Life Sciences (MPLS) Division
Department	MPLS Divisional Office
Location	Hybrid working (when office based: Robert Hooke Building, Parks Road, Oxford, OX1 3PR)
Grade and salary	Grade 6. £32,332 - £38,205
Hours	Full time or part time would be considered (minimum 0.8FTE)
Contract type	Two years in the first instance
Reporting to	Strategic Research Manager
Vacancy reference	168239

The role

The Research Funding Administrator will be a member of the Research Support Team in the Mathematical, Physical and Life Sciences (MPLS) divisional office, reporting to the Strategic Research Manager. The Team are based in the Robert Hooke Building and are responsible for strategic planning in relation to research funding, research facilitation, research policy and administration for the MPLS Division.

The post holder's main area of responsibility will be to provide administrative support with the internal research funding schemes which the MPLS Division runs or participates in; and efficiently manage sift panels for external funding schemes, on behalf of the Division or University. They will support and work closely with academics and administrators across the Division's nine departments as well as colleagues in other Divisional Offices, professional support functions and key contacts at external funding partners (e.g. EPSRC). In addition, the post holder will provide administrative support to other members of the team including the Head of the Research Support Team.

This is a wide-ranging administrative role, through which the post holder will gain an understanding of research funding and administration across the full breadth of the MPLS Division. The role involves managing a varied workload with a mixture of both planned (cyclical) and responsive work. The post holder will therefore be required to work independently to effectively manage (often short) deadlines and prioritise their work. They will also possess good communication skills (both written and oral), and have the confidence to give challenging but constructive feedback to academics and researchers.



Responsibilities

Research Funding and Administration

Working closely with the Strategic Research Manager, the primary duties will focus on providing administrative support managing two broad areas on behalf of the Research Support Team:

1. **Internal Funding Support** - leading the management and administration of internal research funding schemes including Divisional-level funds (e.g. Lockey Fund) and University-wide funds (e.g. John Fell OUP Research Fund).
2. **External Funding Support** - managing the internal peer review/sift processes for external funding schemes which restrict the number of applications from a given institution (in line with the University's 'co-ordinated bids' protocol). Depending on the scheme/sponsor remit, this task may be undertaken on behalf of the University as a whole (not just for MPLS); and may involve close working with colleagues in other Divisional Offices and other service units (e.g. Research Services).

Specific responsibilities will include:

- Acting as the primary point of reference and advice for departments and researchers (of all seniority levels) regarding scheme policies and the suitability/eligibility of potential applications. This will include managing the Team joint inbox and providing accurate advice when required.
- Using IRAMS (the University's Internal Research Award Management System) to support internal application processes and communicate outcomes, in a professional and timely manner.
- Design scheme processes, application forms and guidance notes (for Divisional schemes) or contribute to their development (University schemes), ensuring that these are 'fit for purpose' and support fair and robust decision making by review panels.
- Advertise funding opportunities to departments and researchers, both in and outside MPLS.
- Convening and servicing termly and ad hoc review Committees; and managing the peer review process. This will include proactively recruiting panel members (when required), liaising with committee members to set meeting dates, booking meeting rooms or organising hybrid meeting formats, preparing agendas and papers, minute taking (if required) and carrying out follow-up actions.
- Providing expert advice to academic members of the Committees on scheme specifications and policies (including appropriate briefing for the chair).
- Responsibility for communicating to applicants the funding decisions taken by various Committees and responding to requests for feedback from applicants. The Research Funding Administrator will need to use diplomacy and discretion in advising researchers when they have been unsuccessful or are not eligible to apply for funding, as this may have a significant impact on their research plans
- Maintain financial oversight of funds (for Divisional schemes only).
- Prepare final reports for submission to external sponsors (e.g. the EPSRC annual equipment account report), which will require collecting and analysing from across departments. Reports may include both qualitative (narrative) and quantitative information.

Administration support for the Research Support Team

The post holder will provide administrative input and support for cross-team activities within the small and close-knit Research Support Team. They will flexibly provide support as needs and projects arise in particular areas.

Specific responsibilities will include:

- Maintaining the research support pages of the MPLS website.
- Making arrangements for regular research-related meetings (e.g. the MPLS Research Forum).
- Supporting the Research Projects Manager with research-related projects.
- Managing responses to requests for information from departments such as input to consultations.
- Organising and supporting team meetings, including responsibility for minutes and following up actions, as required.
- Providing administrative support to the Head of Research Support Team (~0.1FTE).

Selection criteria

- (i) Demonstrable administrative experience, preferably within Higher Education (HE) or other parts of the public sector
- (ii) A good honours degree, or equivalent qualification.
- (iii) The ability to manage and prioritise a complex workload, and to meet deadlines whilst retaining an appreciation of the competing priorities and timetables of others whose input may be required.
- (iv) Able to work with great accuracy and high attention to detail.
- (v) Good oral and written communication skills, including the ability to write clear, accurate and concise reports; and to provide advice to individuals.
- (vi) Strong numeracy and IT skills (including proficiency in Excel).
- (vii) Well-developed problem solving skills.
- (viii) Able to work individually or as part of a team, as necessary.
- (ix) Able to design effective processes and procedures that meet the needs of different stakeholders.
- (x) Able to build effective working relationships with, and gain the trust and confidence of, a wide range of colleagues at varying levels of seniority.

Desirable selection criteria

- (xi) A degree in a scientific discipline.
- (xii) Experience of committee servicing or support.

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.

About the Mathematical, Physical, and Life Sciences (MPLS) Division

Oxford is widely recognised as one of the world's leading science universities for teaching, research and innovation. The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University, alongside the Humanities, Social Sciences and Medical Sciences Divisions. It is led by an academic Head of Division (Professor Sam Howison) and an administrative Divisional Registrar (Dr Tracy Gale) and comprises nine of the University's academic departments – Biology, Chemistry, Computer Science, Earth Sciences, Engineering Science, Materials, the Mathematical Institute, Physics, and Statistics – as well as Begbroke Science Park, the multidisciplinary Ineos Oxford Institute for Antimicrobial Research and an interdisciplinary Doctoral Training Centre.

MPLS is proud to be home to some of the most creative and innovative scientific thinkers and leaders in academia, whose interdisciplinary research is tackling major societal and technological challenges, from new energy solutions or improved cancer treatments to understanding climate change processes and helping to preserve biodiversity, tackling antimicrobial resistance, advancing AI and quantum technologies and space exploration, and much more. The quality and impact of our work have been recognised by successive rounds of the national Research Excellence Framework and Teaching Excellence and Student Outcomes Framework exercises, and our departments frequently top the major higher education league tables. We teach around 7,300 students (including around 3,400 graduate students) and are playing a key part in training the next generation of leading scientists.

Divisional activity is co-ordinated and represented by the MPLS Divisional Office based at 9 Parks Road, in the heart of Oxford's Science Area. The Divisional Office, which is led by the Divisional Registrar, has around 55 dedicated members of staff, as well as a number of colleagues who are embedded in divisional teams but based in central University services (e.g. in Finance, HR and Development).

To find out more, please visit: www.mpls.ox.ac.uk.

You can find out more about teams and people in the Divisional Office at:

<https://www.mpls.ox.ac.uk/about/the-divisional-office/our-team>

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 2 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 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. 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.

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 <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports 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 <https://www.sport.ox.ac.uk/>.

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 <https://welcome.ox.ac.uk/>
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

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 the Work+Family Space, 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 <https://hr.admin.ox.ac.uk/my-family-care>

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 <https://childcare.admin.ox.ac.uk/>

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 <https://edu.admin.ox.ac.uk/disability-support>

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 <https://edu.admin.ox.ac.uk/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.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by

Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.

