



## Summary

<b>Job title</b>	Research Support Officer
<b>Division</b>	Humanities
<b>Department</b>	English Faculty
<b>Location</b>	St Cross Building, Manor Road, Oxford
<b>Grade and salary</b>	Grade 6: £32,332 – £38,205 per annum (pro rata)
<b>Hours</b>	Part time (22.5 hours / 60%FTE)
<b>Contract type</b>	Maternity leave cover
<b>Reporting to</b>	Head of Administration and Finance
<b>Vacancy reference</b>	168413
<b>Additional information</b>	<i>This post may also be offered as a secondment</i>

## The role

The Faculty of English seeks to appoint a Research Support Officer to play a vital role in a large and busy Faculty, by providing a single point of contact for staff for research administration-related queries.

The post-holder will provide essential support for research activity in the Faculty, managing the application process for internal funding schemes, and providing support for external grant applications and ongoing research projects. They will be responsible for updating research information on the Faculty intranet, and providing routine operational support for research management, as well as arranging research events for the Faculty and supporting conferences organised by Faculty members.

### Maternity leave cover post

This post is to cover the absence of the substantive postholder, who is taking a period of maternity leave. The post is available until 28 February 2025 or the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.

## Responsibilities

- Have oversight of the Faculty’s research grant portfolio from application to final reporting, ensuring that there are systems in place to ensure proper monitoring and reporting and that appropriate filing systems are maintained.



- Maintain an overview of funder terms and conditions in order to advise PIs and finance colleagues on allowable expenses and payment and reporting processes.
- Provide support for grant applications, including advising on non-staff costs and assisting with the development of data management plans.
- Manage the Faculty's process for the consideration of expressions of interest for the British Academy and Leverhulme Trust postdoctoral fellowship schemes.
- Manage the process for approval of applications by Faculty members to internal University funding schemes (e.g. the John Fell Fund, Public Engagement with Research fund, Knowledge Exchange fellowships, Humanities Cultural Programme Funding).
- Assist with the creation and updating of research project websites, and advise PIs on the options for preserving websites once projects have ended.
- Support the Faculty's REF and Impact leads in gathering and storing data that may be required for the next REF exercise, including data related to research impact.
- Manage the collection and presentation of the annual Faculty research returns.
- Advise members of the Faculty on possible uses of the Faculty research allowance.
- Act as secretary to the Faculty's research committee.
- Maintain up-to-date emails lists of college-based research staff and early career researchers in the Faculty.
- Update the Faculty research booklet and maintain the research-related resources on the Faculty intranet.
- Make arrangements for Faculty research events, including the termly research mornings.
- Any other duties commensurate with the grading of the post, as requested by the Head of Administration and Finance, the Director of Research or the REF and Impact leads.

## Selection criteria

### Essential selection criteria

- Educated to degree level or equivalent.
- Strong organisational skills, and a proven ability to work independently, to take initiative, to anticipate and plan, and to manage and prioritise own workload.
- Proven ability to meet multiple work deadlines simultaneously, while working in a busy office environment.
- Proven communication and interpersonal skills that relate to working collaboratively with staff at all levels including academics and administrative staff, and as part of a small team.
- Experience of administration and/or service delivery within higher education, another public sector or charitable body, industry, or similar organizations.
- Evidence of tact and discretion in dealing with confidential or sensitive matters.
- A keen attention to detail; competence in drafting, proofing, formatting and accuracy of information in relation to both documents and office processes.

- Excellent numerical/financial skills and the ability to manipulate and present data using spreadsheets.
- Experience of event organisation.
- Experience of committee servicing.
- Excellent IT skills, including email, Word, Excel and use of databases, as well as the ability to learn new systems rapidly and effectively.

#### Desirable selection criteria

- Experience of working in higher education.
- Experience of using SharePoint.
- Experience of working in a research support role and/or a familiarity with the research funding landscape for higher education.
- An interest in English literature.

#### Pre-employment screening

##### Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

#### 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](http://www.ox.ac.uk/about/organisation).

## Faculty of English

The Faculty of English is by far the largest English Department in the UK, and has a very distinguished research record (awarded the top grade in the last two research assessment exercises). We have been ranked top in the QS World Rankings in its subject for the last three years and our teaching has been graded 'Excellent' in every Quality Assurance review. The English Faculty's teaching and research covers literature in English from works in Old English of the 7th century to the current period of what has been called global English. The spread of historical expertise places the Faculty in a unique position to speak authoritatively about the long history of the literatures and languages of the British Isles, as well as the diaspora and interchange of literatures and languages that emerged from them. Students have opportunities to trace the development of literature from early manuscripts to current digital and hybrid forms; they benefit from a distinctive experience of close personal supervision with leading academics, in turn developing their own communities and identities as critics and researchers.

The Faculty currently has 80 permanent members of academic staff, including 9 statutory Professors. This is in addition to a further 100 or so members teaching in the colleges and temporary members of staff. A list of Faculty members and their research interests is available on the website ([www.english.ox.ac.uk](http://www.english.ox.ac.uk)). There are currently approximately 900 undergraduate students (with roughly 260 admitted each year to the single honours school and a further 20 to joint honours school programmes). The Oxford English Faculty has the largest graduate school in the country, with approximately 90 Masters students, and a further 150 graduate research students.

The English Faculty holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

## 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 two 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 [recruitment@ell.ox.ac.uk](mailto:recruitment@ell.ox.ac.uk).

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 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 70<sup>th</sup> 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](http://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](http://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](mailto: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](mailto:committee@oxrss.ox.ac.uk). For more information, see [www.ox.ac.uk/oxrss](http://www.ox.ac.uk/oxrss), Twitter @ResStaffOxford, and Facebook [www.facebook.com/oxrss](http://www.facebook.com/oxrss).