



Job description and selection criteria

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| Job title | Grants Officer |
| Division | Medical Sciences Division |
| Department | Nuffield Department of Women's & Reproductive Health |
| Location | Level 3, Women's Centre, John Radcliffe Hospital, Oxford |
| Grade and salary | Grade 6: £32,332 to £38,205 (with a discretionary range to £41,732) per annum |
| Hours | Full time <i>Applications for flexible working arrangements are welcomed and will be considered in line with business needs</i> |
| Contract type | Fixed term for two years |
| Reporting to | Research Grants and Contracts Manager (<i>note that this role is currently covered by the Acting Grants Manager</i>) |
| Vacancy reference | 168968 |



The Post

Overview of the Role

As part of the department's busy research grants team, you will support researchers with their applications to external organisations for research funding and with the setup and management of successful awards. You will provide a high-quality service reviewing the criteria for applications, assisting with costing and pricing for applications using X5, the University's costing and pricing software, and advise on non-scientific matters for applications ensuring compliance with University and funder requirements on submission.

You will support Principal Investigators with the management of awarded projects. You will work with colleagues in the Professional Services team, NDWRH researchers and contacts across and outside the University to monitor the progress of NDWRH's large volume of research projects throughout their lifetime to closure. You will use reports from Oracle and X5, combined with discussions with NDWRH researchers and administrative colleagues to gather and assess information on projects in order to ensure that they are run in an effective and compliant manner.

You will be a primary point of contact for queries from Principal Investigators and research staff, regularly attending meetings to communicate key information or to answer questions from researchers, directing queries or relaying information to relevant administrative contacts, and escalating issues to the Research Grants and Contracts Manager for further advice or guidance.

To be effective you will have strong teamwork, written and oral communication skills, the ability to plan and manage multiple priorities and demands, and develop sound knowledge of key funder's criteria both pre and post award. Training will be provided to enable you to develop and succeed in the role.

Responsibilities

Applications & pre-award management

- Assist with preparation of costings for grant applications using the University's costing tool (currently X5) ensuring that applications comply with sponsor and University policies and criteria.
- Provide advice and support to the Principal Investigators in the preparation of sponsor applications, working with them to complete sponsor application forms and liaising with external sponsors;
- Liaise with other Oxford departments and external institutions where they are a collaborator/partner on a project to ensure the correct budget is included in applications.
- Ensure that grant applications are accurate, comply with sponsor rules and procedures, have necessary and appropriate supporting documentation and are submitted to Research Services within the University's deadlines.
- Assist with research award set up checking research budget set-ups for accuracy on Oracle and dealing with issues that arise.

Post-Award Management

- Develop detailed knowledge of research funders terms and conditions, system tools (Oracle, X5, NDWRH databases), NDWRH's grant portfolio and relevant departmental and University policies (e.g. procurement) in order to be proficient in research project management.
- Check research budget set-ups for accuracy and amend based on PI feedback; gather and analyse grant spend on a monthly basis, highlight variances and take follow-up action; identify critical points (e.g. unspent equipment budgets vs time remaining) and discuss appropriate action with the PI.
- Use X5 to forecast expenditure or to re-cost salaries on awards to identify any over or under spends on salary budgets; assess funding on projects to ensure that funding is available before recruitment processes are undertaken or contracts are extended.
- Organise and prioritise multiple demands in order to meet with Principal Investigators and project coordinators in a timely manner to review their financial position, advise on grant management procedures and policies, and discuss critical issues and options for resolving potential risks or problems relating to expenditure on projects.
- Advise the Research Grants and Contracts Manager of issues arising with proposed solutions; work with PIs to facilitate remedial action and implement agreed solutions.
- Liaise with other Oxford departments and external institutions to resolve issues with projects involving multiple collaborators.
- Work with Research Accounts and NDWRH Finance team members to prepare and authorise statements of expenditure; to prepare final statements of expenditure for approval in line with sponsor terms and conditions.

General

- Support the Research Grants and Contracts Manager in planning, preparing and presenting research-related material for NDWRH staff and committees, including drafting material for reports or presentations.
- Propose and implement approved developments or changes to administrative processes or systems that improve NDWRH's project management capabilities to meet the needs of the Professional Services team, Principal Investigators, University and funders.
- Ensure documentation is stored in shared folders so that it is readily accessible by others in the Professional Services team.
- Attend meetings when required, contributing suggestions or assisting with the preparation of materials when requested.
- On occasion, and as agreed, to deputise for the Grants Manager.
- Other tasks and duties as required from time to time and commensurate to the grade of the post.

Selection criteria

Essential

Applications will be judged only against the criteria that are set out below. Applicants should ensure that their application shows very clearly how their skills and experience meet these criteria within the supporting statement. This should describe, with specific examples, how you meet each item listed below. See <https://www.jobs.ox.ac.uk/cv-and-supporting-statement> for further guidance on writing an effective supporting statement; you should list each of the criteria in turn, and explain briefly how your skills and experience match these requirements.

1. Educated to degree level or equivalent relevant work experience
2. Competent using Microsoft Word, Excel, databases and University wide software (X5, Oracle)
3. Excellent teamworking and interpersonal skills, with the ability to develop effective professional working relationships
4. Excellent communication skills, including the ability to write reports or emails to present project data, and to explain research project-related issues by phone or in person
5. A high standard of numeracy, with the ability to understand and analyse financial data
6. Experience of working on confidential matters with tact and discretion
7. The ability to manage and prioritise a varied and busy workload and work to deadlines
8. Attention to detail and high level of accuracy
9. Able to combine, manipulate and analyse multiple sources of data in order to identify critical information and disseminate it to relevant parties

Desirable

Please note that the criteria listed below would be an advantage in this role, but you do not need to meet them to be eligible to apply.

1. A degree in a relevant scientific area
2. Experience of academic or general administration within a Higher Education or related environment
3. Use of Asana project management software

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>

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 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).

Please note that if you do not upload a supporting statement, we will be unable to consider your application.

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 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 by emailing recruitment@wrh.ox.ac.uk.

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.

Assessment

Interviews for this post will take place on Monday 4th December and Tuesday 5th December and will be held at Level 3 Women's Centre, John Radcliffe Hospital, Oxford, OX3 9DU, where possible (online options may also be available, if required). You will be notified by the end of Monday 27th November if you have been shortlisted for interview.

During the interview, you will be asked questions based around the selection criteria listed in this job description.

If you are selected for interview you will be invited to disclose any special requirements which we might need to consider in relation to the interview arrangements, for example, in the case of disability, access to facilities or equipment. These will not be taken into account in the selection process.

In advance of the interview, you will be asked to complete an online McQuaig Word Survey. You can read more about McQuaig at <https://mcquaig.co.uk/candidate-section/>.

You can find more information and guidance about the recruitment and selection process at the Nuffield Department of Women's & Reproductive Health at <https://www.wrh.ox.ac.uk/candidate-briefing>.

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.

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.

Nuffield Department of Women's & Reproductive Health (NDWRH)

The Nuffield Department of Women's & Reproductive Health (NDWRH) is one of the largest and most successful academic departments in the world in its field. There are approximately 160 people working in the department, including senior academic staff, research support staff, clerical and technical staff, and graduate students (including clinicians) carrying out research towards a higher degree. There are also a number of visiting researchers from many parts of the world. The average annual income is approximately £10 million, of which over 75% comes from outside sources.

NDWRH encompasses multi-disciplinary research across the full spectrum of women's health. Our work has four overarching themes; Cancer, Global Health, Maternal & Fetal Health and Reproductive Medicine & Genetics. We focus on genetic studies, the dissection of molecular, biochemical and cellular mechanisms underlying normal and aberrant reproductive tissue function, and clinical studies in women's health, assisted reproduction and pregnancy, as well as growth and development across the first 1000 days of life.

The clinical and laboratory programmes are based in the Women's Centre, John Radcliffe Hospital; Weatherall Institute of Molecular Medicine; Institute of Reproductive Sciences, and the Big Data Institute, and there are collaborations with the School's Institutes, the University's Science Departments and with researchers outside Oxford, in both the UK and abroad, especially in low-middle income countries.

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

The University of Oxford is a member of the [Athena SWAN Charter](#) and holds an institutional Silver Athena SWAN award. NDWRH holds a departmental Silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

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.

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 <https://web.maillist.ox.ac.uk/ox/info/ndog-graduate-students> 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