

## DEPARTMENT OF BIOCHEMISTRY

### Summary

<b>Job title</b>	Grants Portfolio Manager
<b>Division</b>	Medical Sciences Division
<b>Department</b>	Biochemistry
<b>Location</b>	Dorothy Crowfoot Hodgkin Building, South Parks Road, Oxford OX1 3QU
<b>Grade and salary</b>	Grade 7: £36,024 - £44,263 per annum
<b>Hours</b>	Full time (37.5 hours per week)
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Finance Manager
<b>Vacancy reference</b>	169014
<b>Additional information</b>	To discuss the role further please contact <a href="#">Sarah Keene</a>

### The role

This role primarily focuses on the financial management of research grants and includes providing specialist advice and guidance on grants related financial matters, evaluating and improving local procedures, and building strong relationships with senior colleagues, as well as undertaking technical financial transactions. A breadth and depth of knowledge of financial procedures, and sound judgement will be required.

### Responsibilities

#### Pre-Award Grant Support

*The post-holder will support pre-award grant applications to internal/external research funders. This will include (but is not limited to):*

- Oversee assisting the Research facilitator with pre-award activities, including preparing accurate costings for grant applications using the University's costing tool (currently X5). You will ensure compliance with sponsor rules.
- Ensure clear and effective communication between pre and post award, including the post-award allocation of funds awarded for specific purposes, such as facility support.

### **Post award research grants and contracts administration**

*The post-holder will support the post-award management of successful funding awards, from set-up through to final expenditure reporting. This will include (but is not limited to):*

- Be a point of reference for staff and students working on projects in the grants portfolio concerning the differing financial constraints and compliance requirements pertaining to awards
- Ensure that start certificates and grant activations are submitted in line with funder requirements and within the required deadline or coordinate requests for deferring the start of grants when required.
- Accurately set up new projects, including task allocations.
- Complete award costings in the X5 system to enable the project to be set up in the Universities Finance System.
- Co-ordinate with Research Services to ensure that collaboration agreements are finalised and that collaborators budgets are correctly accounted for in the Oracle finance system.
- Notify the PI of the setup of the project in the Oracle finance system providing project information, terms and conditions of the award and any specific/key conditions associated with the award;
- Brief PIs and any supporting project staff on their responsibilities with respect to record-keeping, timesheet submission, milestone recording, reporting and project sign-off.
- Deal with issues arising, analyzing grant spend on a monthly basis, highlighting variances and taking follow-up action.
- Liaise with research groups and HR regarding vacant posts on grants to ensure that funding is available.
- Meet routinely with all of the Principal Investigators within the portfolio to review their financial position and provide solutions including expenditure eligibility reforecasts and guidance on budget virement on projects.
- Work with Research Accounts to prepare and authorise financial statements of expenditure, with ongoing monitoring of budgets in line with sponsor terms and conditions, and prepare financial reports for sponsors, PI's and other parties.
- Monitor the need for uplifts and extensions, co-ordinate requests for no-cost extensions on awards.
- Review monthly balances on research pre-award, suspense accounts, control accounts and clear as appropriate.
- Review grants entering their final year to confirm if they are on track and liaising with the PI and funder if amendments are required.
- Ensure final reports are prepared promptly, certified by Research Accounts and complete audits promptly and in full.
- Act as a key point of contact for all internal and external audit enquiries on research grant related matters. Collate and provide any supporting documentation as required.
- Lead on the preparation of annual reports of the projects, coordinating input from both academic and non-academic contributors;
- Produce, maintain and communicate written policies and documentation, in compliance with funders' expectations and best practice
- Oversee the Grants Portfolio Officer and provide grants guidance to assist with grants operations and day to day grants management.
- Provide the Finance Manager with monthly grants portfolio administration updates

### **Other Financial Duties**

*The post-holder will:*

- Act as a key point of contact for all internal and external audit enquiries on research grant related matters. Collate and provide any supporting documentation as required.

- Attend/undertake training as required and develop your professional and IT skills in order to carry out your role effectively.
- Deputize for the Finance Manager in periods of absence.
- Other similar duties as requested by the Finance Manager.

In execution of these roles and responsibilities the post holder will, at all times:

- Comply with University and local rules with regard to purchasing and financial procedure.
- Abide by local and University rules and codes of practice with regard to Health and Safety.
- Work with discretion and confidentiality when dealing with personal data or information

## Selection criteria

**The postholder will have excellent financial management skills, high personal integrity and will be required to take a high level of personal responsibility for both their own work and that of the staff under their control. The post holder should meet the essential criteria below.**

### Essential selection criteria

1. Evidence of strong intellectual, analytical and numerical skills
2. Educated to degree level or with equivalent experience, and substantial experience relevant to the role
3. Strong financial skills with respect to grant management and proven ability to use the X5 research costing tool and Oracle R12 or similar (training will be provided if necessary)
4. The ability to handle and prioritise a portfolio of responsibilities in a challenging environment, to show equally high effectiveness in contributing to planning and in undertaking key operational tasks
5. Ability to manage and prioritise own workload, to delegate and escalate effectively, and to meet strict deadlines
6. The ability to communicate effectively and gain the confidence of a wide range of people, including academic, administrative and support staff
7. Understanding of the research grants sector and the principles of good grant management
8. The ability to take a diplomatic approach to problem-resolution
9. Strong communication skills, with the ability to give accurate, clear information in a timely manner
10. Confident and proficient IT user, including Excel and other MS Office applications.
11. The ability to positively engage with developing issues and evolving processes.

### Desirable

1. Experience of a research-intensive environment
2. Employment experience within a Higher/Further Education Institution, the public sector, or other large and complex organization

## 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>

## Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks.

- A satisfactory basic Disclosure and Barring Service check due to the financial nature of the role.

## 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).

## Department of Biochemistry

The Department of Biochemistry in Oxford was established in 1920 and is now one of the largest in Europe. Situated in an attractive area close to the University Parks and River Cherwell, the Department is housed in the University Science Area and is currently undergoing a major expansion programme centred on the recently completed and award-winning New Biochemistry Building. The Science Area includes the Radcliffe Science Library and the Natural History Museum, and is conveniently located for easy access to the town centre and colleges.

The department includes research laboratories working in the areas of Cell Biology, Development and Genetics; Chromosomal and RNA Biology; Infection and Disease Processes; Microbiology and Systems Biology; and Structural Biology and Molecular Biophysics. It is particularly well equipped with an extensive

computer network, all the basic hardware essential in today's research, together with an excellent range of state-of-the-art specialist equipment. For more information please visit: <http://www.bioch.ox.ac.uk/>

**The University of Oxford is a member of the [Athena SWAN Charter](#) and holds an institutional Bronze Athena SWAN award. The Department of Biochemistry is strongly committed to equality and valuing diversity and we operate a flexible working policy for all staff. The Department holds a departmental Silver Athena SWAN award to recognise advancement of gender equality: representation, progression and success for all.**

## Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford. It includes 15 clinical departments and 5 non-clinical departments.

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: [http://www.ox.ac.uk/divisions/medical\\_sciences.html](http://www.ox.ac.uk/divisions/medical_sciences.html)

## 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.

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## 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).

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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@bioch.ox.ac.uk](mailto:recruitment@bioch.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**, which with effect from 1 October 2023 will be 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.

### The University's Policy on Information Security Awareness

The information security awareness training is **compulsory** for all University staff; and as part of our responsibility as a Department, **ALL** employees of the Department will be required to complete the [online information security awareness module](#), which provides a combination of information, case studies and links to additional resources relating to information security. You will be expected to complete this course as part of your induction process, on your first day working in the Department of Biochemistry. This training will also need to be completed in order to successfully complete your probationary period.

In order to ensure that we are compliant and up-to-date with the information security awareness training, we need to ensure that all staff members have completed the latest course, which may be

accessed from the Information Security's website by using the following link:  
<https://www.infosec.ox.ac.uk/guidance-policy/training-and-awareness>

**You will also be required to undertake this course on an annual basis, in order to satisfy the security awareness training requirements of the University's Information Security Policy.**

## 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).