

## Job Description and Selection Criteria

<b>Job title</b>	Grants Officer
<b>Division</b>	Mathematical Physical and Life Sciences
<b>Department</b>	Physics
<b>Location</b>	Clarendon Laboratory
<b>Grade and salary</b>	Grade 6: £32,332 - £38,205 per annum
<b>Hours</b>	Full time (37.5 hours per week)
<b>Contract type</b>	Fixed-term for 12 months
<b>Reporting to</b>	Research Grants Manager
<b>Vacancy reference</b>	170804
<b>Additional information</b>	<p>Closing date – midday (UK time) on 22 February 2024</p> <p>Can be offered as a secondment opportunity</p>



## **The role**

The Grants Officer is a member of the Grants team within the grants and finance office, and works closely with the Research Grants Manager and other grants officers (currently 2) to support academics in post-award financial management of their research grant portfolios.

The role reports to the Research Grants Manager, with overall responsibility to the Head of Research Grants and Contracts. The Grants team, under the management of the Research Grants Manager, provide an invaluable support to academics, principal investigators and other grant holders to effectively manage the finances of active research grants and to liaise with external sponsors, colleagues and central University teams over expenditure reporting.

Given the multiple responsibilities, the post holder should be able to manage their time and prioritise tasks without supervision, as well as coordinate work with others in the team.

## **Responsibilities**

### **New grants/projects**

- Liaise with the Research Facilitation team and Principal Investigators (PIs) to ensure projects are set up as intended and to meet PI's management needs;
- Coordinate the timely and accurate set up of grants in the University's systems, reflecting awarded amounts, budgetary splits and collaborator elements;
- Advise PIs on the financial and administration regulations governing the award and the implications for their management of the funds;
- Where necessary, discuss procurement and recruitment plans with PIs in order to develop an expenditure forecast;
- Ensure payroll instructions are updated in line with the costings at application and any subsequent developments;
- Liaise with the Divisional Office and Head of Student Administration to manage administration of Graduate students for Doctoral Training Programmes, Scholarships, Sponsorships or Industrially-funded studentships.

### **Financial monitoring and reporting**

- Take responsibility for managing the post-award finances of a portfolio of research/department projects;
- Work closely with PIs, project managers and other admin staff to ensure that all expenditure is in line with funder and University regulations;
- Ensure PIs receive regular financial reports on their grants, and provide support and advice enabling them to manage their funds effectively;
- Proactively identify emerging issues and inconsistencies in live grants and review them with PIs, and offer creative solutions to any problems that are identified, for review and agreement with the Research Grants Manager;
- Prepare ad hoc reports as required by the Research Grants Manager or Head of Research Grants and Contracts;
- Monitor the Grants inbox as required and ensure that queries are responded to appropriately, providing advice on specific grants, as well as general financial procedures and policies.

## **Closing projects**

- Update a system for monitoring grants and projects that are due to end within an appropriate time horizon;
- Work with PIs and Project Managers to ensure that all appropriate expenditure has been charged and that budgets are utilised as effectively as possible;
- Check that all expenditure is in line with the project budget and with the funder's terms and conditions, dealing with issues as appropriate;
- Ensure that finished projects are ready for any final expenditure reporting to the funder and work with Research Accounts to complete reports as required for each funder.

## **Invoicing and auditing**

- Monitor and contribute to a system to prepare for internal and external audits, locating and reviewing documents as required and ensuring that all deadlines are met and compliance demonstrated;
- Ensure that expenditure on European Commission grants is correct and reflective of timesheets prior to any reports going to the funder;
- Take responsibility for the production of quarterly reports and forecasts as required by funders (e.g. Royal Society, STFC), liaising with Research Accounts and Project Portfolio Managers as necessary;
- Liaise with Research Accounts to ensure invoices are raised in accordance with funders' procedures and reflecting up to date expenditure;
- Assist with regular audits (e.g. EC, UKRI) and advise PIs on eligibility of expenditure items.

## **Other tasks**

- Assist with the clearing of suspense, pre-award & departmental loan accounts;
- Maintain up to date grant files for all awards, ensuring key documentation is available and that an audit trail is provided for all transactions and events;
- Document new procedures as required;
- Participate in the Department's PDR process and assist with the annual research recognition exercise;
- Developing good working relationships with other members of the Physics administration team and share knowledge and information;
- Assist in developing and managing the Grants Office's financial and administrative procedures, making recommendations to the Research Grants Manager as appropriate;
- Maintain up-to-date knowledge of the financial regulations of research funders and continually develop knowledge and skills to accommodate new funders, systems, and procedures as part of professional development;
- Other tasks commensurate with the grade as directed by the Research Grants Manager

## **Selection criteria**

### **Essential**

- Educated to degree level or equivalent experience
- Experience of administration in a research environment, public sector environment or other large complex organization
- Proven financial aptitude with a high level of attention to detail and the ability to produce clear and concise financial reports
- Excellent communication skills, both written and oral, with the ability to convey financial matters in simple and understandable terms
- Good inter-personal skills, including the ability to develop effective and cooperative working relationships with academic and non-academic colleagues at all levels
- High level of IT skills including advanced use of Excel
- Highly organized with the ability to prioritise work and produce consistently accurate, detailed work and meet deadlines

### **Desirable**

- Full or part AAT qualified (or equivalent)
- Experience of financial management within the University of Oxford or similar employer
- Experience of the administration of research funding
- A working knowledge of financial software, preferably Oracle Financials

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

## **Department of Physics**

Oxford Physics is one of the largest and most eminent departments in Europe – pursuing forefront research alongside training the next generation of leaders in Physics.

With an academic staff of almost one hundred our activities range from fundamental particles to the furthest reaches of the universe to manipulating matter on an atomic scale. Oxford physicists are probing new ways to harness solar energy, modelling the Earth's atmosphere to predict the future climate, exploring computation on the quantum scale and executing calculations that reveal the fundamental structure of space and time.

For more information please visit: <http://www2.physics.ox.ac.uk/>

## **Central Physics Sub-department**

The post-holder will be based within Central Physics. This is the central function that supports the six sub-departments that together make up the Department of Physics; these are Astrophysics, Atomic and Laser Physics, Atmospheric, Oceanic and Planetary Physics, Condensed Matter Physics, Particle Physics and Theoretical Physics. Members of all sub-departments take part in research, teaching and matters such as examinations, discussion of syllabi, lectures and liaison with undergraduates and postgraduate students.

## **Athena Swan Charter**

The Department of Physics holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

## **Mathematical, Physical & Life Sciences Division**

The Mathematical, Physical and Life Sciences (MPLS) Division is one of the four academic divisions of the University of Oxford.

The MPLS Division's 10 departments and 3 interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research addresses major societal and technological challenges and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

For more information please visit: <http://www.mpls.ox.ac.uk/>

## **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 [www.ox.ac.uk/about/jobs/supportandtechnical/](http://www.ox.ac.uk/about/jobs/supportandtechnical/).

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.

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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@physics.ox.ac.uk](mailto:recruitment@physics.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.

## **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).