

Summary

Job title	Research Services Administrator
Division	UAS
Department	Research Services
Location	University Offices, 5 Worcester Street, Oxford
Grade and salary	Grade 5: £28,759 - £33,966 per annum
Hours	Full time
Contract type	Permanent
Reporting to	Head of Administration and Finance
Vacancy reference	171641
Additional information	2 positions available

The role

The role is crucial to the Department and essential for the smooth running of this busy Professional Services Unit. Each post-holder works to a portfolio of work, including leading team administration for one of the four business units: [Contacts](#) | [Research Support \(ox.ac.uk\)](#). We are currently recruiting for an Administrator for the Research Funding and Contracts Team (RF&C) and the Administration and Finance Team (A&F).

The post holders will be expected to use initiative and to work independently in a number of areas. The work involves a good deal of personal contact with people inside and outside the University, often in relation to complex issues, which may need to be resolved urgently. The post provides underpinning support with recruitment, employee lifecycle, finance, estate as well as providing personal administrative assistance.

Responsibilities

Business Unit Support

- Provide administrative support to the Director and Assistant Directors of the Research Funding and Contracts (RF&C) team, to include:
 - diary management, meeting arrangements and all logistics, including booking meeting rooms, arranging catering if necessary, collating and distributing papers.
 - Providing 'office management' support and taking responsibility for a range of issues such as greeting visitors, ordering stationary, managing post and couriers, and other administrative matters when they arise.



- Acting as the first point of contact for all team travel arrangements, using the University's preferred supplier, Key Travel.
- Day to day oversight of the portfolio of team projects, working alongside the Director and Operations Manager to ensure an effective and smooth service is provided across the RF&C team.

Employee life-cycle

- Working with and sitting alongside the Admin and Finance (A&F) Team, you will provide administrative assistance for all matters related to the 'employee life cycle'. This will include:
 - Working with UAS HR on recruitment matters for your portfolio, involving creating business cases, supporting hiring managers to arrange interviews, assisting with shortlisting and offers of appointment.
 - You will lead on all new employee's induction activities for your business unit.
 - As directed, you will initiate payroll changes, support the booking of annual leave on the Department's bespoke system, report team sickness, make website edits and provide advice to colleagues on University policies and procedures on the employee life cycle.

Building Management & Estate

- You will support the A&F operations management group and assist with DSE assessments, fire marshalling and coordination of building first aiders.
- Working alongside the team of other Administrators, you will be responsible for all the Departments meeting rooms, booking these rooms, as well as monitoring the AV equipment.

Finance

- Acting as the point of contact, with the Head of Administration & Finance (HAF), for all purchasing and finance queries for your business team. You will be responsible for raising PO's, reconciling invoices and managing spend. You will also support the set-up of new suppliers on the University's financial system Oracle Financials.

General

- As part of the Administrative team, you will participate in the planning and organising of Departmental events, whole RS wide meetings, committee meetings. You will also be required to assist the organisation and arranging of RS training, working alongside the RS Training Coordinator to provide logistic and administrative support
- The Administrative Team take the lead on wellbeing activities for the Department and you will be required to work with the HAF and other senior members of RS to plan, coordinate and implement a wellbeing activity cycle.
- Undertake any other duties as may be required from time to time that are commensurate with the grade and the responsibilities of the post as directed by the RS Leadership Team.

Selection criteria

Essential

- Excellent interpersonal skills: demonstrated ability to provide a diplomatic approach employing tact, discretion and initiative in dealing with a wide range of people.
- Strong communication skills, both oral and written with a high degree of accuracy, attention to detail while projecting a professional approach to support.

- Ability to organise and manage a busy workload and work with minimal supervision with a willingness to resolve situations, as well as knowing when to refer issues to others.
- Excellent IT skills including email, Word, Excel, PowerPoint and SharePoint (or equivalent)
- Flexibility, initiative and ability to take responsibility for prioritising, planning and completing tasks on time and to a high standard.
- Achievement in working in a small, close knit team, sharing information and ideas and liaising closely with colleagues with a self-motivated can-do approach.
- Experience of working in a customer focused environment.
- Good general education to A-level standard or equivalent

Desirable

- Previous experience in a clerical, secretarial and or/ general administrative support role.
- Working knowledge of Oracle Financials

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.

Research Services

Research Services is part of the University Administration and Services Division and works in partnership with the academic divisions and their departments and faculties to support Oxford's researchers. Our role is to facilitate excellence in research, engagement and innovation at Oxford. Our vision is to be a trusted provider of expertise, strategic insight, internal and external influence and excellent professional support to Oxford's research, engagement and innovation community.

Research Services is a large team of over 160 research support professionals, with a wide-ranging remit including:

- Supporting the acquisition of external research funding, funder engagement and strategic research initiatives comprehensive funding, contracts and research development support
- Negotiating research-related contracts
- Supporting institutional research strategy, policy and planning
- Facilitating knowledge exchange, innovation and engagement and coordinating the development and delivery of knowledge exchange strategy and policy
- Promoting the responsible conduct of research and compliance with regulatory and research governance requirements
- Leading the continuous improvement of research administration at Oxford

Our values and commitments govern the way we work with others within Research Services, the University and externally, including our commitment to professionalism, consultation, teamwork and continuous improvement. You can read more about our values and commitments [here](#).

For more information please visit: researchsupport.admin.ox.ac.uk

University Administration and Services

University Administration and Services (UAS) is the collective term for the central administrative departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

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

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

rsrecruitment@admin.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.

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.