

## Job Description

### Summary

<b>Job title</b>	Head of Research Support and Facilitation
<b>Division</b>	Social Sciences
<b>Department</b>	School of Geography and the Environment
<b>Location</b>	OUCE, South Parks Road, Oxford OX1 3QY
<b>Grade and salary</b>	Grade 8: £45,585 – £54,395 p.a. <i>with a discretionary range to £59,421</i>
<b>Hours</b>	Full time
<b>Contract type</b>	Permanent
<b>Reporting to</b>	Head of Administration and Finance, HAF
<b>Vacancy reference</b>	172164
<b>Additional information</b>	<p>The post is available as soon as possible.</p> <p>The School of Geography and the Environment is committed to promoting a culture of equality, diversity, and inclusion in the workplace, including the undertaking of appropriate training as opportunities arise and/or when asked to do so.</p> <p>Applications are particularly welcome and encouraged from women, black, and minority ethnic candidates, who are under-represented in posts in SoGE. SoGE are committed to equality and values diversity.</p> <p>The School of Geography and the Environment holds an Athena Swan Silver award in recognition of our commitment and success in addressing gender equality.</p> <p>Requests for flexible working including flexible hours, an element of working from home or working compressed hours can be considered.</p>

## Overview of the role

The Head of Research Support and Facilitation is a key post and is responsible for delivering a high-quality service across the school's research support and facilitation operations. The post-holder will have demonstrable experience of research administration and of managing and developing a team. The postholder will be adaptable and able to shape the role and the research support team as required in response to changes in the school's research portfolio, strategy and the funding environment. They will represent the school's within both the Social Science division and the wider University acting as liaison between the Department the University.

The postholder is supported by the Research support and facilitation team and is responsible for overseeing all of SoGE's research funding applications (including those routed through the school's hosted research centres) through the proposal stage as well as liaising with the University's Research Services Contracts team and departmental Finance team for the set-up of awards.

Advising and working closely with the Director of Research, the post-holder will be expected to be involved in the continued development of the research strategy and identifying new funding opportunities in furtherance of the school's mission. They will develop and implement policies and to oversee support for audits and reviews, including the Research Excellence Framework (REF) for which they will be the primary professional services lead.

The postholder is Secretary to the School's Research Committee, the Departmental Research and Ethics Committee (DREC), the departmental Engagement and Impact Group (EIG) and the REF Working Group. They will oversee and manage two internal research funds; the annual Research Environment Culture Fund and the termly travel grants.

The post-holder will work closely with the Head of School, Head of Administration and Finance and Director of Research and provide reports to the School's Research Committee and REF Working Group on a regular basis. The post-holder will represent SoGE at divisional level for CUREC, Open Access and some aspects of REF.

## Responsibilities

### 1. Support for research grant applications and facilitation

- Pro-actively review the funding landscape and provide information regarding suitable internal and external funding opportunities. This includes providing targeted information relevant to all SoGE academic staff, researchers and students.
- Analyse funder objectives and requirements and communicate these to academic staff so as to increase the potential for making successful bids. To research new funders and funding programmes and disseminate information to research colleagues. Dissemination to include organising and running workshops as well as maintaining an intranet resource.
- Work with academic staff and researchers to support the development and coordination of their research grant applications. This includes leading the administrative process for submitting grants with support of other members of the research support and facilitation team, commenting and advising on the development of grant proposals and

applications, to ensure the best fit with the requirements of potential funders, suggesting changes that will improve chances of success, advising more generally on how to craft applications.

- Cost grant applications using the University's X5 costing tool, applying principles of Full Economic Costing (FEC), analysing the financial and resource implications of any application, sourcing costings internally and externally, advising on existing cost models and interpreting the financial guidelines of funding bodies for each scheme in consultation with Research Services and, where necessary, the funder.
- Ensure timely submission and support coordination for collaborative bids, working with other facilitators and research services teams across the University to support interdisciplinary collaborations.
- Develop and assess, working with the Finance Manager and the Head of Administration and Finance as necessary, all project budgets to ensure that there is no financial risk to the school in research funding applications prior to submission and in any post-award expenditure revisions. Highlight any risks associated with grant applications – financial, contractual, space and quality concerns – bringing those to the attention of the Head of Administration and Finance, and working with them to manage these.
- Review of all award budgets prior to acceptance and set up. Oversight of the timely submission of award acceptance letters (including arranging sign off by Research Services) and award progress, identifying and effectively communicating complex issues and risks to the Head of Administration and Finance.
- Responsible for organising SoGE's internal peer review panels for all standard competitions i.e. SoGE's role on the University's Physical Climate NERC review panel for NERC standard grants.
- Maintain accurate records on grant applications and awards, undertaking analysis of data and trends, and provide regular reports to the Head of School as well as relevant committees and meetings.
- Attend regular briefings for the SoGE's programme managers network with a view to enabling a better understanding of the grant application and grant management processes (internal and external) across the school.

## **2. Post award Management**

- Oversee the internal and external administrative tasks associated with the acceptance of research grants on behalf of the Principal Investigator including submission of a X5 costing.
- Liaise with the Research Services team to ensure set up of research related contracts (collaborative agreements, subsequent amendments etc).
- Liaise with the Finance team on the set up of Awards and ensure the shared records are complete and hold copies of all relevant paperwork to enable the grant to be set up on Oracle accurately.
- Ensure all database information is maintained and up to date with a high attention to detail.

### **3. School Committees, Networks and Links**

- Prepare agendas and papers for the Research Committee, DREC and EIG including highlighting any urgent issues and suggest new changes or amendments to policy or strategy when necessary.
- Build and maintain positive and effective relationships with Funders, Research Services, Research Accounts, Divisional contacts, other Research Facilitators as well as colleagues within SoGE.
- Liaise with the Divisional Research Facilitators regarding applications when appropriate so as to avoid duplication of efforts and ensure a strategic approach, especially to large or complex bids. Represent the School in Social Sciences Research Facilitators meetings, sharing and disseminating information accordingly to academics and researchers.
- Work with SoGE's communications team to help maintain the research sections of the school's website/intranet and develop content for the Research Impact web presence across the school.
- Administration and management of the two internal research funds; the annual Research Environment Culture Fund and termly travel grants.
- Representing the School as required at Divisional and University level meetings and events and by sitting on user and working groups.

### **4. Research Excellence Framework (REF)**

- Act as the School's professional services REF lead, working closely with the Head of School, Director of Research, REF Unit of Assessment Lead and Head of Administration and Finance to manage the school's return to REF 2029 and maximise the quality of the return.
- Monitor requirements for the next REF, providing support and advice to the REF Group and Research Director and other academic staff, assisting in interpreting and applying the complex HEFCE guidance and requirements in relation to the REF.
- Represent the School in REF-related meetings both internally and externally. Share and disseminate information accordingly to the Head of School, REF Unit of Assessment Lead, Head of Administration and Finance and Director of Research.
- Administer the REF submission for SoGE, collecting relevant publications from each member of staff, sending them out to review (as advised by the REF Group) collating grades and selection decisions, supporting REF group meetings, collecting data required for the templates, compiling the final submission and submitting all material.
- Work closely with the SoGE REF group throughout the REF process, collating documentation and collecting data for templates as required.
- In collaboration with the SSD RIF (REF Impact Facilitator) organise SoGE impact support activities including briefing workshops and data collection.

#### **4. Strategy**

- Work with the Head of School, Director of Research, REF Group and Research Committee to support the development of the school's research strategy.
- Consider and support research applications in light of this strategy.

## **5. Staff Management**

- Lead the research support and facilitation team's work and line management and development of the individuals in the team to ensure delivery of a high-quality research support and facilitation function.
- Support staff training and development and conduct annual Personal Development Reviews.

## **Selection criteria**

### **Essential selection criteria**

- Educated to a degree level or equivalent experience.
- Experience of research administration within a higher education settings and knowledge of the higher education research funding landscape including challenges faced by institutions and individual researchers.
- Experience of dealing with different types of research applications and awards including research councils, government funders and private organisations.
- Excellent written and verbal communication skills.
- Numerate and a demonstrable experience in preparing costings and budget forecasts.
- Excellent interpersonal skills with an ability to work collaboratively with staff at all levels. Previous evidence of working with colleagues and external stakeholders with tact and diplomacy.
- Experience of managing a team effectively in a busy work environment, setting and monitoring operational and team objectives.
- Good analytical skills, the ability to assess risk, reputational and financial, with regard to research activity, and good judgement as to when it is appropriate to escalate or refer matters of concern.
- A pro-active approach to work with a high level of initiative, the ability to work independently and to solve problems both as they arise and as part of a plan for continuous improvement.
- Proven ability to work effectively under pressure, prioritise, and meet tight deadlines.
- Highly developed IT skills and the ability to use a broad range of computerised systems and data sources to support improved communications, information and data dissemination, and proposal tracking.
- Highly flexible and team player able to adapt to a fluid environment.
- Excellent attention to detail.

### **Desirable selection criteria**

- Project management experience
- Proficiency in Oxford IT systems; X5, Symplectic Elements and Oracle Financials.
- Experience of the REF process, ideally having been previously involved in the REF preparation process at department or unit level

- An understanding of effective impact and dissemination activities for research

## **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).

## **School of Geography and the Environment**

The **School of Geography and the Environment** (SoGE) is a dynamic, diverse, interdisciplinary department at the University of Oxford combining natural and social science research interests and analytical skills, underpinned by geography's tradition of working in many different situations and contexts. The School is internationally recognized for the quality of its teaching, research and wider engagement across the breadth of human geography, physical geography and environmental studies. Based within the Social Sciences Division, the School incorporates three affiliated research centres as well as

Geography: the Environmental Change Institute (ECI), the Smith School of Enterprise and Environment (SSEE), and the Transport Studies Unit (TSU).

The School is based partly within the Oxford University Centre for the Environment (OUCE) building and partly in the Dyson Perrins building, which was completely refurbished in 2022. The School's physical location enables us to easily connect with many academic departments and organisations across the University, and we collaborate with many of them. For example, the School is an active participant in fostering the Oxford University Networks for the Environment (ONE), which links up over 1000 individuals within the University around the themes of Biodiversity, Climate, Energy, Food and Water.

Our research spans issues related to the environment, climate change, energy, transport, development, geopolitics and cities. The School's research portfolio totalled approximately £105million across more than 170 research projects in 2021/22, from a wide variety of funders.

Much of this work is collaborative, and we currently estimate that research with our partners takes place in over 70 countries across the globe. We aim to contribute to the common good, and many of our researchers actively engage in advising local, national and international organisations; in giving written and oral contributions to government consultations both locally and nationally; and in engaging with others through policy, partnerships, business and social enterprise.

The School also provides world-class, multidisciplinary teaching. Our Undergraduate Honour School gives undergraduate students research-led teaching across the breadth of human and physical geography and environmental studies by internationally recognised academic staff. Two hundred and fifty graduate students from a wide range of nationalities currently study for taught and research postgraduate degrees with us, in our International Graduate School. For more information the School please visit: <http://www.geog.ox.ac.uk>

The School is committed to supporting the career development of all its members. Everyone is encouraged to undertake professional training from the range offered by the School, the Division and the University's People, Organisation and Development Unit. The School has a mentoring scheme and all staff are encouraged to work with a mentor during their time at SoGE; academic staff are also encouraged to have regular meetings with the Head of School to plan their career progression.

Since 1973 the **Transport Studies Unit** has established an international research reputation in transport research. Based within the world-leading School of Geography and the Environment at the University of Oxford, the TSU approaches global transport challenges from social science and holistic perspectives. By advancing understandings of the systems, processes and practices that shape the way people and goods move, the TSU hopes to inspire and inform change towards a more sustainable, just and accessible transport system. Our position within Geography and the University fosters interdisciplinary collaboration with researchers in other parts of the University and based elsewhere.

From geography to engineering, energy research to science and technology studies, and beyond, the TSU draws on the latest relevant developments in various disciplines and research fields. Our core team of researchers come from various disciplinary backgrounds, bringing with them a range of insight and expertise which enriches our research practice. Most TSU staff are full-time researchers working on specific externally funded projects. In addition to the core staff, it also hosts a number of academic visitors working more independently on cross-cutting issues. There is also an active group of international DPhil students working with individual staff.

The TSU has an excellent track record in collaborative projects. TSU researchers often work in partnership with colleagues in many UK universities, and has very active and well-established links with universities and research institutes across the EU, the Americas, Asia and Africa. They also work with partners from international agencies, transport policymakers, local authorities, businesses and industry, employers, non-governmental organisations, and activists.

For more information on the TSU please visit: <http://www.tsu.ox.ac.uk>

Since 1991, the **Environmental Change Institute** has worked alongside partners in government, business, academia and the community to understand environmental change and explore possible responses to the risks and opportunities it poses. Promoting an interdisciplinary approach, ECI explores sustainable solutions to global problems ensuring a fairer and more equal world for people today and in the future.

ECI has over 100 academics and researchers working around the world, establishing itself as an active and influential player in environmental change science. With a well-established track record in relation to Infrastructure, climate, energy, ecosystems, food, land use governance and water.

ECI is a leading player in a number of large research activities. In 2022 there are over 80 research projects totalling over £57 million funded through the UK's research councils and charitable foundations and trusts. We are proud of all our work but of particular note we host the multi-agency UK Centre for Research into Energy Demand Solutions (CREDS), understanding the role of energy demand change in accelerating the transition to a zero carbon energy system. As part of Oxford University's strategic research Oxford Net Zero is an interdisciplinary research initiative working to track progress, align standards and inform effective solutions in climate science, law, policy, economics, clean energy, transport, land and food systems and greenhouse gas removal and storage.

In addition, The Oxford Programme for Sustainable Infrastructure Systems (OPSIS) is at the forefront of research and education to enable sustainable and resilient infrastructure. While the Leverhulme Centre for Nature Recovery Centre aims to investigate how to halt and reverse ongoing nature and biodiversity loss, by understanding how to implement and finance nature recovery that is scalable, effective and socially just.

The ECI is also home to the MSc in Environmental Change and Management, the School's first taught postgraduate masters 'programme, established in 1994. Through this MSc the ECI have successfully trained over 700 upcoming environmental leaders who comprise a lively and increasingly influential alumni community. For more information on the ECI please visit: <http://www.eci.ox.ac.uk>

The Smith School of Enterprise and the Environment (SSEE) was established at the University of Oxford in 2008 with a generous benefaction by the Smith family. We bring enterprise – public and private - together with world-leading teaching and research to achieve global net-zero emissions and sustainable development. Located within the internationally top-ranked School of Geography and the Environment, we work in close collaboration with leading academics across Oxford and beyond.

Decisions made this decade will determine the future of humanity and the planet. To stop the climate crisis, we need to shift global economic and financial systems towards sustainability. The Smith School's approach combines academic excellence with real-world impact. Our research shapes business and government policy and practice. We offer innovative evidence-based solutions to the environmental challenges facing humanity.



We apply expertise in economics, finance, business and law to tackle environmental and social challenges in six areas: water, climate, energy, biodiversity, food and the regenerative economy.

We equip the next generation through undergraduate and graduate teaching as part of the top-ranked School of Geography and the Environment. SSEE's [new master's course in Sustainability, Enterprise and the Environment \(MSc SEE\)](#) is already one of the most applied to at Oxford. Our executive education programmes empower business leaders and policy-makers throughout the world to take action.

SSEE's [Advisory Board](#), [Business Fellows](#) and our wide-ranging external partnerships bring together experts from industry, consultancy, governments and NGOs to achieve the vision of a cleaner, fairer and more prosperous future

## **Social Science Division**

The University's academic departments and faculties are organised into four large groups, known as Academic Divisions (Social Sciences, Mathematical, Physical and Life Sciences (MPLS), Medical Sciences, and Humanities). The academic divisions are responsible for academic oversight of the teaching and research of their constituent departments and faculties, for strategic and operational planning, and for personnel and resource management. The Head of the Social Sciences Division is Professor Timothy Power, who is a member of the University's Council. The Social Sciences Division is a world-leading centre of research and education in the social sciences. The social sciences at Oxford are distinctive for both their depth and breadth, with activity spanning fourteen departments and faculties and one cross-divisional unit. (These are as follows: Law, the Saïd Business School, Economics, Politics and International Relations, the Blavatnik School of Government, the School of Anthropology and Museum Ethnography, International Development, Sociology, Social Policy and Intervention, the Oxford Internet Institute, Archaeology, the School of Interdisciplinary Area Studies, Education, the School of Geography and the Environment and the Oxford Martin School.) Interdisciplinary links within and beyond the university are strong, extending to the humanities, natural sciences, and medical sciences.

Academic and research staff and research students are engaged in world-leading research that challenges current ideas and theories and is tackling some of the major challenges facing humanity, such as sustainable resource management, migration, governance, poverty and development, and justice. REF 2014 confirmed Oxford as the UK powerhouse for research in the social sciences, where Oxford accounted for more world-leading (4\*) research than any other institution, across the social sciences units of assessment to which it made submissions. The division has an extensive portfolio of external funders and collaborators, with competitively-awarded external research income exceeding £40million per year. Researchers in the division engage actively beyond academia and their research has influence in many spheres from innovation in public policymaking to practitioner communities such as law, business, education, social welfare and NGOs.

The division also delivers an exceptional range of high quality educational programmes (undergraduate, postgraduate taught and postgraduate research), all of which are underpinned by the innovative research being undertaken by our academics. Programmes range from those at the interface of the natural sciences, through to professionally-oriented provision in areas such as business, law and education. The division is home to several of

Oxford's most widely recognised teaching programmes, such as Philosophy, Politics and Economics (PPE); the BCL; the MPhils in International Relations, in Economics, and in Development Studies; the MBA and EMBA; and the nationally regarded PGCE.

For more information please visit: <http://www.socsci.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 / three 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 [*Insert your departmental contact details*].

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 dependents. 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 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 <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).