Job Description

Summary

Job title	Finance & Administration Coordinator, Innovation & Engagement Team
Division	UAS
Department	Research Services
Location	Robert Hooke Building, Parks Road, Oxford, OX1 3PR, with the opportunity for hybrid (onsite and remote) working.
Grade and salary	Grade 6: £32,332 – £38,205 per annum
Hours	Full-time. Flexibility for part-time, minimum 0.8 FTE.
Contract type	Permanent
Reporting to	Director, Innovation and Engagement Team
Vacancy reference	

The role

The Finance & Administration Coordinator is responsible for supporting the financial management of the Innovation & Engagement (I&E) Team, and coordinating administration as required to support the activities of the whole team. The role is varied and therefore high levels of organisational skills are essential. The Team is responsible for delivering over 7 internal and external projects lines with multiple income streams from various funders. This post will be required to take the lead on all aspects of the financial management related to these accounts, working closely with the central Administration and Finance Team to ensure the smooth day to day running of the I&E Team.

Responsibilities

Listed below are the key responsibilities of the role and a brief description of some of the key tasks to be performed. This list is not exhaustive and the person will be expected to complete tasks reasonably requested by senior management.

Financial management for the Innovation & Engagement Team

1. Liaising closely with the Administration and Finance (**A&F**) Team in Research Services (**RS**), taking part in Research Services-wide work on administration and finance you will be responsible for management account systems for the Innovation & Engagement (**I&E**) Team.
2. Taking the lead for and managing the finances of the I&E Team, especially leading on supporting the portfolio of funding across the Team. This will include transaction finance such as raising Purchase Orders (POs), preparing journal templates, setting up new suppliers on Oracle, and managing invoices.
3. Supporting the annual budgeting exercise for the I&E Team. This includes working with the Director and Senior Leads of I&E, and RS Head of Administration and Finance (HAF) to compile and submit budgets.
4. Preparing management accounts and reports for the I&E Leadership Team on a monthly and quarterly basis. Quarterly reporting will be in liaison with RS HAF.
5. Tracking expenditure across the I&E Team, alerting budget holders when significant variances occur and advising on finance actions and solutions.
6. Leading on procurement exercises and ensuring appropriate contracts are in place for the purchase of goods or services.
7. Working with the central A&F Team to ensure good financial assurance, including compliance with funders' terms and conditions, funder reporting, and checking and submitting claims for expenses via the Departmental approval process. It is expected that the role will be located with A&F Team one day a week.

Administrative coordination for the Innovation & Engagement Team

8. Working with other administrators in the team, duties to include wider liaison with the A&F Team, participating in team and RS quarterly meetings as well as joining peer to peer support networks.
9. Providing day to day supervision for the Personal Assistant & Administrator within the I&E Team.
10. Working with the Innovation Communications Manager and other I&E Team colleagues to ensure the effective use of the web and social media for internal communication and University marketing.
11. Providing information on innovation and engagement opportunities across the University as part of regular communications.
12. Planning and organising visits by key external groups and VIPs for the Pro-Vice-Chancellor (Innovation) and supporting the organisation of events where required.
13. Managing team systems and databases and helping to identify and implement improvements to processes as they develop. Curating and managing team data and information for use strategic and operating plans, including the RS Annual Plan and performance dashboards as well as other I&E and University-wide strategies and reports.

Creating a thriving Innovation & Engagement Team and Research Services department

14. Supporting I&E team-building activities, supporting colleagues' induction, training, and professional development.
15. Understanding the I&E Team's and RS's vision and mission, acting as a role-model and working closely with colleagues to create a culture that demonstrates the RS Values and Commitments.
16. Working collaboratively and proactively across the I&E Team sharing knowledge and expertise, playing an active part in building strong professional relationships and helping to create an environment which is positive, goal- and action-orientated.
17. Contributing to the continual improvement of the I&E Team by identifying challenges and proposing solutions.
18. Playing an active role in RS-wide initiatives and improvement projects.

Selection criteria

Essential selection criteria

The person appointed must demonstrate that they have:

1. Proven expertise and experience in project management and the design of dynamic systems and processes to maximise efficiency in a large, diverse and complex operational structure.
2. Excellent organisational skills. Logical mind, with the ability to analyse processes and systems, with a view to enabling improvements, in a streamlined, effective and supportive manner.
3. Evidence of a delivery and results focused mindset and taking projects through to completion and realisation of benefits.
4. A strong customer service ethos with experience in leading high-performing customer-facing teams and tracking and improving service performance.
5. Demonstrable experience in the management of change in a large organisation. Enthusiasm for implementing change and the ability to bring fresh thinking to challenges and to seize opportunities.
6. Experience of financial management and in planning and managing budgets, as well as strategic, project and operational planning and delivery.
7. Evidence of leadership qualities and strong interpersonal skills, as well as the ability to work constructively as part of a close-knit team and provide training and mentoring as required. Demonstrated experience of effective staff management, supporting colleagues to succeed and a commitment to promoting equality, diversity and inclusion.
8. Excellent communication and listening skills, as well as a sharp analytical mind, an ability to think laterally and grasp complex and sensitive issues, using innovative thought and a solution orientated approach.
9. Proven experience of working constructively with a diverse range of stakeholders, including senior managers within both academic, research and business environments and leaders within national and international organisations. Credibility with the academic community and external stakeholders and the ability to represent Research Services and the University at a senior level.

10. Flexible and adaptive approach to work. An organised approach to dealing with large numbers of complex documents and an ability to think on one's feet under pressure.

Desirable selection criteria

1. Understanding of complex innovation ecosystems and support required to deliver impact from research.
2. Marketing and events experience.
3. Awareness of data protection and related regulations.

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: 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 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: staff.admin.ox.ac.uk/structure-and-organisation/professional-services-and-university-administration.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website jobs.ox.ac.uk/how-to-apply.

Your application will be judged solely based on 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: 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: 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: compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: 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 70th birthday. The justification for this is explained at: 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: hr.admin.ox.ac.uk/the-ejra.

There is no normal or fixed age at which staff in posts at other grades must 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 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 club.ox.ac.uk and 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 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 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 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 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 edu.admin.ox.ac.uk/disability-support.

Staff networks

The University has several 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 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 newcomers.ox.ac.uk.